



2024
TRAINING
CALENDAR

A nighttime cityscape featuring a wide river with a bridge, illuminated buildings, and a dark sky. The scene is viewed from an elevated position, showing the city's layout and the river's flow.

Start Planning for your 2024 Training Solutions Now!

Our 2024 comprehensive training portfolio of more than 350+ professional and skill-building Classroom and Online training courses cover a wide range of industry, professional and technical subject matters. Whether you are developing talent, leadership or specialist technical skills we have the solution to your needs. To ensure a complete and immersive learning experience, our highly interactive With our 20+ training categories, many accredited by leading awarding bodies, our world-leading training portfolio will provide you with an enviable list to choose from. You can be confident to find something to satisfy your personal development objectives and organizational goals.



IN-HOUSE TRAINING

Our In-house trainings provides customized training programmes guided by your needs assessment and tailored to a meet your company's expected outcomes and goals.

HIGHLIGHTS OF OUR TRAININGS

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.



1. **Send an email to 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



3. Call the Executive Education Department on 08066559530



WHY CHOOSE US?

With over 17 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.

Take a look at our course library where you'll find a wide range of learning courses from Management to health and safety as well as a variety of personal development training courses.

Our approach to each need is different but the aim remains the same: to transform minds, influence people and create leaders that transform organizations.

Connect with our cutting-edge instructor-led online virtual training courses designed by subject matter experts, to give you an interactive and enriched learning experience.

Our online virtual training courses are headed by decorated subject matter experts with vast expertise in initiating different learning approaches and conducting distance courses worldwide.

See below our courses(which could be done physical or virtual classroom mode) and get the skills you need to advance your career.





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

Team Building and Team Development

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

Stress Management

Taking up the Sales Challenge

Agile Scrum Master certification

Program Management Professional (PgMP) (training only)

PMI Risk Management Professional (PMI -RMP)





OPEN STANDARD COURSES

Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office Management & Administration Trainings															
Developing Core Skills for Administrators & Secretaries	2	2 days	180,000.00		14-15	23-25		11-13				25-27			
Advanced Office Management & Effective Administration Skills	2	2 days	180,000.00		14-15			18-20				12-14			
Skills for Administrators & Secretaries	2	2 days	170,000.00		14-15					5-7					7-9
Finance & Accounting for Office Administrators & Secretaries	2	2 days	180,000.00		14-15					12-14					4-6
Advanced Office Management & Effective Administration Skills	2	3 days	180,000.00		14-15				13-15				5-7		
Project Management Fundamentals for Administrative Professionals	2	2 days	180,000.00		14-15				20-22				12-14		
Information & Documentation Compliance	2	2 days	170,000.00							7-9			25-27		
Leadership and organizational Management Trainings															
Advanced Impactful Leadership	3	3 days	190,000.00		14-16					5-7			15-18		19-21
Bargaining & Negotiation Workshop	3	2 days	180,000.00		14-15	15-17			26-27				26-27		
Critical & Innovative Thinking Skills	3	3 days	190,000.00		22-24				12-14			26-28			14-16
Finance & Operations Strategy (Driven by Advanced Business Simulation)	2	3 days	180,000.00		22-24						4-6			13-15	
Strategic Thinking & Decision Making	3	3 days	190,000.00		22-24		27-29			5-7			23-25		13-14
Managerial Assessment Proficiency (MAP)	2	2 days	180,000.00		22-23							20-21			

Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Corporate Branding Trainings															
Branding A –Z	2	3 days	195,000.00	23-24	7-9					20-22			16-18		
Brand Strategy	2	2 days	185,000.00	22-23	7-8					27-28			12-13		
Corporate Strategy Trainings															
Corporate Governance	2	2 days	190,000.00	17-18	7-8	15-16							5-6		
Business Process Analysis and Modelling Training	2	3 days	195,000.00	17-19	7-9					5-7			17-19		
Developing, Executing & Sustaining Strategy for Competitive Advantage	3	3 days	190,000.00	23-35	7-9				26-28			19-21			14-16
Strategic Thinking and Business Planning Course	3	3 days	190,000.00		7-9			17-19			22-24			13-15	
Basic Tools and Techniques for continuous Improvement	3	2 days	180,000.00	17-18	7-8			17-19					16-18		
Managing Priorities, Performance and pressure	3	2 days	170,000.00		8-9		20-21						2-4		
Customer Management Trainings															
Complaints Management	3	2 days	170,000.00		15-16	15-16			5-7			20-21			
Customer Experience Management	3	3 days	185,000.00		15-17			17-19			2-4		16-18		
Customer Relationship Management	3	3 days	185,000.00		15-17		5-7			3-5			25-27		
Delivering Service Excellence	3	2 days	175,000.00		16-17	8-9			12-13				4-5		

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
---------	------------	----------	--------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Knowledge Management Trainings

Certified Knowledge Manager	2	3 days	190,000.00								15-17			3-6	
Knowledge Management	3	2 days	175,000.00			16-17				27-28			16-17		
Knowledge Management Processes	2	3 days	190,000.00						19-21			11-13			
Knowledge Management Tools & Techniques	2	3 days	190,000.00						12-14			11-13			

Learning & Instructional Design Trainings

e-Learning Instruction Design & e-content Development	3	3 days	195,000.00			1-3	26-28			11-13				4-6	
Instructor -Led Course Development With Facilitation Techniques	3	3 days	190,000.00							26-28			9-12		11-13
Measuring and Maximising Training ROI	2	2 days	170,000.00			7-9				27-28			18-19		
Training Needs Analysis	2	2 days	170,000.00							24-25				23-24	

Operations Management Trainings

Facilities Management	2	3 days	195,000.00						19-21			13-15			
Inventory & Warehouse Management	3	3 days	190,000.00					18-20				18-20			19-21
Logistics Management & Effective Distribution Channel	2	3 days	195,000.00							6-8				1-3	
Strategic Supply Chain & Procurement Management	3	3 days	190,000.00					3-5			25-27		19-21		
Vendor & Contract Management	3	3 days	190,000.00			14-16		3-5			11-13				7-9
Supply Chain Business Analysis, Modeling & Forecasting	3	3 days	190,000.00						19-21			12-14			
Operations Management and Service Level Agreement	3	3 days	190,000.00			7-9					15-17				11-13
Clearing and Forwarding operations and documentation Management Skills	3	3 days	190,000.00			14-16	19-21				15-17				5-7
Essential Fundamentals of Freight Forwarding and Maritime Logistics	3	3 days	190,000.00								8-10				17-19



Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Procurement and Purchasing Fundamentals – Total Cost Analysis	2	2 days	170,000.00				29-30				16-17				
Procurement Managerial Skills for Planning, Decision Making and Control	3	3 days	190,000.00					17-19			21-23				18-20
Mastering Procurement Negotiation Techniques and Strategies	2	2 days	170,000.00				28-29				15-16				
Developing and Managing Procurement Processes	3	3 days	190,000.00			7-9		15-17			10-12				
Strategic Sourcing and Procurement Management	3	2 days	180,000.00						5-6		17-18			8-9	
Freight, Cargo and Shipping Risk Management & Customs Administration	3	3 days	190,000.00			14-16				11-13					18-20
Developing Analytical Competence to Manage Clearing and Freight Forwarding Operations	3	3 days	190,000.00						12-14				26-28		18-20
Developing Senior Procurement Management Capacity	3	3 days	190,000.00							1-3			16-18		12-14
Stores Management & Stock Control for effective	3	3 days	190,000.00								17-19		3-5		12-14
Clearing and Freight forwarding Transportation Systems	3	3 days	190,000.00					17-19				12-14			12-14
Innovative Supervisory skills for Logistics and Procurement Professionals	2	2 days	170,000.00				22-23							23-24	
Understanding Strategy: Essential Business Management Skills	2	2 days	170,000.00				15-16							5-6	

