



# 2021

# TRAINING CALENDAR



**We are Remoik Nigeria Limited, a Total Human Capital Training and consulting Company that has been managing prime technical and Management operations and High profile administrative services. Remoik was created for the singular purpose of providing functional services to clients in various sectors of the economy such as; the Oil and Gas, Manufacturing, Engineering, Procurement, Construction and Service sector e.t.c**

## In-House Trainings



**Remoik Training and Consulting** In-house training provides customized training programmes guided by your needs assessment and tailored to meet your company's expected outcomes and goals. Our programmes can be delivered at your preferred local or international location, and at your discretion.

Working closely with organizations aids us to understand specific goals and requirement(s), that guide our faculty in planning and developing exceptional training interventions to meet essential objectives.



### Registration

Prior registration is mandatory to secure a place in the seminar our participants wish to attend, and to receive the joining instructions and other materials that may be sent ahead of the seminar start dates.

You may choose one of these options to register for an open seminar:

1. Send an email to [info@remoikngltd.com](mailto:info@remoikngltd.com) indicating the full name(s) and email address of the participant, company name (if applicable) and mobile number.
2. Register online at [www.remoikngltd.com](http://www.remoikngltd.com)
3. Call the Executive Education Department on 08066559530



## Why Choose ? US



**With over 15 years of experience in learning and development and training facilitation, we will help you optimize your training budget with maximum cost efficiency.**

**We are renowned for our ability at creating team building, and synergy through our sessions, with effective facilitators who are successful industry professionals and possess commendable years of experience in their various fields of expertise.**

**Our network of recognized consultants allows us to match the skills and experience of the facilitator with the required learning outcome. We will ensure that you receive the most relevant learning experience, meet your learning objectives whilst we work with you to find a programme that fits your exact needs and your budget.**

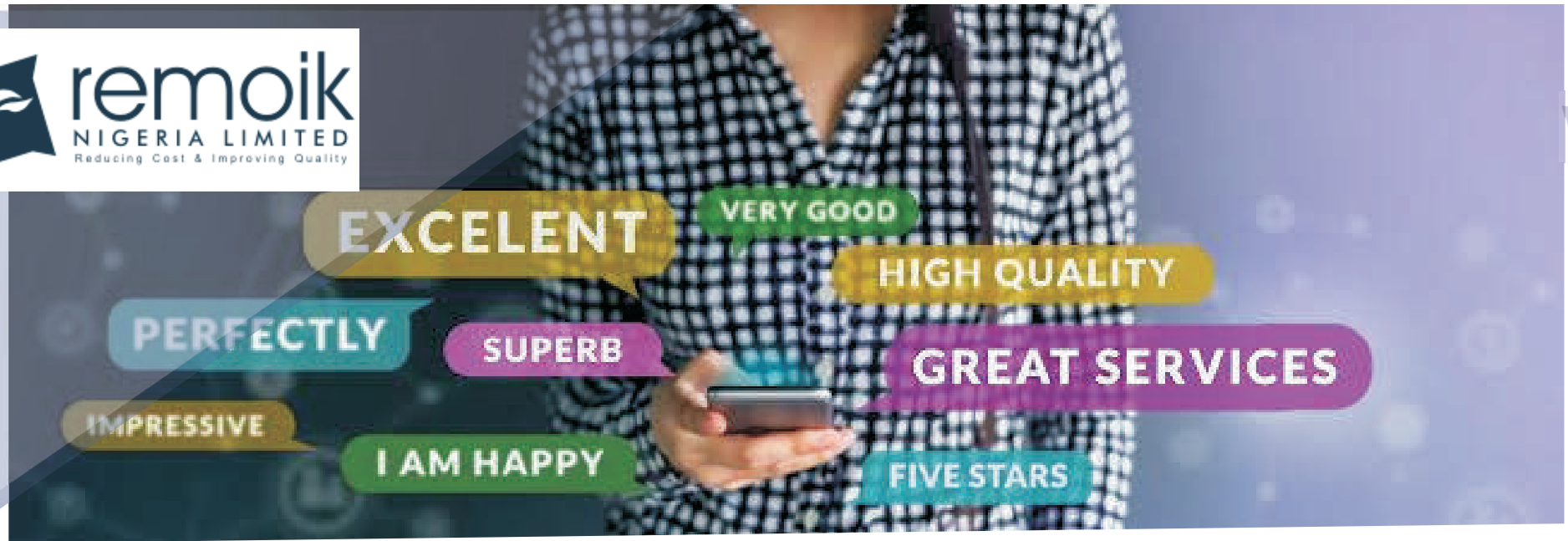
**All our existing open standard training courses can be customized or tailored to meet your learning objectives, or we can develop new courses to suit the exact needs of your organization**

