

## TIMELINE GLOBAL LINK CONSULTING

### 1<sup>ST</sup> - 4<sup>TH</sup> QUARTER 2026 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	5-9	2-6	2-6	6-10	4-8	1-5	6-10	3-7	7-11	5-9	2-6	7-11	355,000.00	1,000.00
2	Effective Communication in the work place	5 days	12-16	9-13	9-13	13-17	11-15	8-12	13-17	10-14	14-18	12-16	9-13	14-18	355,000.00	1,000.00
3	Top notch accounting skills for accounting officers Course	5 days	19-23	16-20	16-20	20-24	17-21	15-19	20-24	17-21	21-25	19-23	16-20	7-11	355,000.00	1,000.00
4	Coaching and Mentoring course	5 days	26-30	23-27	23-27	27- May 1st	25-29	22-26	27-31	24-28	28-1st Oct	26-30	23-27	14-18	355,000.00	1,000.00
5	Top-Notch Customer Service Training	5 days	5-9	2-6	30-Apr 3	6-10	4-8	29—3 Jul	6-10	31-4 Sept	7-11	5-9	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00
6	Strategic Management-Use of social media in government and other organizations	5 days	12-16	9-13	2-6	13-17	11-15	1-5	13-17	3-7	14-18	12-16	2-6	14-18	355,000.00	1,000.00
7	Human Resources Training	5 days	19-23	16-20	9-13	20-24	18-22	8-12	20-24	10-14	21-25	19-23	9-13	7-11	355,000.00	1,000.00
8	Cash and Treasury management course	5 days	26-30	23-27	16-20	27- May 1st	25-29	15-19	27-31	17-21	28-1st Oct	26-30	16-20	14-18	355,000.00	1,000.00
9	Logistics and Supply Chain Management	5 days	5-9	2-6	23-27	6-10	4-8	22-26	6-10	24-28	7-11	5-9	23-27	7-11	355,000.00	1,000.00
10	Account Reconciliation and customers confirmation management course	5 days	12-16	9-13	30-Apr 3	13-17	11-15	29—3 Jul	13-17	31-4 Sept	14-18	12-16	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
11	Administrative officer's essentials course	5 days	19-23	16-20	2-6	20-24	18-22	1-5	20-24	3-7	21-25	19-23	2-6	7-11	355,000.00	1,000.00
12	Tax Management for Organizations	5 days	26-30	23-27	9-13	27- May 1st	25-29	8-12	27-31	10-14	28-1st Oct	26-30	9-13	14-18	355,000.00	1,000.00
13	Quality Assurance and Quality Control essentials course	5 days	5-9	2-6	16-20	6-10	4-8	15-19	6-10	17-21	7-11	5-9	16-20	7-11	355,000.00	1,000.00
14	Corporate Governance Essentials Course	5 days	12-16	9-13	23-27	13-17	11-15	22-26	13-17	24-28	14-18	12-16	23-27	14-18	355,000.00	1,000.00
15	Metrics and Analytics for strategic decision making	5 days	19-23	16-20	30-Apr 3	20-24	18-22	29—3 Jul	20-24	31-4 Sept	21-25	19-23	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00
16	Basic Bookkeeping Accounting Course	5 days	26-30	23-27	2-6	27- May 1st	25-29	1-5	27-31	3-7	28-1st Oct	26-30	2-6	14-18	355,000.00	1,000.00
17	Project Management Fundamentals	5 days	5-9	2-6	9-13	6-10	4-8	8-12	6-10	10-14	7-11	5-9	9-13	7-11	355,000.00	1,000.00
18	Internal Audit for Results	5 days	12-16	9-13	16-20	13-17	11-15	15-19	13-17	17-21	14-18	12-16	16-2023	14-18	355,000.00	1,000.00
19	Purchasing and Procurement Management Course	5 days	19-23	16-20	23-27	20-24	18-22	22-26	20-24	24-28	21-25	19-23	23-27	7-11	355,000.00	1,000.00
20	Planning Communication and Media Management Strategies	5 days	26-30	23-27	30-Apr 3	27- May 1st	25-29	29—3 Jul	27-31	31-4 Sept	28-1st Oct	26-30	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
21	Account Payable, Account Receivable and Debt recovery management course.	5 days	5-9	2-6	2-6	6-10	4-8	1-5	6-10	3-7	7-11	5-9	2-6	7-11	355,000.00	1,000.00
22	Essentials of Community Based Project Management for Success	5 days	12-16	9-13	9-13	13-17	11-15	8-12	13-17	10-14	14-18	12-16	9-13	14-18	355,000.00	1,000.00
23	Managing Operational Risk in Organizations.	5 days	19-23	16-20	16-20	20-24	18-22	15-19	20-24	17-21	21-25	19-23	16-2023	7-11	355,000.00	800.00
24	Health and Safety Management in Workplace	5 days	26-30	23-27	23-27	27- May 1st	25-29	22-26	27-31	24-28	28-1st Oct	26-30	23-27	14-18	355,000.00	1,000.00
25	Public – Private- Partnership (PPP) that works	5 days	5-9	2-6	30-Apr 3	6-10	4-8	29—3 Jul	6-10	31-4 Sept	7-11	5-9	30-4 <sup>th</sup> Dece	7-11	550,000.00	1,300.00
26	Forensic audit, fraud detection and investigation techniques	5 days	12-16	9-13	2-6	13-17	11-15	1-5	13-17	3-7	14-18	12-16	2-6	14-18	355,000.00	1,000.00
27	Top Notch facilities management training	5 days	19-23	16-20	9-13	20-24	18-22	8-12	20-24	10-14	21-25	19-23	9-13	7-11	355,000.00	1,000.00
28	Executive and personal Assistants Development course	5 days	26-30	23-27	16-20	27- May 1st	25-29	15-19	27-31	17-21	28-1st Oct	26-30	16-20	14-18	355,000.00	1,000.00
29	Budget Preparation, Implementation and monitoring course	5 days	5-9	2-6	23-27	6-10	4-8	22-27	6-10	24-28	7-11	5-9	23-27	7-11	355,000.00	1,000.00
30	Writing professionally in the work place course	5 days	12-16	9-13	30-Apr 3	13-17	11-15	29—3 Jul	13-17	31-4 Sept	14-18	12-16	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00

