

# 2019 TRAINING GUIDE/SERVICE BROCHURE



**RELIANCE TRAINING & MGT CONSULTING**  
**AIDING ORGANISATIONS TO**  
**ATTAIN GREATER HEIGHTS**



*\*The Adaptability Of Employees Determines Key Aspects Of Strategic Flexibility Of An Organisation.*

*\*The Commitment And Loyalty Of Employees Determine The Capacity Of A Company To Attain And Maintain competitive advantage.*

*\*The Training And Expertise Of Employees Determine The Skills Available To A Firm.*

**AIDING, BUILDING AND ENABLING ORGANISATIONS TO ATTAIN GREATER HEIGHTS**

## **OUR LEARNING AND DEVELOPMENT CENTER**

**©Reliance Training and Management Consulting**  
We Operate A Conducive Learning & Development Center Sited  
@ 7/9, Williams Badamosi St, Off Governor, Rd, (Emmanuel Bus Stop),  
Ikotun, Alimosho LGA, Lagos, Nigeria.

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## ABOUT US

### BUSINESS DESCRIPTION

**Reliance Training and Management Consulting**, a dynamic, fast growing, indigenous entity, was established in July, 2013, and duly registered with the Corporate Affairs Commission in May 2014, with the aim to nurture, develop and innovate people and organisations through customized Training, Development, Strategy And Management Consulting Services, with excellent performance, deep sense of commitment, transparency, honesty and responsibility, to demonstrate the highest standard of technical and operational expertise.

We are aiding building and enabling organisations to attain greater heights by providing uncommon value-adding solutions to our clients via the provision of excellent performance and high standard of technical knowledge and skills that are relevant to practical management and business problems. Stimulating creativity and innovativeness necessary to build a better community, a better nation and a better world with a committed mind set to contributing our best to the maximization of personal potentials and skills toward optimizing productivity and achieving organisational goals.

Our services are quite affordable, nevertheless, highly qualitative packages, an initiative designed to develop competences in your personnel toward optimum performance, improved operational efficiency and effectiveness, via our resourceful strategy which involves imparting, improving and innovating skills and technology through inspiring teaching and learning activities.

### OUR STRATEGY

Our strategy involves imparting, improving and innovating technology and skills through inspiring teaching, educating and learning activities, geared towards improved work efficiency, job and wealth creation.

### OUR LEARNING AND DEVELOPMENT CENTER

We Operate a Well Equipped Learning and Development Center, Located in an Easily Accessible Serene Environment, Most Suitable and Convenience for Effective Learning, Sited at No: 7/9, Williams Bademosi Street {Emmanuel Bus Stop}, Off Governor Road, Ikotun, Alimoaho Local Government Area, Lagos, Nigeria.

### OUR SERVICES

Reliance Training And Management Consulting is a Training/Development, Strategy/Management Consulting Organisation eminently and strategically positioned to offer and execute value adding training, development, Strategy and management consulting services.

Some of our foremost courses are listed in this brochure, however, this list does not represent the full courses we offer. We are therefore readily available to respond to any request for specific training anytime.

We offer In-plant/In-House Training For All Courses On Request. In-Plant Training, The Most Cost Effective Means Of Improving Managers And Operatives' Performances, Through Our Customized Training Efforts That Meet Your Organisation's Specific Needs. Date And Venue of Training is Solely Your Choice. Fee is Negotiable.

### A. LEARNING AND DEVELOPMENT SOLUTIONS

We impart knowledge and build capacity for organizations in order to enable their prominence through our unique learning and development strategy. which involves imparting, improving and innovating technology and skills through inspiring teaching, educating and learning activities, geared towards improved work efficiency, job and wealth creation.

Reliance Training and Management Consulting, partners with a carefully selected galaxy of esteemed, highly qualified and seasoned erudite professionals, who demonstrate high levels of commitment through inspiring, insightful and quality training, development and consulting practices, with special skills and expertise across different discipline, ranging from management, education, telecommunication, accounting, engineering, law, etcetera, who ensure continuous increasing high quality services and clientele delight.