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**Go on and request for a proposal, so you can enjoy the benefit of having our consultants offer you 'bespoke service' for the duration of the training.**



**Remoik Training and Consulting offers personalised high-impact solutions in various aspects of management. Our programmes are designed to address specific challenges and opportunities of today's complex organisations while strengthening executive leadership capacity, drive strategic change as well as enhance overall organisational performance. With REMOIK customised programmes, our highly skilled faculty and executive education team are available for one-on-one meetings with company executives to develop a programme that meets their specific needs. This is achieved by gaining in-depth knowledge of your organisation, its peculiarities and environment, thereby providing a rigorous analysis of your company's challenges. Working with outlined objectives, we develop an appropriate curriculum and material to enhance the learning process while combining skills and expertise.**



Our approach to each need is different but the aim remains the same: to transform minds, influence people and create leaders that transform organisations. By partnering with us, you will benefit immensely from the following: · One-on-one attention which will be given to the participants, thereby helping them fulfil their professional and personal potential as well as impacting the organisation positively ·

World-class faculty with vast industry experience · Over 15 years' experience in customised executive education · Immense experience gained by working with blue-chip and indigenous companies both locally and abroad · Bespoke solutions and actionable ideas.

We also partner with other business and technical schools around the world to deliver tailor-made programmes. Over the years, we have run customised programmes for several companies in Nigeria, and over 800 participants have attended our customised programmes in the last three years.

## IN - HOUSE COURSES

- ☐ Advanced Sales & Marketing Techniques
- ☐ Warehouse Management and Inventory Control
- ☐ Business and Entrepreneurship Skill Training
- ☐ Business Management Skills for IT Professionals
- ☐ ISO 31000 Enterprise Risk Management
- ☐ Production Planning and Inventory Control
- ☐ Contract Evaluation and Executive Negotiation
- ☐ Project Management for Corporate Application
- ☐ Customer Service Excellence
- ☐ Cyber security Awareness Seminar
- ☐ Digital Marketing and Social Media Optimization
- ☐ Managerial Assessment of Proficiency (MAP)
- ☐ Entrepreneurial management program
- ☐ Enterprise Security Fast Track
- ☐ Effective Communications & Presentation Skills
- ☐ Strategies for Leading Successful Change Initiatives
- ☐ The Leadership Edge: Strategies for Managing Crisis & Chaos
- ☐ Growing Assets Under Management – Portfolio Management Programme for Executives
- ☐ Building and Leading an effective Executive Team
- ☐ Strategic Thinking and Organizational effectiveness
- ☐ Integrated Executive Leadership Programme.
- ☐ Stepping Up to Leadership
- ☐ High impact Supervisory Skills: Making a difference
- ☐ Senior Management Capacity Development Programme
- ☐ Workplace First Aid training
- ☐ Fire Management and Fire Marshal training
- ☐ System Contingency Planning & Disaster Recovery Strategies
- ☐ Work Process Improvement Techniques
- ☐ Conceptualizing and Executing Organizational Strategy
- ☐ Business Writing and Communication Skills
- ☐ Improving Personal Effectiveness
- ☐ ITIL® Expert Boot Camp Capability stream (with exams)
- ☐ Leadership Development Programme
- ☐ Leading and Developing Teams
- ☐ Management Development Programme
- ☐ Service & Relationship Management
- ☐ Strategies & growth techniques for securing FDI investor interest and IGR in a recessed economy
- ☐ Stress Management



