

# TIMELINE GLOBAL LINK CONSULTING

## 1<sup>ST</sup> - 4<sup>TH</sup> QUARTER 2021 TRAINING CALENDAR



S/N	PROGRAMME	DURATION	1 <sup>ST</sup> QUARTER			2 <sup>ND</sup> QUARTER			3 <sup>RD</sup> QUARTER			4 <sup>TH</sup> QUARTER			FEE	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NAIRA	USD
1	Enterprise Risk Management	5 days	4-8	1-5	1-5	5-9	3-7	7-11	5-9	2-6	6-10	4-8	1-5	6-10	160,000.00	650.00
2	Business Leadership Skills Course – Becoming Management Material	5 days	11-15	8-12	8-12	12-16	10-14	14-18	12-16	9-13	13-17	11-15	8-12	13-17	160,000.00	650.00
3	Top notch Accounting skills for Accounting officers Course	5 days	18-22	15-19	15-19	19-23	17-21	21-25	19-23	16-20	20-24	18-22	15-19	20-24	160,000.00	650.00
4	Coaching and Mentoring course	5 days	25-29	22-26	22-26	26-30	24-28	28-2 <sup>ND</sup> JULY	26-30	23-27	27-1 <sup>ST</sup> OCTOBER	25-29	22-26	6-10	160,000.00	650.00
5	Top-Notch Customer Service Training	5 days	4-8	1-5	29-2 <sup>ND</sup> APR	5-9	31-4 <sup>TH</sup> JUNE	7-11	5-9	30-3 <sup>RD</sup> SEPTEMBER	6-10	4-8	29-3 <sup>RD</sup> DECEMBER	13-17	160,000.00	650.00
6	Cooperative Society Management for success	5 days	11-15	8-12	1-5	12-16	3-7	14-18	12-16	2-6	13-17	11-15	1-5	20-24	160,000.00	650.00
7	Human Resources Training	5 days	18-22	15-19	8-12	19-23	10-14	21-25	19-23	9-13	20-24	18-22	8-12	6-10	160,000.00	650.00
8	Time Management	5 days	25-29	22-26	15-19	26-30	17-21	28-2 <sup>ND</sup> JULY	26-30	16-20	27-1 <sup>ST</sup> OCTOBER	25-29	15-19	13-17	160,000.00	650.00
9	Logistics and Supply Chain Management	5 days	4-8	1-5	22-26	5-9	24-28	7-11	5-9	23-27	6-10	4-8	22-26	20-24	160,000.00	650.00
10	Anger Management	5 days	11-15	8-12	29-2 <sup>ND</sup> APR	12-16	31-4 <sup>TH</sup> JUNE	14-18	12-16	30-3 <sup>RD</sup> SEPTEMBER	13-17	11-15	29-3 <sup>RD</sup> DECEMBER	6-10	160,000.00	650.00
11	Administrative officers essentials course	5 days	18-22	15-19	1-5	19-23	3-7	21-25	19-23	2-6	20-24	18-22	1-5	13-17	160,000.00	650.00
12	Tax Management for Organizations	5 days	25-29	22-26	8-12	26-30	10-14	28-2 <sup>ND</sup> JULY	26-30	9-13	27-1 <sup>ST</sup> OCTOBER	25-29	8-12	20-24	160,000.00	650.00
13	Quality Assurance and Quality Control essentials course	5 days	4-8	1-5	15-19	5-9	17-21	7-11	5-9	16-20	6-10	4-8	15-19	6-10	160,000.00	650.00
14	Corporate Governance Essentials Course	5 days		8-12			24-28			23-27			22-26		400,000.00	1,200.00
15	Insurance Marketing	5 days	18-22	15-19	29-2 <sup>ND</sup> APR	19-23	31-4 <sup>TH</sup> JUNE	21-25	19-23	30-3 <sup>RD</sup> SEPTEMBER	20-24	18-22	29-3 <sup>RD</sup> DECEMBER	20-24	160,000.00	650.00