Risk Management & Business Analysis Trainings

Business Process Mapping and Improvement	3	2 days	175,000.00				15-16			22-23			4-5		
Business Process Modeling	3	2 days	175,000.00				21-23			25-26			19-21		
Enterprise Risk Management	2	3 days	195,000.00					10-12				7-9	19-21		
Fundamentals of Business Analysis	2	3 days	185,000.00					21-23							





Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
---------	------------	----------	--------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Sales & Marketing Skills Trainings

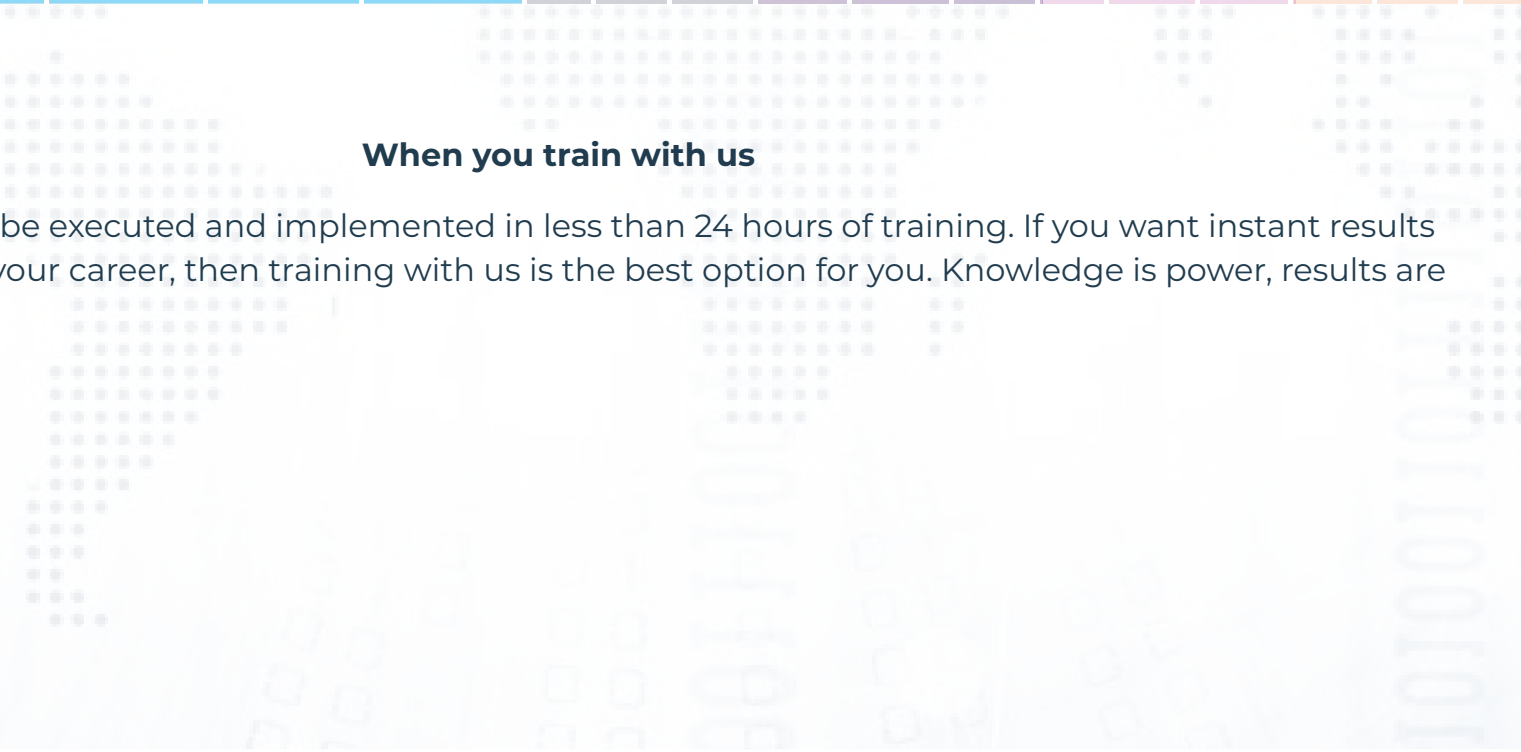
Digital Marketing	3	3 days	195,000.00			1-3				15-16				16-18	
Marketing & Business Development Skills	3	3 days	195,000.00				20-23			22-24			11-13		
Planning & Executing Marketing & Sales Strategy	3	3 days	190,000.00						26-27			18-20		4-6	
Strategic Account Management	3	2 days	175,000.00					28-29			16-17			23-24	