- ☐ Taking up the Sales Challenge
- ☐ P3O - Project & Program Support Foundation and Practitioner & certification
- ☐ Program Management Professional ( PgMP ) (training only)
- ☐ PMI Risk Management Professional (PMI -RMP)



# Open Standard Courses



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Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Office Management &amp; Administration</b>															
Developing Core Skills for Administrators & Secretaries	3	3 days	180,000.00			23 -25		11-13				15-17			
Administrative Excellence for Secretaries and Administrators	2	3 days	200,000.00					18-20				22-24			
Professional Skills for Administrators & Secretaries	2	3 days	200,000.00							6-8					7-9
Finance & Accounting for Office Administrators & Secretaries	2	3 days	180,000.00							14-16					9-11
Advanced Office Management & Effective Administration Skills	2	3 days	180,000.00						16-18				5-7		
Project Management Fundamentals for Administrative Professionals	2	3 days	180,000.00						22-24				12-14		
Information & Documentation Compliance	2	3 days	200,000.00							7-9			20-22		





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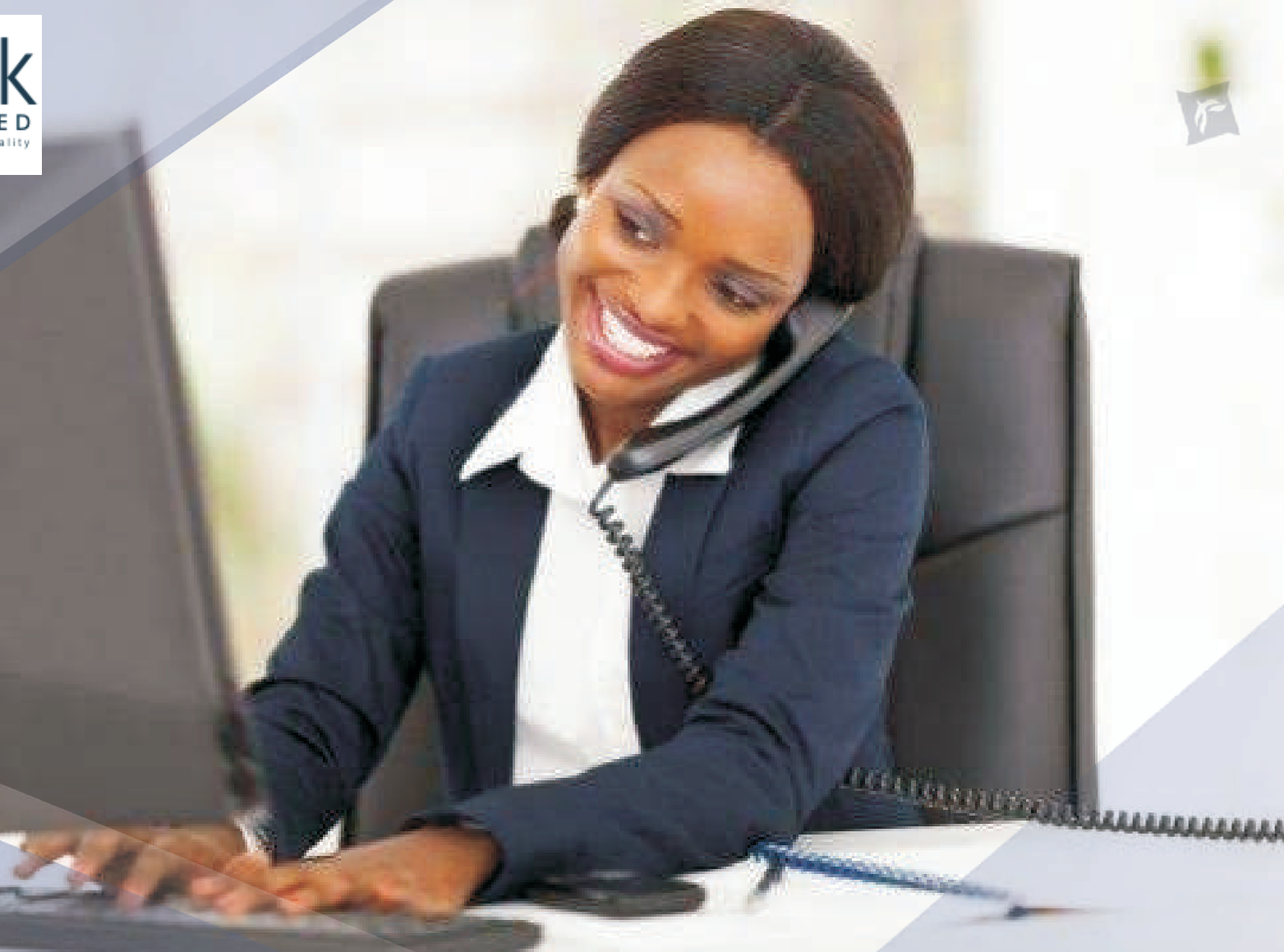


