



WODIA Training Institute (WOTI)

Boat House, 21, Ogunnusi Road, Ogba, Ikeja, Lagos, Nigeria.

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Telephone: +234 802 307 9485; +234 813 375 4358

2017 Quarterly Training Calendar (January – April)

TRAINING PROGRAMS FOR SENIOR, MIDDLE AND JUNIOR WORKERS (MALE/FEMALE)

MONTH	DATE	COURSE TITLES	VENUE	COST (N)	DAYS
January	13-14	Effective Customer Relations that Promote Patronage	WOTI, Lagos	60,000	2
February	20-24	Advanced Human Resource Management.	WOTI, Lagos	150,000	5
March	1-3	Effective Procurement.	WOTI, Lagos	90,000	3
	1-3	Effective Warehouse Management.	WOTI, Lagos	90,000	3
	1-3	Financial Management and Fraud Prevention.	WOTI, Lagos	90,000	3
	13-17	Marketing for Better Results.	WOTI, Lagos	150,000	5
	16-17	Interpersonal Competence and Human Relations.	WOTI, Lagos	60,000	2
	22-24	Advanced Administrative Competence.	WOTI, Lagos	90,000	3
	29-30	Refresher Course for Secretaries and Front Desk Workers.	WOTI, Lagos	60,000	2

MONTH	DATE	COURSE TITLES	VENUE	COST (Naira)	DAYS
April	5 – 6	Improving Junior Workers Transparency and Productivity.	WOTI, Lagos.	60,000	2
	11-12	Classroom Management.	WOTI, Lagos.	60,000	2
	11-12	Refresher Course for Drivers on Safe Driving.	WOTI, Lagos.	60,000	2
	24-25	Managing Your Boss.	WOTI, Lagos.	60,000	2
	24-28	Project Management	WOTI, Lagos	150,000	5
	26-27	Office Administration and Management.	WOTI, Lagos.	60,000	2
	26-28	Critical Thinking For Solving Complex Organizational Problems.	WOTI, Lagos.	90,000	3

- i. **ATTENDANCE:** Open to both Male and Female in all courses.
- ii. **Venue for All Courses: WODIA Training Institute (WOTI),**
Boat House, 21, Ogunnusi Road, Ogba, Ikeja, Lagos, Nigeria.
- iii. **Fee** applies to courses held at WOTI Complex, Lagos. Courses held outside will be negotiated.
- iv. **The above costs are subject to change.**
- v. **IN-HOUSE TRAINING ALSO AVAILABLE IN ALL COURSES.**
- vi. **PARTICIPATION:** Please confirm your participation by calling **0802 370 9485; 08133754358.** You could also send an email to support@thewodia.org
- vii. **PAYMENT DETAILS:** After confirmation, payment should be made before program into any branch of **Zenith Bank** Account number **1012416876** in favour of : **WODIA Training Institute (WOTI).**