Workplace Productivity Trainings

Data Visualization - Storytelling with Info-graphics	2	3 days	195,000.00						5-7				10-12		
Office Desktop Skills for Business Professional	3	3 days	195,000.00				6-8			24-26			10-12		
Advanced Microsoft Excel with Dashboard	3	3 days	195,000.00				21-23			24-26				13-15	
Presentations & Reports with Microsoft PowerPoint	3	3 days	190,000.00			14-16			24-26			25-27			

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

Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Project & Programme Management															
Effective Project Management with simulation	4	3 days	190,000.00		21-23	29-31		24-26			4-6			13-15	
Project Management Professional (PMP) Fast Track	4	3 days	190,000.00			20-22			1-3			25-27			11-13
Project Risk Management & Compliance	3	3 days	190,000.00					15-18		27-29				8-10	
Managing Successful Programmes (MSP) Foundation and Practitioner	2	3 days	190,000.00						1-3					6-8	
Project Management Tools and software	2	3 days	190,000.00		7-9				28-30			28-30			
Stakeholder Management	1	3 days	190,000.00									7-9			
ISO 21500 Lead Project Manager	1	3 days	190,000.00		7-9								6-8		
Strategic Application of Project Control	2	2 days	180,000.00				17-18								14-15
Managing Tenders, Specifications & Contracts	3	2 days	170,000.00				17-18			11-12		8-9			
Contract risk management and compliance	3	3 days	190,000.00				18-20			6-8		25-27			
Project Management Fundamentals for Administrative Professionals	3	3 days	190,000.00		21-23		24-26			20-22		28-30			
Project Management Fundamentals for Administrative Professionals	1	3 days	190,000.00								9-11				
Technical Project Management	2	3 days	190,000.00								24-26			28-30	
Project Analysis: Tools & Techniques for Managing Risk & Uncertainty	2	3 days	190,000.00								9-10			27-29	
Project Budgeting & Cost Management	2	2 days	170,000.00		17-18						24-25				6-8
Petroleum Project Economics & Risk Analysis	2	2 days	170,000.00								4-5				6-8
Managing & Negotiating with Vendors & Contractors	3	2 days	170,000.00								4-5		6-8		19-21
Project Commissioning: A Practical Approach	2	2 days	180,000.00								3-4		10-12		
Managing Business Requirements Using a Project Framework	2	2 days	170,000.00		18-19						24-25			23-25	
Effective Contractor Management in Maintenance & Technical Projects	2	2 days	170,000.00								26-27			13-15	