### **Our Core Training**

Facilitation of management retreats, workshops and seminars in the following areas:

1. Corporate And Business Strategy Courses
2. Strategy And Strategic Management Courses
3. General Management Courses
4. Human Resources Management Courses
5. Customer Service Courses
6. Finance, Account & Risk Management Courses
7. Warehousing & Inventory Management Courses
8. Procurement, Logistics & Supply Chain Management
10. Production And Quality Management Courses
11. Contract And Project Management Courses
12. Maintenance & Technical Courses
13. Leadership Courses
14. Marketing And Sales Management Courses
15. Personal Development And Effectiveness Courses
16. Public Relations Course
17. Health Safety & Environment Courses
18. Government And Public Sectors Administration Courses

### **In-plant/Customized Training**

We offer In-plant/In-House Training For All Courses On Request. In-Plant Training, The Most Cost Effective Means Of Improving Managers And Operatives' Performances, Through Our Customized Training Efforts That Meet Your Organisation's Specific Needs. Date And Venue of Training is Solely Your Choice. Fee is Negotiable.

## **B. RECRUITMENT AND HUMAN RESOURCES SERVICES**

Talent management has become a significant part of today's organisations business strategy. Reliance Training And Management Consulting relief strategic and learning organisation of this enormous task.

### **Recruitment Services**

1. Graduate Recruitment
2. Experienced Hire
3. Executive Search & Selection

### **Human Resources Services**

1. Manpower Planning
2. Human Resources Management Audit
3. Compensation And Benefits Planning and Implementation
4. Human Capital Training/Development
5. Labour Relations
6. Performance Management System
7. Recruitment, Training and Development

## People Management

1. Recruitment/Selection
2. Capacity Building
3. Human Resources Automation/Payroll
4. Performance Management System
5. Human Resources Audit and Advisory

## C. MANAGEMENT CONSULTING

1. Management Audit
2. Strategy and Strategic Management
3. Organizational Development
4. Human Capital Management
5. Executive Search
6. Leadership Development and Modeling
7. SMEs Solutions
8. Strategic Planning Solutions
9. Interim Management
10. Strategic and General Management
11. Quality Management
12. Feasibility Studies
13. Marketing Management
14. Entrepreneurship Development and Promotions
15. Information Technology
16. Corporate Secretarial Service
17. Process/Value Reengineering
18. School Management

## Strategic Programmes

1. Executive/Business Management Retreat
2. Facilitation
3. Corporate Training and Open Workshop
4. In-Plant/In-House Training
5. Manage Outsourced Training
6. Production and Corporate Processes Management
7. Personal Development and Effectiveness Programs
8. Strategic Management
9. Supply Chain Management

### *Few of Our Clientes And Training Beneficiaries*



# 2019 TRAINING GUIDE

## (A) BUSINESS AND CORPORATE STRATEGY

**“Sooner or Later Something Fundamental in Your Business World Will Change”**

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Management Retreat		Fee, Date And Time Of Retreat Are Negotiable												
2	Feasibility Studies, Business Plan & Strategic Practices For Efficiency & Profitability	45,000		4-5					3-4				4-5		2 Days
3	Organisational And Business Strategy Development And Performance Management	45,000	4-5		2-3				5-6		2-3			5-6	2 Days

## (B) STRATEGY AND STRATEGIC MANAGEMENT COURSES

**“The Challenge Of Effectiveness And Efficiency In Strategy Lies In The Values That Orient A Manager's Response To Short Term Opportunities. Suggesting That Success In A Scenario Of Continuing Unethical Competitiveness Is A Function Of Learning System That Empower Managers To Constantly Spot Opportunities And Extract Values In A Short Term, While Not Losing Focus On Long Term Strategy”**

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Strategic Management For Competitive Positioning	40,000	6-7		3-4			5-6			3-4			3-5	2 Days
2	Developing Senior Management Capacity And Strategy Development	40,000		7-8		7-8				7-8			7-8		2 Days
3	Corporate Governance & Effective Leadership	40,000	11-12					10-11				8-9			2 Days
4	Strategic Brand Development & Management	40,000			9-10			9-10			9-10		10-11		2 Days
5	Operations Management For Competitive Advantage	40,000		13-14		13-14				13-14			11-12		2 Days
6	Strategic Marketing Management Practice For Business Growth	40,000		14-15				13-14			12-13		12-13		2 Days
7	Business Continuity Planning And Crisis Management	40,000			15-16						16-17				2 Days
8	Corporate Entrepreneurship: Creating Bus Opportunities From Existing Capabilities	40,000		19-20				18-19			17-18		19-20		2 Days
9	Corporate Strategies And Value Innovation	40,000	20-21					19-20				17-18			2 Days
10	Successful Planning, Organizing And Control	40,000			18-19						19-20				2 Days
11	Mastering Balanced Scorecard: Achieving Performance Excellence	40,000	25-26								22-23		25-26		2 Days
12	Managerial Competence And Strategy Development	40,000	26-27					25-26				22-23			2 Days