S/N	PROGRAMME	DURATION													FEE	
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	NAIRA	USD
31	International Financial Reporting Standards (IFRS) training	5 days	5-9	16-20	2-6	20-24	18-22	1-5	20-24	3-7	7-11	5-9	2-6	7-11	355,000.00	1,000.00
32	International Public Accounting Standards (IPSAS) Training	5 days	12-16	23-27	9-13	27- May 1 <sup>st</sup>	25-29	8-12	27-31	10-14	14-18	12-16	9-13	14-18	355,000.00	1,000.00
33	Driver training and Development Course	5 days	19-23	23-27	16-20	6-10	4-8	15-19	6-10	17-21	21-25	19-23	16-20	7-11	355,000.00	1,000.00
34	Security Guard training and development t course	5 days	26-30	2-6	23-27	13-17	11-15	22-26	13-17	24-28	28-1st Oct	26-30	23-27	14-18	355,000.00	1,000.00
35	Office Management Training	5 days	5-9	9-13	30-Apr 3	6-10	18-22	29—3 Jul	20-24	31-4 Sept	7-11	5-9	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00
36	Digital Marketing Course	5 days	12-16	16-20	2-6	13-17	25-29	1-5	27-31	3-7	14-18	12-16	2-6	14-18	355,000.00	1,000.00
37	Meeting Management Course	5 days	19-23	23-27	9-13	20-24	4-8	8-12	6-10	10-14	21-25	19-23	9-13	7-11	355,000.00	1,000.00
38	Strategic Direction and Leadership Course	5 days	26-30	2-6	16-20	27- May 1 <sup>st</sup>	11-15	15-19	13-17	17-21	28-1st Oct	26-30	16-2	14-18	355,000.00	1,000.00
39	Top Notch Selling Skills Training	5 days	5-9	9-13	23-27	6-10	18-22	22-26	20-24	24-28	7-11	5-9	23-27	7-11	355,000.00	1,000.00
40	Managing Emotional Intelligence in the Work Place	5 days	12-16	16-20	30-Apr 3	13-17	25-29	29—3 Jul	27-31	31-4 Sept	14-18	12-16	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
41	Equipment Calibration Management Course	5 days	19-23	23-27	2-6	20-24	4-8	1-5	6-10	3-7	21-25	19-23	2-6	7-11	355,000.00	1,000.00
42	Advanced Accounting Course for Managers	5 days	26-30	2-6	9-13	27- May 1 <sup>st</sup>	11-15	8-12	13-17	10-14	28-1st Oct	26-30	9-13	14-18	355,000.00	1,000.00
43	Comprehensive Accounting Course	5 days	5-9	9-13	16-20	6-10	18-22	15-19	20-24	17-21	7-11	5-9	16-20	7-11	355,000.00	1,000.00
44	Public Relations Management Course	5 days	12-16	16-20	23-27	13-17	25-29	22-26	27-31	24-28	14-18	12-16	23-27	14-18	355,000.00	1,000.00
45	Store and Warehouse Management Course	5 days	19-23	23-27	30-Apr 3	20-24	4-8	29—3 Jul	6-10	31-4 Sept	21-25	19-23	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00
46	Managing Board Meeting for Results	5 days	26-30	2-6	2-6	27- May 1 <sup>st</sup>	11-15	1-5	13-17	3-7	28-1st Oct	26-30	2-6	14-18	600,000.00	1,450.00
47	The Practical Trainer Course	5 days	5-9	9-13	9-13	6-10	18-22	8-12	20-24	10-14	7-11	5-9	9-13	7-11	355,000.00	1,000.00
48	Retirement Planning from the Work Place course	5 days	12-16	16-20	16-20	13-17	25-29	15-19	27-31	17-21	14-18	12-16	16-2023	14-18	355,000.00	1,000.00
49	Learning How to Play Office Politics Course Optimally	5 days	19-23	23-27	23-27	20-24	4-8	22-26	6-10	24-28	21-25	19-23	23-27	7-11	355,000.00	1,000.00
50	Front Desk Officers Training	5days	26-30	2-6	30-Apr 3	27- May 1 <sup>st</sup>	11-15	29—3 Jul	13-17	31-4 Sept	28-1st Oct	26-30	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
51	Production and Maintenance Course	5 days	5-9	9-13	2-6	6-10	18-22	1-5	20-24	3-7	7-11	5-9	2-6	7-11	355,000.00	1,000.00
52	Employee Compensation Management	5 days	12-16	16-20	9-13	13-17	25-29	8-12	27-31	10-14	14-18	12-16	9-13	14-18	355,000.00	1,000.00
53	Fleet Management	5 days	19-23	23-27	16-20	20-24	4-8	15-19	6-10	17-21	21-25	19-23	16-20	7-11	355,000.00	1,000.00
