

SUCCESS DRIVE GLOBAL CONSULT LTD

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SDGC 2024 OPEN TRAINING CALENDAR

SN	PROGRAM	DURATION	TIME	FEES (N)	DEC	JAN	FEB	MAR	APR	MAY	JUN
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DIGITAL & ICT

1	Digital Transformation Leadership For CEO & Top Executive	3 Days	Blended	100,000		16 - 18		6 - 8		29 - 31	
2	Financial Modelling & Dashboard Reporting	3 Days	Blended	150,000	4 - 6		5 - 7		22 - 24		3 - 5
3	Microsoft Excel Masterclass For Business Executive	5 Days	Blended	70,000		29 - 2		25 - 29		13 - 17	
4	Mastering Digital Marketing For Business Growth	5 Days	Blended	75,000	11 - 15		12 - 16		1 - 5		24 - 28
5	Advanced Digital Marketing: Strategy, Planning & Analytics	2 Days	Virtual	70,000		22 - 23		7 - 8		27 - 28	
6	Social Media Marketing - 100% Practical	3 Days	Virtual	50,000	18 - 20		19 - 21		15 - 17		10 - 12
7	Essential Digital Skills For Business Manager & Executive	5 Days	Virtual	90,000		15 - 19		18 - 22		6 - 10	
8	AI Tools For Boosting Business Productivity	3 Days	Virtual	50,000	12 - 14		26 - 28		8 - 10		17 - 19
9	Microsoft Office (Word, Excel & PowerPoint)	10 Days	Virtual	90,000	4 - 14		19 - 29		22 - 3		24 - 5
10	Microsoft PowerPoint Master-class	3 Days	Virtual	50,000		24 - 26		11 - 13		22 - 24	

ADMINISTRATION & OFFICE MGT

1	Effective Administrative Support & Office Procedure	2 Days	Virtual	60,000		8 - 9		28 - 29		1 - 2	
2	Executive and Personal Assistants - Functions, Skills & Tools	3 Days	Virtual	75,000	6 - 8		27 - 29		1 - 3		5 - 7
3	Relationship Management - For Business Excellence	3 Days	Virtual	75,000		10 - 12		25 - 27		6 - 8	
4	Document Archiving and Records Management	2 Days	Virtual	60,000	4 - 5		22 - 23		4 - 5		3 - 4
5	Customer Service Excellence ~ Mastering the Art	2 Days	Virtual	60,000		16 - 17		21 - 22		9 - 10	
6	Effective Business Writing & Communication	3 Days	Virtual	70,000	11 - 13		14 - 16		8 - 10		12 - 14
7	Handling Difficult Customer	1 Day	Virtual	30,000		15th		20th		3rd	
8	AI Tools & Essential Digital Skills Business Executive and Administrative Heads	5 Days	Virtual	75,000	18 - 22		5 - 9		15 - 19		17 - 21
9	Business Communication-Assertiveness, Influencing and Negotiation	2 Days	Virtual	60,000		18 - 19		18 - 19		13 - 14	
10	Business Excellence: Acumen, Ethics & Etiquette	2 Days	Virtual	60,000	14 - 15		20 - 21		22 - 23		10 - 11
11	Effective Organizational Skills - People, Process, Paper and Principles	2 Days	Virtual	60,000		22 - 23		14 - 15		15 - 16	
12	Management & Leadership Skills for Administrative Professionals	2 Days	Virtual	60,000	13 - 14		1 - 2		29 - 30		20 - 21

THINKING, PLANNING & STRATEGY

1	Business Strategy Development (The Master Game Plan)	5 Days	Blended	150,000	18 - 22	22 - 26		25 - 29			10 - 14
2	Brand Development & Management Masterclass	5 Days	Blended	150,000	4 - 8		12 - 16		8 - 12		3 - 7
3	Developing Effective Blue Ocean Strategy - Creating Un-Contested Market	3 Days	Blended	125,000		29 - 31		11 - 13		20 - 22	
4	Building Sustainable Competitive Advantage	3 Days	Blended	120,000			5 - 7		17 - 19		24 - 26
5	Business Re-Modelling For Accelerated Growth	3 Days	Blended	120,000		17 - 19		6 - 8		27 - 29	
6	Digital Disruption and Unlocking New Money in the Digital Era	2 Days	Blended	100,000	14 - 15		8 - 9		15 - 16		17 - 18
7	Value Innovation & Business Growth Strategy	2 Days	Virtual	70,000		15 - 16		18 - 19		30 - 31	
8	Creativity & Thinking Outside the Box	2 Days	Virtual	70,000	12 - 13		19 - 20		24 - 25		20 - 21
9	Critical and Design Thinking - For Business Leader	2 Days	Virtual	70,000		11 - 12		20 - 21		23 - 24	
10	Creating and Leading a Culture of Innovation	1 Day	Virtual	30,000			26th	22nd	26th		27th