**remoik**  
NIGERIA LIMITED  
Reducing Cost & Improving Quality



**ALL TRAININGS ARE PRACTICAL AND BASED ON WELL PROVEN SOLUTIONS FROM EXPERIENCE IF THERE ARE OTHER COURSES YOU REQUIRE OUTSIDE THIS CALENDAR. PLEASE CONTACT US AND LET US DESIGN THE COURSE FOR YOU.**

Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Finance</b>															
Basic Financial Modeling & Forecasting	3	3 days	175,000.00					18-20				14-16		10-12	
Advanced Financial Modeling & Forecasting	3	3 days	185,000.00					19-21				15-17		17-19	
Credit, Risk & Financial Analysis	2	2 days	155,000.00					4-5					7-8		
Advanced Credit, Risk & Financial Analysis	2	3 days	190,000.00					5-7					13-15		
Designing Budgets for Strategy Execution	2	2 days	150,000.00						22-23				20-21		
Finance & Accounting for Non -Finance Professionals	3	3 days	210,000.00					12-14			11-13			24-26	
<b>Human Capital Management</b>															
Culture and Change Management	3	2 days	155,000.00			9-11				6-7			6-8		
Designing and Implementing Compensation & Benefits	2	3 days	185,000.00					18-20					19-21		
Designing a Performance Management Framework	2	3 days	175,000.00								4-6			3-5	
Human Resource Business Partner	2	2 days	150,000.00								3-4			23-24	
Integrated Talent Management	2	3 days	175,000.00						9-11			1-3			
Managing The HR Function (Competency -Based)	2	3 days	175,000.00							14-16			14-16		
Managing the Learning & Development Function	3	2 days	145,000.00						3-4			28-29			16-17
One -Person HR	2	2 days	165,000.00				13-15					21-23			
Talent Acquisition: The Total Recruitment Process	2	2 days	145,000.00								19-20			17-18	
<b>Knowledge Management</b>															
Certified Knowledge Manager	2	4 days	280,000.00								25-27			23-26	
Knowledge Management	3	2 days	145,000.00			16-17				27-28			15-16		
Knowledge Management Processes	2	3 days	195,000.00						9-11			1-3			
Knowledge Management Tools & Techniques	2	3 days	195,000.00						16-18			1-3			



WE ARE INTRESTED IN HEARING FROM YOU. GIVE US A CALL  
TODAY OR SEND US A TRAINING REQUEST MAIL TO DISCUSS  
WITH OUR TRAINING EXPERTS





Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Learning &amp; Instructional Design</b>															
e-Learning Instruction Design & e-content Development	3	3 days	185,000.00				27-29			1-3				24-26	
Instructor -Led Course Development With Facilitation Techniques	3	4 days	230,000.00							26 -29			19-22		1-4
Measuring and Maximising Training ROI	2	2 days	150,000.00							28-29			8-9		
Training Needs Analysis	2	2 days	150,000.00							22-23				23-24	
<b>Operations Management</b>															
Facilities Management	2	3 days	175,000.00						9-11			23-25			
Inventory & Warehouse Management	3	4 days	220,000.00					18-20				8-10			9-11
Logistics Management & Effective Distribution Channel	2	3 days	175,000.00							6-8				10-12	
Strategic Supply Chain & Procurement Management	3	4 days	350,000.00					4-7			25-27		19-22		
Vendor & Contract Management	3	4 days	200,000.00					4-7			11-13				7-10
Supply Chain Business Analysis, Modelling & Forecasting	3	3 days	200,000.00						9-11			22-24			
Operations Management and Service Level Agreement	3	3 days	200,000.00			4-6					25-27				1-3
Clearing and Forwarding operations and documentation Management Skills	3	3 days	200,000.00				22-23				25-27				15-17
Essential Fundamentals of Freight Forwarding and Maritime Logistics	3	3 days	250,000.00								18-20				17-19
Procurement and Purchasing Fundamentals – Total Cost Analysis	2	2 days	180,000.00				29-30				26-27				
Procurement Managerial Skills for Planning, Decision Making and Control	3	3 days	250,000.00					18-20			11-13				8 -10
Mastering Procurement Negotiation Techniques and Strategies	2	2 days	180,000.00				29-30				5-6				
Developing and Managing Procurement Processes	3	3 days	200,000			4-6		5-7			10-12				
Strategic Sourcing and Procurement Management	3	2 days	180,000						10-11		17-18			18-19	
Freight, Cargo and Shipping Risk Management &	3	3 days	250,000.00			4-6				1-3					8 -10

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## TRAINING SOLUTION

WHEN YOU  
TRAIN  
WITH US

WE PROVIDE SOLUTIONS THAT CAN BE EXECUTED AND IMPLEMENTED IN LESS THAN 24 HOURS OF TRAINING. IF YOU WANT INSTANT RESULTS AND RETURNS ON INVESTMENT IN YOUR CAREER, THEN TRAINING WITH US IS THE BEST OPTION FOR YOU. KNOWLEDGE IS POWER, RESULTS ARE KEY.