54	Team Building and Team Effectiveness	5 days	26-30	2-6	23-27	27- May 1 <sup>st</sup>	11-15	22-27	13-17	24-28	28-1st Oct	26-30	23-27	14-18	355,000.00	1,000.00
55	School Management	5 days	5-9	9-13	30-Apr 3	6-10	18-22	29—3 Jul	20-24	31-4 Sept	7-11	5-9	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00
56	HR Metrics and Analytics	5 days	12-16	16-20	2-6	13-17	25-29	1-5	27-31	3-7	14-18	12-16	2-6	14-18	355,000.00	1,000.00
57	Facility Management Course	5 days	19-23	23-27	9-13	20-24	4-8	8-12	6-10	10-14	21-25	19-23	9-13	7-11	355,000.00	1,000.00
58	Change Management in the Workplace Course	5 days	26-30	2-6	16-20	27- May 1 <sup>st</sup>	11-15	15-19	13-17	17-21	28-1st Oct	26-30	16-20	14-18	355,000.00	1,000.00
59	Business Analytics Using Excel	5 days	12-16	9-13	23-27	6-10	18-22	22-26	20-24	24-28	7-11	5-9	23-27	7-11	355,000.00	1,000.00
60	Tendering, Procurement and negotiation skills course	5 days	19-23	16-20	30-Apr 3	13-17	25-29	29—3 Jul	27-31	31-4 Sept	14-18	12-16	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
61	How to Conduct a Reliable and Successful research	5 days	26-30	23-27	2-6	20-24	4-8	1-5	6-10	3-7	21-25	19-23	2-6	7-11	355,000.00	1,000.00
62	Managing Your Boss	5 days	5-9	2-6	9-13	27- May 1 <sup>st</sup>	11-15	8-12	13-17	10-14	28-1st Oct	26-30	9-13	14-18	355,000.00	1,000.00
63	Tax Audit and Investigation Course	5 days	12-16	9-13	16-20	6-10	18-22	15-19	20-24	17-21	7-11	5-9	16-2023	7-11	355,000.00	1,000.00
64	Measurement and Evaluation in Project Management Course	5 days	19-23	16-20	23-27	13-17	25-29	22-26	27-31	24-28	14-18	12-16	23-27	14-18	355,000.00	1,000.00
65	Business Planning writing for success	5 days	26-30	23-27	30-Apr 3	20-24	4-8	29—3 Jul	6-10	31-4 Sept	21-25	19-23	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00
66	Basic Training in Soft and Hard Skills, Accounting, Human Resources, Marketing and Managerial Skills	5 days	5-9	16-20	2-6	27- May 1 <sup>st</sup>	11-15	1-5	13-17	3-7	28-1st Oct	26-30	2-6	14-18	355,000.00	1,000.00
67	Improving Attitudes of Office Assistants in the Workplace Course	5 days	12-16	23-27	9-13	6-10	18-22	8-12	20-24	10-14	7-11	5-9	9-13	7-11	355,000.00	1,000.00
68	Improving Behavioral Attitudes of Internal Auditors	5 days	19-23	2-6	16-20	13-17	25-29	15-19	27-31	17-21	14-18	12-16	16-20	14-18	355,000.00	1,000.00
69	Environmental Impact Assessment	5 days	26-30	9-13	23-27	20-24	4-8	22-26	6-10	24-28	21-25	19-23	23-27	7-11	355,000.00	1,000.00
70	Business Leadership Skills for Top Management cadres course	5 days	5-9	16-20	30-Apr 3	27- May 1 <sup>st</sup>	11-15	29—3 Jul	13-17	31-4 Sept	28-1st Oct	26-30	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
71	Financial Accounting Reporting using Excel course	5 days	12-16	23-27	2-6	6-10	18-22	1-5	20-24	3-7	7-11	5-9	2-6	7-11	355,000.00	1,000.00
72	Global Shipping and Logistics course	5 days	19-23	23-27	9-13	13-17	25-29	8-12	27-31	10-14	14-18	12-16	9-13	14-18	355,000.00	1,000.00
73	Advanced Admin officers essentials	5 days	26-30	2-6	16-20	20-24	4-8	15-19	6-10	17-21	21-25	19-23	16-20	7-11	355,000.00	1,000.00
74	Budget Preparation, Implementation and Monitoring Course	5 days	5-9	9-13	23-27	27- May 1 <sup>st</sup>	11-15	22-26	13-17	24-28	28-1st Oct	26-30	23-27	14-18	355,000.00	1,000.00
75	Administrative officers essentials Skills	5 days	12-16	16-20	30-Apr 3	6-10	18-22	29—3 Jul	20-24	31-4 Sept	7-11	5-9	30-4 <sup>th</sup> Dece	7-11	355,000.00	1,000.00

