

Soft Skills & Tech Skills Training for Private & Public Sector Professionals

A. Soft Skills Training for Private & Public Sector Professionals

1. Effective Business Communication & Email Etiquette

This course enhances participants' ability to communicate clearly and professionally in corporate settings. It covers writing effective emails, structuring reports, and mastering workplace communication strategies.

Fees:

- Virtual (3 Days): ₦100,000
 - Virtual (5 Days): ₦140,000
 - In-Person (3 Days): ₦150,000
 - In-Person (5 Days): ₦200,000
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2. Public Speaking & Executive Presentation Skills

Designed for professionals who need to present ideas confidently, this course covers speech structuring, audience engagement, and overcoming stage fright for impactful presentations.

Fees:

- Virtual (3 Days): ₦120,000
 - Virtual (5 Days): ₦160,000
 - In-Person (3 Days): ₦170,000
 - In-Person (5 Days): ₦220,000
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3. Negotiation & Persuasion for Sales and Business Development

Learn strategies to negotiate deals effectively, persuade clients, and close sales confidently. This course focuses on communication techniques, body language, and emotional intelligence.

Fees:

- Virtual (3 Days): ₦130,000
 - Virtual (5 Days): ₦170,000
 - In-Person (3 Days): ₦180,000
 - In-Person (5 Days): ₦230,000
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4. Business Etiquette & Cross-Cultural Communication

This course covers professional conduct in different business environments, cross-cultural communication, and diplomatic strategies for working with diverse teams.

Fees:

- Virtual (3 Days): ₦110,000
 - Virtual (5 Days): ₦150,000
 - In-Person (3 Days): ₦160,000
 - In-Person (5 Days): ₦210,000
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5. Leadership & Decision-Making for Corporate Executives

Designed for senior managers and executives, this training covers strategic thinking, decision-making models, and leadership styles to drive organizational success.

Fees:

- Virtual (3 Days): ₦150,000
 - Virtual (5 Days): ₦190,000
 - In-Person (3 Days): ₦200,000
 - In-Person (5 Days): ₦250,000
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6. Customer Service Excellence

Covers key principles of customer satisfaction, handling complaints, and delivering exceptional service experiences.

Fees:

- Virtual (3 Days): ₦100,000
- Virtual (5 Days): ₦140,000
- In-Person (3 Days): ₦150,000
- In-Person (5 Days): ₦200,000

7. Time Management & Workplace Productivity

Learn how to set priorities, manage distractions, and optimize work processes for greater efficiency.

Fees:

- Virtual (3 Days): ₦100,000
 - Virtual (5 Days): ₦140,000
 - In-Person (3 Days): ₦150,000
 - In-Person (5 Days): ₦200,000
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8. Crisis Management & Emergency Response Communication

Trains professionals in handling crises, making rapid decisions, and communicating effectively under pressure.

Fees:

- Virtual (3 Days): ₦130,000
 - Virtual (5 Days): ₦170,000
 - In-Person (3 Days): ₦180,000
 - In-Person (5 Days): ₦230,000
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B. Tech Skills Training for Beginners

9. Computer Essentials (MS Office, Windows, Email)

A foundational course covering Microsoft Office, file management, and email communication for workplace efficiency.

Fees:

- Virtual (3 Days): ₦80,000
 - Virtual (5 Days): ₦120,000
 - In-Person (3 Days): ₦130,000
 - In-Person (5 Days): ₦180,000
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10. Internet & Cybersecurity Awareness

Introduces online safety, password management, and best practices for preventing cyber threats.

Fees:

- Virtual (3 Days): ₦90,000
 - Virtual (5 Days): ₦130,000
 - In-Person (3 Days): ₦140,000
 - In-Person (5 Days): ₦190,000
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11. Digital Literacy & Remote Work Tools

Covers virtual collaboration tools like Zoom, Slack, and Google Workspace to improve remote work efficiency.

Fees:

- Virtual (3 Days): ₦80,000
 - Virtual (5 Days): ₦120,000
 - In-Person (3 Days): ₦130,000
 - In-Person (5 Days): ₦180,000
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12. Cyber Hygiene & Security Best Practices

Covers essential cybersecurity measures, phishing prevention, and safe internet usage.

Fees:

- Virtual (3 Days): ₦100,000
 - Virtual (5 Days): ₦140,000
 - In-Person (3 Days): ₦150,000
 - In-Person (5 Days): ₦200,000
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13. Data Privacy & Compliance (GDPR, NDPR)

Explains global data privacy laws, how to handle sensitive information, and the impact of non-compliance.

Fees:

- Virtual (3 Days): ₺110,000
 - Virtual (5 Days): ₺150,000
 - In-Person (3 Days): ₺160,000
 - In-Person (5 Days): ₺210,000
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14. IT Risk Management for Non-Tech Professionals

A simplified approach to understanding IT risks, threat management, and safeguarding business operations.

Fees:

- Virtual (3 Days): ₺120,000
 - Virtual (5 Days): ₺160,000
 - In-Person (3 Days): ₺170,000
 - In-Person (5 Days): ₺220,000
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- Corporate Training Discounts Available for Groups (5+ participants)**
- All Courses Include Materials, Certificates & Virtual Class Recordings**