Courses	No of runs	Duration	Fee(N)	2023			2024			2025			2026			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Effective Project Coordination & Management	2	2 days	170,000.00									17-18			7-9	
Project Feasibility Analysis	1	2 days	170,000.00									16-17				
The 5-Day Advanced Project Economics & Performance Management for corporate Organizations	1	3 days	190,000.00									29-30				
International Contracting in Project Management	2	3 days	190,000.00									9-11			5-6	
Project Appraisal Identification, Policy Analysis & Selection	1	2 days	170,000.00									9-10				
Project Policy & Financial Appraisal	2	3 days	190,000.00									16-18			7-9	
Developing Key Leadership Skills to Deliver Better Projects	1	3 days	190,000.00									28-30				
Negotiating and Managing PPP Contracts	1	2 days	170,000.00									18-19				
Strategy, Planning and Management Trainings																
Strategic Planning Using the Balanced Scorecard	2	3 days	180,000.00							7-9					17-19	
Strategic Thinking & Business Planning	2	3 days	195,000.00							21-23					9-11	
Creative Strategic Planning & Leadership	2	3 days	180,000.00									3-5				14-16
Marketing Strategies and Planning	2	2 days	160,000.00						11-12						16-17	
Advanced Management Skills & Deal-Making Strategies	1	2 days	175,000.00				6-8					16-17	21-23			
Improving Business Leadership through Technology	1	3 days	180,000.00					18-20								
Strategy Building & Sustaining Competitive Advantage	2	3 days	190,000.00					18-20							15-17	
Mastering People Management & Team Leadership	2	3 days	195,000.00					23-26							19-23	
Maximizing Your Leadership Effectiveness	3	3 days	195,000.00			16-18				21-23					29-1 nov	
Root Cause Analysis (RCA)	2	3 days	190,000.00				25-27								6-8	

Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Leadership skills Trainings															
Powerful Creative Thinking & Problem-Solving Workshop	2	3 days	180,000.00			16-18		8-10			2-4				
Mastering Workflow: Collect, Process, Organize, Review & Perform	2	3 days	190,000.00					22-24					15-17		
Measuring and Managing Customer Satisfaction ISO 9001 and Beyond	1	3 days	190,000.00			16-18			14-16						
Setting Priorities, Time Management & Stress Reduction	1	2 days	170,000.00				27-28								
Managing Business Requirements Using a Project Framework	1	3 days	190,000.00			16-18				27-29					
Enterprise Risk Management Trainings															
I.T Risk management and Auditing	2	3 days	195,000.00					16-18				6-8			
Advanced Data Analysis Techniques	2	3 days	195,000.00					16-18				4-6			
Customer-Focused Selling Strategies	2	3 days	195,000.00							18-20					7-9
Business System Analysis	2	2 days	195,000.00							5-7					
Essential Facilitation Skills and the Psychology of Groups	2	3 days	170,000.00						14-15				16-18		
Leading Creatively	2	3 days	185,000.00						21-23				3-5		
Managing & Motivating Towards Excellence	2	3 days	185,000.00							5-7			21-24		
ISO 22301 - Business Continuity Management Lead Implementer & Certification	2	3 days	185,000.00							12-14					
ISO 38500 Corporate Governance of Information Technology	1	3 days	195,000.00									6-8			
ISO 31000 Risk Management & certification	1	3 days	185,000.00									21-23			
Certified in Risk and Information Systems Control (CRISC)	1	3 days	190,000.00		21-23									13-15	
ISO 9001 Quality Management Systems Lead Auditor & Certification	1	3 days	185,000.00								2-4				