MARKETING & SALES

1	Planning and Executing Marketing & Sales Strategies	3 Days	Blended	125,000	11 - 15	17 - 19		4 - 6		29 - 31	
2	Smart Sales Workshop - Turbo-Charges Your Sales	3 Days	Blended	100,000			5 - 7		2 - 4		12 - 14

3	Business Lead Generation for Hospital & HMO	2 Days	Blended	70,000		22 - 23		7 - 8		27 - 28	
4	Prospecting and Business Lead Generation	2 Days	Blended	70,000	28 - 29		1 - 2		9 - 10		10 - 11
5	Email Marketing Mastery and Copy Writing for Entrepreneurs	2 Days	Blended	70,000		24 - 25		11 - 12		23 - 24	
6	Effective Sales Techniques - Pro Selling Skills	2 Days	Virtual	70,000			8 - 9		16 - 17		17 - 18
7	Client Relationship Management - For Business Excellence	2 Days	Virtual	80,000	20 - 21		12 - 13		23 - 24		20 - 21
8	Developing Effective Sales Funnels - Selling on AutoPilot	1 Day	Virtual	30,000		26th		13th		20th	
9	Marketing Fundamentals for Non-Marketing Pro	2 Days	Virtual	70,000			14 - 15		18 - 19		25 - 26
10	Marketing Communications and Media Planning	2 Days	Virtual	70,000			11 - 12		14 - 15		21 - 22

HR, MANAGEMENT & LEADERSHIP

1	Managing HR Functions & Metrics	4 Days	Blended	150,000		23 - 26		26 - 29		14 - 17	
2	Human Resource Management - Complete Masterclass	3 Days	Blended	100,000	11 - 13		19 - 21		24 - 26		3 - 5
3	HR Development and Talent Management	3 Days	Blended	100,000		17 - 19		20 - 22		21 - 23	
4	HR Strategy in Transforming Organisations	3 Days	Blended	100,000	18 - 20		26 - 28		17 - 19		10 - 12
5	Leadership Skills Development for HR Professionals	2 Days	Blended	90,000			22 - 23		22 - 23		27 - 28
6	Payroll Preparation, Analysis and Management	2 Days	Blended	90,000		8 - 9		11 - 12		8 - 9	
7	Strategic Leadership Skills Development Program for Senior Executives	3 Days	Blended	100,000			14 - 16		10 - 12		24 - 26
8	Effective Managerial Leadership For Business Manager & Senior Executive	3 Days	Blended	100,000		10 - 12		13 - 15		1 - 3	
9	The Strategic Leadership: Unleashing the Power of Vision & Influence	2 Days	Blended	90,000	28 - 29		12 - 13		8 - 9		20 - 21
10	Essentials of Leadership Skills for Technical Professionals	2 Days	Blended	90,000		18 - 19		4 - 5		14 - 15	
11	Leadership: Leadership by Values, Vision, Virtue and Voice	2 Days	Virtual	75,000	7 - 8		5 - 6		15 - 16		6 - 7
12	Negotiating and Influencing Skills for Senior Executive and Leaders	2 Days	Virtual	75,000			7 - 8		29 - 30		4 - 5
13	Team Building and Team Leadership	2 Days	Virtual	70,000		24 - 25		7 - 8		20 - 21	
14	Effective Supervisory Skills - for top results	2 Days	Virtual	70,000			28 - 29		4 - 5		11 - 12
15	Leading with Emotional Intelligence	2 Days	Virtual	70,000		29 - 30		13 - 14		22 - 23	
16	Dealing with Difficult Behaviors in the Workplace Environment:	2 Days	Virtual	70,000			13 - 14		2 - 3		18 - 19
17	Effective Performance Management - Driving Productivity with Metric	2 Days	Virtual	70,000		31 - 1		20 - 21		28 - 29	
18	Managing Employee Performance: Behaviour & Attitudes	2 Days	Virtual	75,000			20 - 21		10 - 11		25 - 26