## (C) GENERAL MANAGEMENT COURSES

**“If You Wish To Plan For A Year Sow Seeds. If You Wish To Plan For Ten Years Plant Trees. If You Wish To Plan For Life Time Develop Men”**

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Advanced Management And Business Development for Executives/Personal Assts	40,000			24-25			24-25			25-26		27-28		2 Days
2	Office Mgt And Effective Administration	35,000		28-29			27-28						28-29		2 Days

3	Bus Report Writing & Communication Skill	35,000			29-30			29-30			29-30			2 Days
4	Effective Interpersonal Relationship	35,000				30-31		30-31			30-31			2 Days
5	Proactive Leader-Manager, Emotional Intelligence And Effective Team Building	35,000	4-5			1-2			1-2	2-3			2-3	2 Days
6	Creativity & Innovativeness For Competitive Advantage & Organisational Success	40,000		5-6							2-3			2 Days
7	Building, Managing & Sustaining Team For Optimum Performance	35,000	6-7			6-7			6-7				6-7	2 Days
8	Managerial Problem Solving And Decision Making.	35,000		7-8			6-7			5-6			5-6	2 Days
9	Corporate Management Practice	35,000					10-11						11-12	2 Days
10	Organisational Conflict Management And Team Building	35,000				9-10					9-10			2 Days
11	Effective Industrial Security Management	35,000	13-14			13-14			13-14				13-14	2 Days
12	Archiving And Records Management	35,000					13-14						14-15	2 Days
13	Management Skills Development For New Managers And Supervisors.	35,000		18-19			17-18			16-17			18-19	2 Days
14	Advanced Supervisory And People Management Skills	35,000	19-20			16-17			19-20				17-18	2 Days
15	Becoming An Effective Supervisory Manager	35,000			17-18			17-18					17-18	2 Days
16	Senior Management Skills And Competence Development	35,000				21-22							21-22	2 Days

## (D) CUSTOMER SERVICE COURSES

*"Whether A Person Shines Shoes For A Living Or Heads The Biggest Corporation In The World, The Boss Remains The Same. Who Is This Boss? The Customer! Because The Customer Pays Everyone And Decides The Business Success Or Failure. In Fact, He Can Fire Everybody In The Company From The Chairman (CEO), Down The Shopfloor. He Simply Does This By Spending His Money Somewhere Else".*

S/N	COURSE TITLE	FEE	MONTH												DURATION	
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
1	Superior Customer Service And Relationship Management For Competitive Advantage	40,000		25-26					22-23				22-23			2 Days
2	Excellent Care Center/Front Office Customer Relationship Skills	35,000	26-27			23-24				26-27				26-27		2 Days
3	Customer Handling Skills For Call Centre/Front Office Representatives	35,000			24-25								24-25			2 Days
4	Advanced Customer Service Skills And Relationship Management	40,000				28-29						26-27				2 Days
5	Strategic Customer Relationship Management	40,000			29-30				29-30				29-30			2 Days

## (E) HUMAN RESOURCES MANAGEMENT COURSES

*"People Are Definitely A Company's Greatest Asset. It Does Not Make Any Difference Whether The Product Is A Car Or Cosmetics. A Company Is Only As Good As The People It Keeps".*

S/N	COURSE TITLE	FEE	MONTH												DURATION	
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
1	Effective Human Resources Management Skills	35,000				29-30			30-31				30-31			2 Days
2	Effective Human Resources Practice And People Management For Line Managers	40,000	4-5			1-2				1-2					2-3	2 Days
3	Motivating Organisational Human Resources Toward Achieving Strategic Goal.	40,000			2-3					5-6					3-4	2 Days
4	Strategic Human Resources Management For Competitive Positioning	40,000						5-6					3-4			2 Days