# Administrative Management Courses

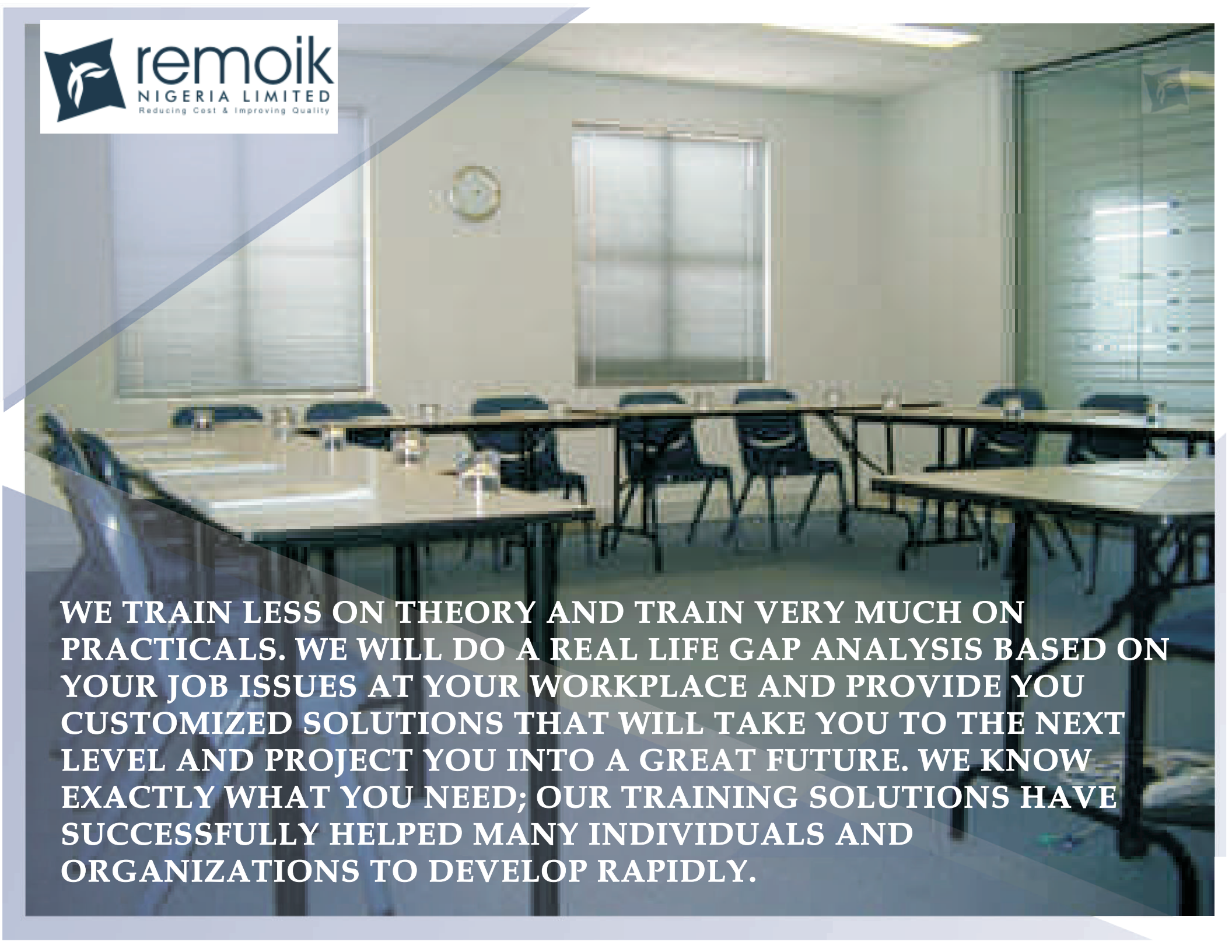




	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
<b>Project &amp; Programme Management</b>															
Effective Project Management with simulation	4	4 days	250,000.00			9-12		4-7			4-6			3-5	
Project Management Professional (PMP) Fast Track	4	5 days	250,000.00			23-27			1 -4			15-17			1-3
Project Risk Management & Compliance	3	4 days	420,000.00					11-14		27-29				8 -12	
Managing Successful Programmes (MSP) Foundation and Practitioner	2	5 days	420,000.00						1 -5					16-20	
Project Management Tools and software	2	3 days	220,000.00						28-30			28-30			
Stakeholder Management	1	5 days	420,000.00									7-11			
ISO 21500 Lead Project Manager	1	5 days	375,000.00										6-8		
Strategic Application of Project Control	2	2 days	180,000.00				15-16								16-17
Managing Tenders, Specifications & Contracts	3	2 days	220,000.00				15-16			1-2		8-9			
Contract risk management and compliance	3	3 days	330,000.00				14-17			6-8		15-17			
Project Management Fundamentals for Administrative Professionals	3	3 days	330,000.00				21-23			20-22		28-30			
Project Management Fundamentals for Administrative Professionals	1	3 days	300,000.00								11-13				
Technical Project Management	2	3 days	200,000.00								24-26			18-20	
Project Analysis: Tools & Techniques for Managing Risk & Uncertainty	2	3 days	180,000.00								19-21			24-27	
Project Budgeting & Cost Management	2	3 days	180,000.00								24-26				16-18
Petroleum Project Economics & Risk Analysis	2	3 days	250,000.00								4-6				16-18
Managing & Negotiating with Vendors & Contractors	3	3 days	200,000.00								4-6		6-8		9-11
Project Commissioning: A Practical Approach	2	3 days	180,000.00								3-5		20-22		
Managing Business Requirements Using a Project Framework	2	3 days	200,000.00								24-26			3-5	
Effective Contractor Management in Maintenance & Technical Projects	2	3 days	250,000.00								26-28			3-5	
Effective Project Coordination & Management	2	2 days	180,000.00								27-28			17-19	
Project Feasibility Analysis	1	3 days	200,000.00								26-28				
The 5-Day Advanced Project Economics & Performance Management for corporate Organizations	1	5 days	450,000.00								26-28				
International Contracting in Project Management	2	3 days	250,000.00								9-11			25-26	
Project Appraisal Identification, Policy Analysis & Selection	1	3 days	250,000.00								9-11				
Project Policy & Financial Appraisal	2	4 days	300,000.00								16-20			17-19	
Developing Key Leadership Skills to Deliver Better Projects	1	3 days	200,000.00								18-20				
Negotiating and Managing PPP Contracts	1	4 days	300,000.00								18-20				