16	Basic Bookkeeping Accounting Course	5 days	25-29	22-26	1-5	26-30	3-7	28-2 <sup>ND</sup> JULY	26-30	2-6	27-1 <sup>ST</sup> OCTOBER	25-29	1-5	6-10	160,000.00	650.00
17	Project Management Fundamentals	5 days	4-8	1-5	8-12	5-9	10-14	7-11	5-9	9-13	6-10	4-8	8-12	13-17	160,000.00	650.00
18	Internal Audit for Results	5 days	11-15	8-12	15-19	12-16	17-21	14-18	12-16	16-20	13-17	11-15	15-19	20-24	160,000.00	650.00
19	Purchasing and Procurement Management Course	5 days	18-22	15-19	22-26	19-23	24-28	21-25	19-23	23-27	20-24	18-22	22-26	6-10	160,000.00	650.00
20	Planning Communication and Media Management Strategies	5 days	25-29	22-26	29-2 <sup>ND</sup> APR	26-30	31-4 <sup>TH</sup> JUNE	28-2 <sup>ND</sup> JULY	26-30	30-3 <sup>RD</sup> SEPTEMBER	27-1 <sup>ST</sup> OCTOBER	25-29	29-3 <sup>RD</sup> DECEMBER	13-17	160,000.00	650.00
21	Account Payable, Account Receivable and Debt recovery management course.	5 days	4-8	1-5	1-5	5-9	3-7	7-11	5-9	2-6	6-10	4-8	1-5	20-24	160,000.00	650.00
22	Essentials of Community Based Project Management for Success	5 days	11-15	8-12	8-12	12-16	10-14	14-18	12-16	9-13	13-17	11-15	8-12	6-10	160,000.00	650.00
23	Managing Operational Risk In Organizations.	5 days	18-22	15-19	15-19	19-23	17-21	21-25	19-23	16-20	20-24	18-22	15-19	13-17	180,000.00	750.00
24	Health and Safety Management In Workplace	5 days	25-29	22-26	22-26	26-30	24-28	28-2 <sup>ND</sup> JULY	26-30	23-27	27-1 <sup>ST</sup> OCTOBER	25-29	22-26	20-24	160,000.00	650.00
25	Public – Private- Partnership (PPP) that works	5 days	4-8	1-5	29-2 <sup>ND</sup> APR	5-9	31-4 <sup>TH</sup> JUNE	7-11	5-9	30-3 <sup>RD</sup> SEPTEMBER	6-10	4-8	29-3 <sup>RD</sup> DECEMBER	6-10	200,000.00	850.00
26	Forensic audit, fraud detection and investigation techniques	5 days	11-15	8-12	1-5	12-16	3-7	14-18	12-16	2-6	13-17	11-15	1-5	13-17	160,000.00	650.00
27	Top Notch facilities management training	5 days	18-22	15-19	8-12	19-23	10-14	21-25	19-23	9-13	20-24	18-22	8-12	20-24	160,000.00	650.00
28	Executive and personal Assistants Development course	5 days	25-29	22-26	15-19	26-30	17-21	28-2 <sup>ND</sup> JULY	26-30	16-20	27-1 <sup>ST</sup> OCTOBER	25-29	15-19	6-10	160,000.00	650.00
29	Budget Preparation,, Implementation and monitoring course	5 days	4-8	1-5	22-26	5-9	24-28	7-11	5-9	23-27	6-10	4-8	22-26	13-17	160,000.00	650.00
30	Writing professionally in the work place course	5 days	11-15	8-12	29-2 <sup>ND</sup> APR	12-16	31-4 <sup>TH</sup> JUNE	14-18	12-16	30-3 <sup>RD</sup> SEPTEMBER	13-17	11-15	29-3 <sup>RD</sup> DECEMBER	20-24	160,000.00	650.00