Courses	No of runs	Duration	Fee(N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Engineering Service Management Trainings															
Problem Solving & Decision Making Skills for Engineers and Technical Professionals	4	3 days	180,000.00					11-13			29-31				
Root Cause Analysis using Tripod Beta Method Incident Investigation and Analysis	2	2 days	175,000.00			16-17						4-5			
Understanding and Preventing Process Equipment Failures - Innovative Root Cause Analysis	2	3 days	180,000.00		21-23	15-17						18-20			
Supply Chain Management Trainings															
Effective Purchasing and Contract Negotiation Strategies	2	2 days	175,000.00			1-2	6-7					7-8			
Bidding, Evaluation, Negotiation & Contract Award	2	1 day	90,000.00			2	6					22			
Advanced Logistics & Material Management	1	3 days	185,000.00			1-3								1-4	
Managing Vendor Qualification, Performance & Contract Compliance	1	3 days	190,000.00			7-9				17-19					
Global Procurement & Supply Chain Management for the Oil & Gas Industry	2	3 days	185,000.00				17-18					22-24			
The Effective Buyer	2	3 days	185,000.00						7-9					24-26	
Dynamic Simulation of Supply Chain and Logistics	1	3 days	180,000.00							25-27					
Managing Tenders, Specifications & Contracts	3	3 days	180,000.00						12-14			22-24			6-8
International Freight Management	3	3 days	180,000.00				24-26					21-23			6-8
Procurement Best Practices	3	2 days	170,000.00			7-8			13-14			6-7			6-8
Warehouse & Stores Management	3	3 days	180,000.00				24-26					20-22			6-8
Excellence in Warehouse and Inventory	2	3 days	180,000.00			7-9		8-10					14-16		
Evaluating Collaborative Development Opportunities	3	3 days	180,000.00					15-17				5-7			6-8
Inventory & Stock Control Management	3	3 days	180,000.00				13-14		27-29				20-22		
Performing Procurement GAP Analysis	2	2 days	170,000.00								16-17			16-17	
Effective Purchasing, Tendering & Supplier Selection	3	3 days	180,000.00			21-23		15-17					12-14		6-8



Courses	No of runs	Duration	Fee(N)	Jan Feb Mar			Apr May Jun			Jul Aug Sep			Oct Nov Dec			
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Workshop on Contract Management in Public Procurement	3	3 days	180,000.00					22-24						14-16		6-9
Procurement Fraud Workshop	2	2 days	170,000.00			21-22			15-16					14-15		
Warehouse & Stores Management	3	3 days	180,000.00								21-23			1-3		1-3
Best Practices for Optimizing Warehouse Safety	3	2 days	170,000.00								22-23			24-25		9-11
Supply Chain Operations in the Oil & Gas Industry	3	3 days	180,000.00								28-30			15-17		19-21
Strategic Sourcing: The Optimum Approach to Buying	3	2 days	170,000.00			21-22		29-30						16-17		19-21
Warehouse Operations and Management	2	3 days	180,000.00								21-23					19-21
Data Management, Security and Warehousing	3	3 days	180,000.00						12-14					2-3		
Strategic Cost and Value Management in the Supply Chain	2	2 days	170,000.00						29-30						15-16	
Procurement and Supply Chain Management Best Practices	3	3 days	190,000.00				24-26							2-3		19-21
Strategic Supply Chain Market Analysis	2	3 days	190,000.00									5-7				19-20

Maintenance Contracting & Outsourcing	2	3 days	185,000.00			1-3		4-6								5-7
Conflict Resolution and Crisis Management	1	2 days	170,000.00							13-14						
Workshop on Understanding and Drafting Internal Service Level Agreements	2	3 days	190,000.00					11-13						17-19		
Contract & Project Risk Management & Compliance	2	2 days	170,000.00								30-31					6-7
Commercial and Business Contracts	2	3 days	190,000.00			1-3					15-17			6-8		
Managing Vendor Qualification, Performance & Contract Compliance	3	3 days	180,000.00			21-23	24-26				15-17					6-8





Enjoy an interactive personalized online learning experience.

Learning never stops whether in the office or at home, Remoik is dedicated to helping you make your learning experience simpler and smarter with a 20% discount when you sign up for our online classes. Get learning materials, live classes, recorded classes, assignments and progress reports. Remoik is redefining online learning for you and your staff!

Virtual Training Advantages

1. Saves time on commuting, allowing increased time available for productive training.
2. Participants are more active and energised.
3. Provides participants the flexibility to attend classes without affecting their work schedules.

Contact us to schedule a class for you

An Array of Esteemed Partners in Success





Register for a course today

LAGOS CENTRE / IN-HOUSE

📍 70B, Olorunlogbon Street, Anthony, Lagos

✉ info@remoikngltd.com, training@remoikngltd.com
remoikng@gmail.com

☎ 08066559530 🌐 www.remoikngltd.com