5	Managing Organizational Productivity For Workplace Success	40,000		7-8					7-8				5-6	2 Days
6	Performance Mgt and Appraisals Skills: Setting Objectives, Monitoring And Control	40,000					10-11						11-12	2 Days
7	Developing Advanced Competencies In Human Resource Management	40,000	12-13			9-10			12-13				10-11	2 Days
8	Developing And Writing Human Resources Policies And Procedures	35,000					12-13						13-14	2 Days
9	Effective Employee Engagement And Motivation	40,000						11-12					14-15	2 Days
10	Understanding Labour Laws And Employee Relations For Human Resources Managers	40,000			15-16							15-16		2 Days
11	Managing Staff Discipline And Disciplinary Procedures At Workplace	35,000					18-19						19-20	2 Days

## (F) WAREHOUSING AND INVENTORY MANAGEMENT COURSES

*"As Competitive Pressure Intensifies, Efficient & Effective Mgt Of All Organisational Activities From Purchasing Materials To The Delivery Of Final Products And Services To The Consumer As A System Will Definitely Make The Difference Between Success And Failure Of Organisations"*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Effective Inventory And Stores Management	35,000	20-21		17-18			19-20				18-19		4-5	2 Days
2	Strategic Warehousing And Stores Management	35,000		21-22				20-21					21-22		2 Days
3	Effective Warehouse Operations Management	35,000			22-23							23-24			2 Days
4	Inventory Accounting And Efficient Warehouse Management	35,000							23-24					6-7	2 Days
5	Warehouse Management Skills For Supervisors	35,000						26-27					24-25		2 Days
6	Essential Warehousing, Stores Management And Stock Control	35,000			25-26						28-29			7-8	2 Days
7	Inventory Accounting: Becoming An Efficient Warehouse/Stores Manager	35,000				29-30							29-30		2 Days

## (G) MARKETING AND SALES MANAGEMENT COURSES

*"Contemporary Marketing/Sales Thoughts Depart Radically From The Former Approach Of Organisations Existing Primarily To Make Profits. Today, We Talk Of Organisations Existing Primarily To Create Customers, Bearing In Mind That Once Customers Are Created And Adequate Conscious Effort Is Made To Keep Them, A Line Of Continuous Profit Making Is Automatic"*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Marketing And Sales Management	35,000				30-31		30-31	1-2			30-31			2 Days
2	Managing Sales Team For Effective Results	40,000	4-5											2-3	2 Days
3	Advanced Marketing And Selling Strategies For Senior Professionals/Manager	40,000		5-6			4-5					2-3			2 Days
4	Effective Marketing And Sales Presentation	40,000				6-7							12-13		2 Days
5	Fundamental/Basic Marketing And Selling Skills	35,000	7-8			7-8				7-8			20-21		2 Days
6	Strategic Marketing Plan	35,000							8-9					9-10	2 Days
7	How To Find And Win New Business	40,000		12-13			11-12					10-11			2 Days
8	Key Account Management Skills And Strategies	35,000	13-14			13-14				13-14			13-14		2 Days

9	Essential Marketing Strategy Development For Managers	40,000				14-15					14-15			2 Days
10	Strategic Selling And Sales Territory Management	35,000		18-19			17-18			16-17				2 Days
11	Business Analysis Skills For Marketing Managers	40,000	19-20					16-17			19-20			2 Days
12	Sales And Distribution Channels Development: Optimizing Market Penetration	35,000			17-12				29-30		11-12			2 Days
13	Effective Trade Marketing And Distribution Strategies	40,000		21-22			20-21				21-22			2 Days
14	Managing Distributors And Sales People Effectively	35,000	25-26					22-23			22-23			2 Days
15	Aggressive Market Penetration Strategies	35,000	26-27			22-23			26-27		26-27			2 Days
16	Retail Sales Skills And Personal Effectiveness Skills	35,000		27-28			26-27			25-26				2 Days
17	Effective Change Management As A Prerequisite For Creativity And Innovativeness In A Dynamic Marketing Environment.	40,000				28-29					28-29			2 Days
18	Strategic Selling And Marketing Of Financial Products/Services	40,000				29-30					29-30			2 Days
19	Marketing And Relationship Management Strategy	35,000				30-31					30-31			2 Days
20	Advanced Key Account Management And Business Development	40,000		4-5						2-3				2 Days
21	Professional Selling Skills And Strategies	40,000			2-3				5-6				3-4	2 Days
22	Creative And Innovative Marketing/Sales Strategy For Insurance Products/Services	40,000			3-4						3-4			2 Days
23	Essential Digital Marketing Strategies for Business	40,000						4-5				18-19		2 Days
24	Effective Social Media Marketing	35,000		11-12				8-9						2 Days
25	Internet Marketing and Social Media Management (Planning & Implementation)	40,000			9-10					10-11				2 Days