OPERATION AND PROCESS

1	Project Management For Manager & Senior Executive	3 Days	Blended	100,000		29 - 31		11 - 13		1 - 3	
2	Creating the Project Management Office	2 Days	Blended	80,000	28 - 29		1 - 2		1 - 2		6 - 7
3	Managing Projects in Crisis: (A Practical Approach for Rescuing Projects in Crisis)	2 Days	Virtual	80,000		25 - 26		14 - 15		6 - 7	
4	Optimizing Efficiency and Productivity in the Workplace	2 Days	Virtual	80,000	20 - 21		5 - 6		3 - 4		13 - 14
5	Improving Productivity through Quality Enhancement and Cost Reduction	2 Days	Virtual	80,000		18 - 19		18 - 19		9 - 10	
6	Process Management: Process Mapping and Improvement Course	3 Days	Virtual	120,000			7 - 9		8 - 10		3 - 5
7	Lean Process And Six Sigma For Efficiency	2 Days	Virtual	70,000			12 - 13		11 - 12		11 - 12
8	Logistic Management - Planning, Inventory & Warehouse Management	3 Days	Virtual	90,000		8 - 10		27 - 29		20 - 22	
9	Effective Procurement Management	3 Days	Virtual	120,000		3 - 5		6 - 8		27 - 29	
10	Integrated Logistics, Distribution and Retail Management	3 Days	Virtual	120,000	11 - 13		14 - 16		15 - 17		24 - 26
11	Strategic Third-Party Vendor Management	3 Days	Virtual	120,000		23 - 25		12 - 14		29 - 31	
12	Strategic Warehousing and Inventory Management	3 Days	Blended	120,000	18 - 20		21 - 23		22 - 24		17 - 19
13	Advanced Supply Chain and Logistics Management (Master class)	3 Days	Blended	120,000		16 - 18		19 - 21		14 - 16	
14	Developing Purchasing Policies, Processes and SLAs	3 Days	Virtual	120,000			27 - 29		29 - 1		10 - 11
15	Supply Chain Risk Management	3 Days	Virtual	120,000		9 - 11		26 - 28		21 - 23	
16	Vendor Qualification: Managing Performance & Contract	2 Days	Virtual	90,000			13 - 14		17 - 18		27 - 28

FINANCE AND ACCOUNTING COURSE

1	Effective Budgets and Financial Reports	3 Days	Blended	125,000		8 - 10		4 - 6		28 - 30	
2	Basic Bookkeeping for Non Accounting Executive	3 Days	Blended	90,000	5 - 7		12 - 14		2 - 4		3 - 5
3	Credit Control & Debt Management	3 Days	Blended	125,000		15 - 17		11 - 13		21 - 23	
4	Systems and Internal Audit Control	3 Days	Blended	125,000			19 - 21		9 - 11		10 - 12
5	Accounting and Finance: Policies and Procedures Best Practices	5 Days	Virtual	150,000		22 - 24		4 - 8		13 - 17	
6	Accounting and Finance Skills Improvement Program	5 Days	Virtual	150,000			26 - 1		15 - 19		17 - 21
7	Accounts for Non-Account Executives and Managers	3 Days	Virtual	125,000		29 - 31		18 - 20		14 - 16	
8	Accounts Payable: Accounting and Management Best Practices	3 Days	Virtual	125,000	12 - 14		26 - 28		16 - 18		24 - 26
9	Accounts Receivable and Credit Policies Management	3 Days	Virtual	125,000		24 - 26		25 - 27		7 - 9	
10	Accounts Reconciliation: Best Practices	3 Days	Virtual	125,000			20 - 22		23 - 25		19 - 21
11	Active Portfolio Management & Asset Allocation	3 Days	Virtual	125,000		17 - 19		20 - 22		1 - 3	
12	Auditing: Compliance, Operational & Financial Management	5 Days	Virtual	150,000	18 - 22		5 - 9		29 - 3		24 - 28
13	Effective Budgeting & Operational Cost Control	3 Days	Virtual	125,000		10 - 12		12 - 14		29 - 31	
14	Effective Treasury and Cash Management: Best Practices	3 Days	Virtual	125,000			13 - 15		30 - 2		11 - 13
15	Financial Statements Preparation and Corporate Reporting	5 Days	Virtual	150,000			19 - 23		8 - 12		10 - 14

PERSONAL EFFECTIVENESS

1	Public Speaking & Presentation Masterclass	2 Days	Blended	60,000		10 - 11		26 - 27		2 - 3	
2	Interpersonal Relationship MasterClass	2 Days	Blended	60,000	5 - 6		28 - 29		24 - 25		5 - 6
3	Personal Branding and Productivity	2 Days	Blended	60,000		17 - 18		19 - 20		9 - 10	
4	Emotional Intelligence at Work	2 Days	Blended	60,000	12 - 13		21 - 22		17 - 18		12 - 13
5	Goal Setting and Getting things Done	1 Day	Virtual	25,000		12th		25th		14th	
6	Improving Mindfulness & Self-Awareness - Boosting Productivity	1 Day	Virtual	25,000	18th		26th		30th		14th
7	Time Management & Productivity	1 Day	Virtual	25,000		19th		18th		29th	
8	Successful Planning, Organizing & Delegating	2 Days	Virtual	50,000	19 - 20		14 - 15		10 - 11		24 - 25
9	Work-life Balance and Stress Management	2 Days	Virtual	50,000		24 - 25		12 - 13		16 - 17	
10	Universal Safety Practices & Safety in the Workplace	2 Days	Virtual	50,000	21 - 22		7 - 8		3 - 4		26 - 27
11	Workplace Violence, Bullying and Harassment	2 Days	Virtual	50,000		31 - 1		28 - 29		23 - 24	
12	Social Intelligence and Social Learning	2 Days	Virtual	50,000			1 - 2		15 - 16		11 - 12