S/N	PROGRAMME	DUR A TIO N	JAN	FEB	MAR	APR	4-8	JUN	JUL	AUG	SEP	OCT	NOV	7-11		
76	Electronic Procurement		5-9	2-6	2-6	4-8	11-15	1-5	6-10	3-7	7-11	5-9	2-6	14-18	355,000.00	1,000.00
77	Advanced Budget preparation, Implementation and Monitoring Course		12-16	9-13	9-13	11-15	18-22	8-12	13-17	10-14	14-18	12-16	9-13	7-11	355,000.00	1,000.00
78	Advanced Effective Communication in the workplace		19-23	16-20	16-20	18-22	25-29	15-19	20-24	17-21	21-25	19-23	16-20	14-18	355,000.00	1,000.00
79	Artificial intelligence Course		26-30	23-27	23-27	25-29	4-8	22-26	27-31	24-28	28-1st Oct	26-30	23-27	7-11	355,000.00	1,000.00
80	Cybercrime course		5-9	2-6	30-Apr 3	4-8	11-15	29—3 Jul	6-10	31-4 Sept	7-11	5-9	30-4 <sup>th</sup> Dece	14-18	355,000.00	1,000.00
80	Revised tax law course		12-16	9-13	2-6	11-15	18-22	1-5	13-17	3-7	14-18	12-16	2-6	7-11	355,000.00	1,000.00
81	Advanced Human Resources Course		19-23	16-20	9-13	18-22	25-29	8-12	20-24	10-14	21-25	19-23	9-13	14-18	355,000.00	1,000.00

Venue: Our Training Centre: 97, Allen Avenue, Ikeja-Lagos.

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

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