## (H) PROCUREMENT, LOGISTICS & SUPPLY CHAIN MANAGEMENT COURSES

*“Any Organisation Failing In Delivering The Right Product Or Service To The Right Place, At The Right Time, In Accordance With Customer Requirements And Within An Acceptable Cost Framework For The Supplier, Will Inevitably Find Itself Facing Customer Dissatisfaction And Complaint, Potential Loss Of Future Orders And Ultimately, Financial Crises”*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Purchasing And Procurement Management	35,000	13-14			13-14			13-14			14-15		2 Days	
2	Supply Chain And Logistics Management	35,000		14-15			13-14			12-13			12-13	2 Days	
3	Inventory, Logistics And Distribution Management	35,000		18-19			17-18		15-16			4-5		2 Days	
4	Material And Supply Chain Management	35,000			16-17					17-18				2 Days	
5	Negotiation Strategies For Better Purchasing Value	40,000		20-21							17-18			2 Days	
6	Strategic Logistics And Supply Chain Management	40,000				21-22						21-22		2 Days	
7	Production Management And Material Requirement Planning	40,000			22-23				22-23					2 Days	
8	Effective Fleet And Transport Management	35,000		26-27				23-24			23-24			2 Days	
9	Procurement Planning, Specifications And Tender Management	40,000	27-28						27-28					2 Days	
10	Purchasing Management And Cost Saving Techniques	40,000			25-26				28-29					2 Days	



**(I) FINANCE, ACCOUNT AND RISK MANAGEMENT COURSES**

*“You Are Not Paid For Having Brain, You Are Only Rewarded For Using It Intelligently. It Is Not What You Don't Have That Limits You; It Is What You Have But Don't Know How To Use. The Secret Of Your Future Is Hidden In Your Daily Routine”.*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Basic Accounting Principles And Bookkeeping	35,000			29-30			29-30			29-30			2 Days	
2	Finance And Managerial Accounting For Non Finance Professionals	40,000				30-31					30-31			2 Days	
3	Credit Control And Debt Management	40,000		4-5						2-3				2 Days	
4	Credit Risk Analysis And Management	40,000			2-3						2-3			2 Days	
5	Effective Budgeting And Budgetary Control	35,000		6-7			5-6			3-4			3-5	2 Days	
6	Accounting And Book-Keeping Skills For Non-Accountant And SMEs Owners	35,000	7-8			7-8			7-8			7-8		2 Days	
7	Financial Statement Analysis	35,000			8-9				8-9				9-10	2 Days	
8	Essential Finance/Accounting Skills For Non-Finance Professionals And Managers	40,000	12-13			9-10			12-13			12-13		2 Days	
9	Accounts Receivable And Effective Credit Policies Management	40,000			10-11					11-12				2 Days	
10	Cash Flow Statement: Preparation And Analysis	35,000		14-15				11-12				14-15		2 Days	
11	Fundamentals Of Accounting For Administrative And Support Staff	35,000			15-16					16-17				2 Days	
12	Essentials Of Internal Audit	35,000				16-17					16-17			2 Days	
13	Effective Budgeting And Cost Control	35,000		20-21					29-30			20-21		2 Days	
14	Accounting For Investment And Finance Instruments	40,000			18-19					19-20				2 Days	
15	Designing Budgets And Controls For Strategic Execution	40,000			22-23					23-24				2 Days	