Strategy and Planning	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Strategic Planning Using the Balanced Scorecard	2	5 days	550,000.00						7-11				7-9		
Strategic Thinking & Business Planning	2	5 days	375,000.00						21-25				19-23		
Creative Strategic Planning & Leadership	2	4 days	450,000.00								3-6				14-17
Marketing Strategies and Planning	2	5 days	450,000.00					11-14						16-19	
Advanced Management Skills & Deal-Making Strategies	1	5 days	375,000.00								16-20				
Improving Business Leadership through Technology	1	3 days	180,000.00					18-20							
Strategy Building & Sustaining Competitive Advantage	2	4 days	350,000.00					18-21						15-19	
Mastering People Management & Team Leadership	2	4 days	375,000.00					19-21					19-23		
Maximising Your Leadership Effectiveness	3	4 days	375,000.00			16-19			21-25				29-31	Nov	
Root Cause Analysis (RCA)	2	4 days	250,000.00				20-23							16-18	
<b>Advanced Leadership skills</b>															
Powerful Creative Thinking & Problem-Solving Workshop	2	3 days	180,000.00					5-7			2-4				
Mastering Workflow: Collect, Process, Organise, Review & Perform	2	3 days	250,000.00					20-22					5-7		
Measuring and Managing Customer Satisfaction ISO 9001 and Beyond	1	3 days	250,000.00						14-16						
Setting Priorities, Time Management & Stress Reduction	1	2 days	200,000.00				28-29								
Managing Business Requirements Using a Project Framework	1	5 days	750,000.00							27-29					

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**WE TRAIN LESS ON THEORY AND TRAIN VERY MUCH ON PRACTICALS. WE WILL DO A REAL LIFE GAP ANALYSIS BASED ON YOUR JOB ISSUES AT YOUR WORKPLACE AND PROVIDE YOU CUSTOMIZED SOLUTIONS THAT WILL TAKE YOU TO THE NEXT LEVEL AND PROJECT YOU INTO A GREAT FUTURE. WE KNOW EXACTLY WHAT YOU NEED; OUR TRAINING SOLUTIONS HAVE SUCCESSFULLY HELPED MANY INDIVIDUALS AND ORGANIZATIONS TO DEVELOP RAPIDLY.**



Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Procurement, Purchasing, Logistics &amp; Supply Chain Management</b>															
Effective Purchasing and Contract Negotiation Strategies	2	2 days	145,000.00				6-7					7-8			
Bidding, Evaluation, Negotiation & Contract Award	2	1 day	70,000.00				6					22			
Advanced Logistics & Material Management	1	4 days	185,000.00											1-4	
Managing Vendor Qualification, Performance & Contract Compliance	1	3 days	190,000.00							7-9					
Global Procurement & Supply Chain Management for the Oil & Gas Industry	2	3 days	355,000.00				7-8					2-4			
The Effective Buyer	2	4 days	275,000.00						7 -10					24-26	
Dynamic Simulation of Supply Chain and Logistics	1	4 days	385,000.00							15-17					
Managing Tenders, Specifications & Contracts	3	3 days	280,000.00						2-4			2-4			16-18
International Freight Management	3	3 days	200,000.00				22-24					21-23			16-18
Procurement Best Practices	3	2 days	250,000.00						3-4			16-17			16-18
Warehouse & Stores Management	3	3 days	180,000.00				22-24					22-24			16-18
Excellence in Warehouse and Inventory	2	2 days	180,000.00					6-7					14-15		
Evaluating Collaborative Development Opportunities	3	3 days	200,000.00					5-7				15-17			16-18
Inventory & Stock Control Management	3	3 days	180,000.00				14-15		17-19				20-22		
Performing Procurement GAP Analysis	2	2 days	180,000.00								26-27			16-17	
Effective Purchasing, Tendering & Supplier Selection	3	3 days	180,000.00					5-7					12-14		6-8



