



WODIA Training Institute (WOTI)

WOTI's 2018 Training Calendar

TRAINING PROGRAMS FOR 2018															
S/N	Course Title	DAY S	COST (N)	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
1	Project Management Competencies	3	90,000 Price For Nigeria venues only				24-26 Abuja		5-7 WOTI Lagos 19-21 Ghana West Africa \$1,100	10-12 Port Harcourt 24-26 Enugu		10-12 USA \$1,500 18-20 London U.K \$1,500			5-7 WOTI Lagos
2	Strategic Business Communication	3	90,000								21-23 WOTI Lagos		9-11 WOTI Lagos		
3	Vital and Tactical Skills for Executive Leaders	3	90,000				10-12 WOTI Lagos					18-20 London U.K \$1,500			
4	Quality Management and Institutional Development	3	90,000					8-10 Abuja	26-28 WOTI Lagos			24-26 London U.K \$1,500			

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5	Human Resource Management Competencies	3	90,000	29-31 WOTI Lagos				8-10 Abuja			7-9 WOTI Lagos				
6	Advanced Administrative Competence	3	90,000			14-16 WOTI Lagos				3-4 Abuja	7-9 WOTI Lagos		9-11 WOTI Lagos		
7	Personal Assistant Course	3	90,000			14-16 WOTI Lagos				3-4 Abuja			9-11 WOTI Lagos		
8	Office Administration and Management	2	60,000			14-15 WOTI Lagos				3-4 Abuja			9-10 WOTI Lagos		
9	Change Management	3	90,000			21-23 WOTI Lagos					14-16 WOTI Lagos			14-16 WOTI Lagos	
10	Attitudinal Re-Orientation And Best Practices In Work Environment	2	60,000								7-9 WOTI Lagos			6-8 WOTI Lagos	
11	Microsoft Excel Course	5	60,000		19-23 WOTI Lagos				25-29 WOTI Lagos						
12	Microsoft Word Skills Improvement	5	60,000		19-23 WOTI Lagos				25-29 WOTI Lagos						

S/ N	Course Title	DAY S	COST (N)	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
13	Innovative Community Mobilization and Public Management	3	90,000					8-10 Abuja			14-16 WOTI Lagos				
14	Procurement, Supply and Logistics Management	3	90,000				24-26 Abuja		5-7 WOTI Lagos	10-12 Port Harcourt					5-7 WOTI Lagos
15	Effective Warehouse Management	3	90,000				24-26 Abuja		5-7 WOTI Lagos	10-12 Port Harcourt					5-7 WOTI Lagos
16	Improving Critical Thinking For Solving Complex Organizational Problems	3	90,000				10-12 WOTI Lagos								11-13 WOTI Lagos
17															
18	Work Ethics and Commitment To Organizational Goals.	2	60,000					29-30 WOTI Lagos							5-6 WOTI Lagos
19	Refresher Course for Secretaries, and Front Desk Officers	2	60,000			14-15 WOTI Lagos					14-15 WOTI Lagos				

S/ N	Course Title	DAY S	COST (N)	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
20	Refresher Course for Drivers on Safe Driving	2	60,000						2-3 WOTI Lagos					6-7 WOTI Lagos	
21	Personal Effectiveness	3	90,000					29-31 WOTI Lagos			7-9 WOTI Lagos				11-13 WOTI Lagos
22	Efficient Record Keeping And Information Management	2	60,000			14-15 WOTI Lagos		29-30 WOTI Lagos			7-8 WOTI Lagos				
23	Effective Service Delivery	3	90,000					29-31 WOTI Lagos			21-23 WOTI Lagos				11-13 WOTI Lagos
24	Efficiency And Productivity At Work Place	3	90,000					29-31 WOTI Lagos			21-23 WOTI Lagos				11-13 WOTI Lagos
25	Effective Leadership in School Management	2	60,000				10-11 WOTI Lagos				21-22 WOTI Lagos				
26	Financial Management Expenditure Control And Fraud Prevention	3	90,000				24-26 Abuja		5-7 WOTI Lagos	10-12 Port Harcourt					5-7 WOTI Lagos

ATTENDANCE: All courses are Open to both Male and Female.

Time : 9.00a.m- 4.30pm daily.

FEES include Tuition, Course Materials, Resource Materials, Group Photograph, Tea, Lunch and Certificate of Participation.

PAYMENT : Please confirm your participation by calling **0802 307 9485**. You could also send an email to support@thewodia.org. After confirmation, payment should be made before program into any branch of Zenith Bank Account Number **1012416876** in favor of: **WODIA Training Institute (WOTI) .**

In- House Training also available in all courses.

WOTI'S COMPETENCIES:

-Accredited as a Training Institution
by the Federal Government of Nigeria.

-Has a Purposely-built Training Complex of four storey
Building with modern training equipment and capable of
Training more than 600 participants simultaneously in differ classes.

-Preferred Training Consultant Award from Lagos State Government

-Has trained over 12,000 participants from over 900 organizations within and outside Nigeria.

-Utilizes modern training aids and relevant methodologies in resource delivery.

-Has competent facilitators as her resource faculties.

Has trained more than 12,000 participants from over 900 organizations
Within and outside Nigeria.

WODIA Training Consultants,

WODIA Training Institute (WOTI),

The Boat House, 21, Ogunnusi road (Former Isheri Road),
Ogba, Ikeja, Lagos.

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