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			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NAIRA	USD
31	International Financial Reporting Standards (IFRS) training	5 days	18-22	15-19	1-5	19-23	3-7	21-25	19-23	2-6	20-24	18-22	1-5	6-10	160,000.00	650.00
32	International Public Accounting Standards (IIPSAS) Training	5 days	25-29	22-26	8-12	26-30	10-14	28-2 <sup>ND</sup> JULY	26-30	9-13	27-1 <sup>ST</sup> OCTOBER	25-29	8-12	13-17	160,000.00	650.00
33	Driver training and Development course	5 days	4-8	1-5	15-19	5-9	17-21	7-11	5-9	16-20	6-10	4-8	15-19	20-24	100,000.00	410.00
34	Security Guard training and development t course	5 days	11-15	8-12	22-26	12-16	24-28	14-18	12-16	23-27	13-17	11-15	22-26	6-10	100,000.00	410.00
35	Office Management Training	5 days	18-22	15-19	29-2 <sup>ND</sup> APR	19-23	31-4 <sup>TH</sup> JUNE	21-25	19-23	30-3 <sup>RD</sup> SEPTEMBER	20-24	18-22	29-3 <sup>RD</sup> DECEMBER	13-17	160,000.00	650.00
36	Digital Marketing Course	5 days	25-29	22-26	1-5	26-30	3-7	28-2 <sup>ND</sup> JULY	26-30	2-6	27-1 <sup>ST</sup> OCTOBER	25-29	1-5	20-24	160,000.00	650.00
37	Meeting Management Course	5 days	4-8	1-5	8-12	5-9	10-14	7-11	5-9	9-13	6-10	4-8	8-12	6-10	160,000.00	650.00
38	Strategic Direction and Leadership Course	5 days	11-15	8-12	15-19	12-16	17-21	14-18	12-16	16-20	13-17	11-15	15-19	13-17	160,000.00	650.00
39	Top Notch Selling Skills Training	5 days	18-22	15-19	22-26	19-23	24-28	21-25	19-23	23-27	20-24	18-22	22-26	20-24	160,000.00	650.00
40	Managing Emotional Intelligence in the Work Place	5 days	25-29	22-26	29-2 <sup>ND</sup> APR	26-30	31-4 <sup>TH</sup> JUNE	28-2 <sup>ND</sup> JULY	26-30	30-3 <sup>RD</sup> SEPTEMBER	27-1 <sup>ST</sup> OCTOBER	25-29	29-3 <sup>RD</sup> DECEMBER	6-10	160,000.00	650.00
41	Equipment Calibration Management Course	5 days	4-8	1-5	1-5	5-9	3-7	7-11	5-9	2-6	6-10	4-8	1-5	13-17	160,000.00	650.00
42	Advanced Accounting Course For Managers	5 days			8-12			14-18			13-17			20-24	200,000.00	850.00
43	Comprehensive Accounting Course	5 days	18-22	15-19	15-19	19-23	17-21	21-25	19-23	16-20	20-24	18-22	15-19	6-10	160,000.00	650.00
44	Public Relations Management Course	5 days	25-29	22-26	22-26	26-30	24-28	28-2 <sup>ND</sup> JULY	26-30	23-27	27-1 <sup>ST</sup> OCTOBER	25-29	22-26	13-17	160,000.00	650.00
45	Store and Warehouse Management Course	5 days	4-8	1-5	29-2 <sup>ND</sup> APR	5-9	31-4 <sup>TH</sup> JUNE	7-11	5-9	30-3 <sup>RD</sup> SEPTEMBER	6-10	4-8	29-3 <sup>RD</sup> DECEMBER	20-24	160,000.00	650.00
46	Managing Board Meeting for Results	5 days			1-5			14-18			13-17			6-10	500,000.00	1,500.00
47	The Practical Trainer Course	5 days	18-22	15-19	8-12	19-23	10-14	21-25	19-23	9-13	20-24	18-22	8-12	13-17	160,000.00	650.00
48	Retirement Planning from the Work Place Course	5 days	25-29	22-26	15-19	26-30	17-21	28-2 <sup>ND</sup> JULY	26-30	16-20	27-1 <sup>ST</sup> OCTOBER	25-29	15-19	20-24	160,000.00	650.00
49	Learning How to Play Office Politics Course Optimally	5 days	4-8	1-5	1-5	5-9	3-7	7-11	5-9	2-6	6-10	4-8	1-5	13-17	160,000.00	650.00
50	Front Desk Officers Training	5days	11-15	8-12	15-19	12-16	17-21	14-18	12-16	16-20	13-17	11-15	15-19	13-17	160,000.00	650.00

Venue: Our Training Centre: Captain House, 4<sup>th</sup> floor, 34 Aje Road Sabo Yaba, Lagos. Nigeria

6, Alhaji Idowu Street, Off Oke Street, By Tastee Fried Chicken, Shobo Bus-Stop, Akonwojo. Lagos.

Discount:10% for More than 2 Participants

Account Details: Timeline Global Link Consulting : Zenith Bank PLC : 1015916188

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