**(J) PRODUCTION AND QUALITY MANAGEMENT COURSES**

*“A Competitive Weapon Used By Organisations To Outshine Rivals Is Quality, Hence Any Organisation That Dare Fails To Produce Quality Products And Or Services Desired By Customers Will Definitely Fall By The Road Side Of Competition, Because Customers Are The Ultimate Judge Of Product And Service Quality Through Their Perception Of How Well The Product Or Service Meets Their Requirement”*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Improving Productivity Through Quality And Cost Reduction	40,000		26-27				23-24			21-22			2 Days	
2	Quality Assurance	35,000	27-28			27-28			27-28			27-28		2 Days	
3	Lean Production Principles	35,000			25-26				28-29					2 Days	
4	Process Management: Mapping And Improvement	40,000			29-30						28-29			2 Days	
5	Production Processes Management	35,000				30-31					24-25			2 Days	
6	Integrated Operational Efficiency And Effectiveness In Manufacturing Process	35,000	4-5				3-4			2-3				2 Days	
7	Fundamental Consulting Skills	35,000			2-3			2-3				5-6		2 Days	
8	Total Quality Management (TQM)	35,000		6-7					6-7				3-4	2 Days	
9	Quality Improvement Process & Management	35,000				7-8			7-8				5-6	2 Days	

**(K) CONTRACT AND PROJECT MANAGEMENT COURSES**

*“Contracts Driven By Successful Partnerships Between A Company And Its Suppliers Produce More Effective Result, Thus, Operating And Achieving The Lowest Total Cost And At Maximum Efficiency”*

	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
	Essential Project Management Skills	40,000		11-12					8-9				9-10	2 Days	
	Project Risk Management	40,000				9-10					9-10			2 Days	
	Contract Administration: Understanding And Implementing	35,000			10-11					11-12				2 Days	
	Effective Contract Preparation And Contractual Obligations	35,000				14-15					14-15			2 Days	
	Managing Contractual Claims	40,000						15-16				4-5		2 Days	
6	Successful Contract Negotiation Strategies	35,000					18-19				16-17			2 Days	
7	Tendering Procedures And Bid Evaluation	40,000			17-18					18-19				2 Days	
8	Negotiation And Cost Reduction Techniques	35,000		21-22					21-22			5-6		2 Days	

**(L) MAINTENANCE AND TECHNICAL MANAGEMENT COURSES**

*“Creating A Culture Of Innovation Is An Irreducible Minimum Requirement For Leading Successfully The Organisation Of Tomorrow. Innovation Refers To The Process Of Bringing Any New Problem Solving Idea Into Use. Idea For Reorganising, Cutting Costs, Putting In New Budgeting System, Improving Communication Or Assembling Products And Or Services”*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Effective Facility & Maintenance Management	35,000		25-26				22-23			8-9			2 Days	
2	Facility Planning And Management	40,000			23-24					24-25				2 Days	
3	Maintenance Planning, Scheduling And Control	35,000	27-28					26-27				26-27		2 Days	

**(M) LEADERSHIP COURSES**

*“Keeping People Motivated, Committed And Feeling Part Of Something Larger Than Self In An Era Of Unrelenting And Accelerating Changes Present A Challenge To Leader-Managers At All Levels. To Meet These Challenges, Leaders Must Be Able To Create Group And Or Organisational Climate That Inspire, Empower And Involve People In Self-Motivation, Cooperation And Improved Relationships, Cum Business Performances That Ensure Attainment Of Common Goals”*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Advanced Leadership Development And Team Building	35,000		28-29				25-26				18-19		2 Days	
2	Situational Leadership And Relationship Management	35,000				29-30			29-30		8-9			2 Days	
3	Developing Leadership Excellence	35,000				30-31					2-3			2 Days	
4	Strategies For Outstanding Executive Leadership Development	40,000			1-2					2-3				2 Days	
5	Entrepreneurship And Effective Leadership	35,000		5-6			4-5				16-17		3-4	2 Days	
6	Effective Leadership And Communication	35,000			3-4			3-4				11-12		2 Days	
7	Exceptional Leadership Development Skills	40,000				7-8				5-6				2 Days	
8	Powerful, Purposeful And Visionary Leadership	40,000					10-11			9-10				2 Days	