Workshop on Contract Management in Public Procurement	3	3 days	300,000.00					19-21					4-7		6-9
Procurement Fraud Workshop	2	2 days	200,000.00						15-16				14-15		
Warehouse & Stores Management	3	3 days	180,000.00								11-13		20-22		1-3
Best Practices for Optimizing Warehouse Safety	3	2 days	180,000.00								12-13		14-15		9-11
Supply Chain Operations in the Oil & Gas Industry	3	3 days	250,000.00								18-20		5-7		9-11
Strategic Sourcing: The Optimum Approach to Buying	3	2 days	180,000.00					20-21					6-7		9-11
Warehouse Operations and Management	2	3 days	200,000.00								11-13				9-11
Data Management, Security and Warehousing	3	3 days	200,000.00						12-14				12-13		
Strategic Cost and Value Management in the Supply Chain	2	2 days	180,000.00						29-30					15-16	
Procurement and Supply Chain Management Best Practices	3	3 days	180,000.00				22-24						12-13		9-11
Strategic Supply Chain Market Analysis	2	3 days	200,000.00									15-17			9-10
<b>Contracts Management</b>															
Maintenance Contracting & Outsourcing	2	3 days	175,000.00					4-6							15-17
Conflict Resolution and Crisis Management	1	2 days	145,000.00							13-14					
Workshop on Understanding and Drafting Internal Service Level Agreements	2	3 days	240,000.00					11-13					7-9		
Contract & Project Risk Management & Compliance	2	2 days	180,000.00								30-31				16-17
Commercial and Business Contracts	2	3 days	180,000.00								25-27		26-28		
Managing Vendor Qualification, Performance & Contract Compliance	3	3 days	200,000.00				22-24				25-27				16-18

International Dispute Resolution and Arbitration in the Oil, Gas & Petrochemical Industry	2	3 days	300,000.00								25-27				16-17
Bidding, Evaluation, Negotiation & Contract Award	2	3 days	180,000.00					20-22							16-17
Working in Partnership Joint Venture and Production Sharing Contract	2	4 days	350,000.00									27-29			7-10
<b>Data Management &amp; Analytics</b>															
Data Visualization	1	3 days	265,000.00								10-12				
Fraud and Forensic Auditing	1	3 days	200,000.00									27-29			
Data Analysis Techniques	1	3 days	190,000.00				14-16								
Statistical Communications	1	3 days	195,000.00					4-5							
Data Collection Techniques	1	2 days	175,000.00						10-11						
Business Intelligence & Analytics for Finance Professionals	2	2 days	185,000.00				8-9				9-10				



Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Data Analysis Techniques	1	3 days	175,000.00										20-22		
<b>Corporate Communication</b>															
Advanced Social Media Training	2	2 days	155,000.00								2-3				7-8
Leadership, Communications & Interpersonal Skills	1	3 days	175,000.00									16-18			
Protocol & Event Management	2	2 days	180,000.00					25-26					21-22		
Corporate Social Responsibility	1	3 days	200,000.00										6-8		
Advanced Public Speaking and Presentation Skills	1	3 days	185,000.00								4-6				
Marketing Communication	1	3 days	190,000.00							21-23					
Corporate Communications Redefined	2	3 days	180,000.00				21-23					9-11			
Guiding Change through Corporate Communications	2	3 days	250,000.00						8-10					10-12	
Strategic Internal Communication Skills	1	4 days	420,000.00								9 -12				
Mastering Sales & Marketing in the Age of New Social Media	2	3 days	250,000.00					25-26							1-3



# Register for a course today

**Contact Us  
Today!**

**LAGOS CENTRE / IN-HOUSE**  
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Anthony, Lagos  
Email [info@remoikngltd.com](mailto:info@remoikngltd.com)  
08066559530

**IQF**  
International Quality Federation