**(N) PERSONAL DEVELOPMENT AND EFFECTIVENESS COURSES**

*"The Fact That You Work In A Soap Factory Does Not Make You Clean Until You Use The Soap. We Have Come To Spend Time Thinking About Our Future. How Well We Do This Is Important Because We Are Going To Live In It. Thus, Everybody Has His Price To Pay By Making Sure In Life That One Establish His Independence".*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Improving Personal Effectiveness And Business Mastery	40,000			9-10					12-13				10-11	2 Days
2	Interpersonal Relations And Conflict Management	35,000		13-14				12-13			11-12			11-12	2 Days
3	Time, Priority And Stress Management In The Workplace	35,000	14-15			14-15				14-15			14-15		2 Days
4	Effective Business Report Writing And Presentation Skills	35,000	18-19					17-18				10-11			2 Days
5	Technical Report Writing	40,000							16-17			1-2			2 Days
6	Emotional Intelligence For Workplace Success	40,000			17-18					29-30					2 Days
7	Developing Assertiveness Skills And Self Confidence	35,000				21-22							21-22		2 Days
8	Effective Communication Skills Development	35,000		26-27					22-23			7-8			2 Days
9	Creative Thinking And Innovation Techniques	40,000	26-27					25-26					13-14		2 Days
10	Entrepreneurship Development: Be Your Own Boss	35,000	27-28			27-28				27-28			19-20		2 Days
11	Personal Development And Productivity	35,000		28-29				27-28			26-27				2 Days
12	Mastering Public Speaking And Presentation Skills	40,000			29-30				29-30			8-9			2 Days

**(O) PUBLIC RELATIONS COURSE**

*"Today's Organisations Require Good Reputation To Outshine Rivals. Hence The Effective Evaluation Of Publics Attitude, Identification Of The Policies And Procedures Of The Organisation With The Publics Interest And Execution Of A Programme Of Action To Influence Significant Publics To An Effective Flow Of Mutual Understanding".*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Event And Conference Management	35,000				30-31						15-16			2 Days
2	Effective Business Etiquette And Protocol	40,000		4-5						1-2				2-3	2 Days
3	Public Relations And Media Management Skills	40,000			2-3						3-4			3-4	2 Days
4	Corporate Social Responsibility	40,000		6-7								3-4			2 Days
5	Crisis Communication Skills	40,000			4-5						5-6				2 Days
6	Effective Public Relation Campaigns: From Planning To Execution	40,000				8-9				8-9				9-10	2 Days

**(P) HEALTH, SAFETY AND ENVIRONMENT COURSES**

*"The Safety And Health Of Every Employee In An Organisation Is Paramount If The Organisation Is To Continuously Operate To Meet Its Stated Goals. The Conservation Of Health In The Labour Force Results In Increased Productivity And Facilitates Return On Investments".*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Occupational Safety And Health Management (OSHM)	35,000	12-13			9-10				12-13			12-13		2 Days
2	Health, Safety And Environment In The Workplace	35,000			10-11						11-12				2 Days
3	Work Place Fire Safety And Evacuation Administration	35,000		14-15			13-14				12-13			12-13	2 Days
4	General And Hazardous Waste Management	35,000			15-16							10-11			2 Days
5	Building And Sustaining A Safety Culture In Your Organisation	35,000				16-17							18-19		2 Days

**(Q) GOVERNMENT AND PUBLIC SECTOR ADMINISTRATION COURSES**

*"Government And Public Sector Organisations Can Only Survive The Test Of Time When Its Focus Is On Building Institutions, Looking At The Future And Not The Present, Rather Than Building Strongmen, Because Strong Men Will Definitely Go And Institution Will Remain".*

S/N	COURSE TITLE	FEE	MONTH												DURATION
			Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	Government Policy Planning And Implementation	40,000		20-21			19-20				18-19			18-19	2 Days
2	Maximising Human Resources In The Public Sector	40,000			18-19					21-22				19-20	2 Days
3	Public Governance And The Art Of Politicking	40,000	25-26			22-23				22-23			25-26		2 Days
4	Corporate Legislative Practice	40,000			23-24			23-24			22-23				2 Days
5	National Security And Intelligence	40,000	27-28						24-25				20-21		2 Days
6	Effective Tax Management System And Implementation	40,000		28-29			27-28				26-27		7-8		2 Days
7	Effective Administration Of Local Government Affairs	40,000				29-30						17-18			2 Days



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**OUR LEARNING AND DEVELOPMENT CENTER**

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