

# 2025 Training Calendar

PMP + Primavera P6 + MS Project + HR



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# Executive Summary

Astute Trainers and Consultants Limited is a leading Management, Strategy, Learning and Business Process Training and Consulting firm in Nigeria. Drawing on our extensive experience, our objective is to help our clients achieve their corporate goals by improving the capacity of their human capital.

Our Learning and Performance Group, specifically, is committed to constantly bridging competency gaps via learning interventions that address current and future/predicted competencies to guarantee business results or a Social Change. We believe individuals, corporate organizations and Government agencies should invest heavily in capacity building and the returns on such investment is always phenomenal. Capacity building can be used to achieve both short-term and long-term goals as long as it is aligned with goals for which they were created.

Our job is to work with individuals, organizations and government agencies in the area of capacity building, providing high earned training and consulting services that helps to increase bottom-line productivity.

## **OUR OBJECTIVES**

Our training methodology has two basic objectives:

- 1. To help Individuals and corporate organizations build capacity and gain industry relevant exposures which contribute significantly to their level of productivity.
- 2. To help individuals understand and achieve certifications that contribute to their profile development and career progression



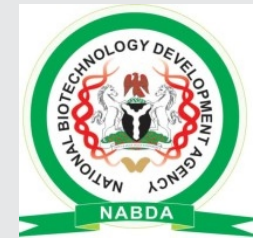
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# Client Portfolio

Our clientele includes hundreds of working professionals and we have also worked with the following notable companies in the financial, property, public, oil and gas, telecommunication sectors:



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# Training Methodology

We adopt a methodology that is holistic in approach for our training programmes. This is because we believe so much in values and that is what the organization stands for. Our core principles hinge on value delivery, customer satisfaction and we are determined and positioned to meeting your expectations. Our Training methodology follows three stages, namely Training, Mentoring and Recommendations/Networking.



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# 2025 Training Schedule

S/N	COURSES	MONTH	DURATION
	MANAGEMENT AND LEADERSHIP TRAINING		
1.	21 <sup>st</sup> Century Project Monitoring and Evaluation for effective project outcomes	February, June, October	3 Days
2.	Project Management (PMP) + MS Project application	Monthly	5/6 Days
3.	Effective Leadership, Influencing and Communication Skills for improved Management	April, June, August, November	3 Days
4.	Designing and Implementing Effective Organizational Quality Management Process	March, July, November	3 Days
5.	Contemporary Conflict Resolution and Dispute Management techniques for achieving business goals	March, May, July, September	3 Days
	HUMAN RESOURCE AND ADMINISTRATIVE TRAINING		
6.	Business Writing and Presentation Skills for team members and administrators	May, July, September, November	2 Days
7.	Achieving Exceptional Performance: Essential Skills for Executive Secretaries and PAs	March, May, July, September, November	4 Days
8.	Advanced Human Resources Management Training for HR Professionals and Administrators	Monthly	4 Days



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# 2025 Training **Schedule**

S/N	COURSES	MONTH	DURATION
9.	Developing effective organizational Training Programs: Train the Trainer	March, October	4 Days
10.	Conducting Effective Performance reviews for organizational development	February, June, November	3 Days
11.	Ensuring Business Improvement with HR Metrics and Analytics	February, April, June, August, September	3 Days
SALES AND CLIENT RELATIONSHIP MANAGEMENT			
12.	Improving and Managing Customer Service process for increased sales performance	March, June, October, December	5 Days
13.	Methods of Developing effective and result oriented Sales plans and programs	February, May, October	5 Days
14.	Delivering first class Customer Service for client Retention and Acquisition	April, June, August, October	5 Days
15.	21 <sup>st</sup> Century Marketing and Sales Strategies, Skills and Techniques for Sales Executives and Business Developers	May, August, December	5 Days
16.	Profit and Loss Management for effective Sales and Organizational Profitability	March, October	3 Days
17.	New Product Development Course	June, November	4 Days



# 2025 Training Schedule

S/N	COURSES	MONTH	DURATION
18.	Developing and Implementing effective revenue drive for business growth.	March, September	3 Days
	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT		
19.	Effective Warehousing, Transport and Logistics Management	April, October	5 Days
20.	Optimizing Logistics and Supply Chain Management for Organizational growth.	May, August, November	4 Days
21.	Improving Profitability and Market potential through Effective Supply Chain Management	June, December	3 Days
22.	Strategic Inventory Management: Key to Organizational Growth and Profitability	May, September, November	4 Days
23.	Bidding and Contract Awards: Processes and Procedures for Junior/Mid-Level officers	March, August, December	4 Days
	HEALTH AND SAFETY COURSES		
24.	Confined space and fire safety awareness	April, September	3 Days
25.	Hazard Identification and Risk Assessment in the workplace	March, October	3 Days
26.	Safe Methods of working at height – Slips, Trips and Fall (STF)	June, December	3 Days





# 2025 Training Schedule

S/N	COURSES	MONTH	DURATION
27.	Control of Substance hazardous to employee's health (COSHH)	March, October	3 Days
28.	Safety standards for the Manufacturing and Allied companies	April, November	3 Days
29.	Fleet Safety Management INFORMATION TECHNOLOGY	May, September	3 Days
30.	Advanced Spreadsheet skills and Data Analysis Using MS Excel	Every 2 months	3 Days
31.	Advanced Microsoft Project training for delivering projects successfully (Certification Course)	Every 2 months	5 Days
32.	Advanced Primavera P6 training for delivering projects successfully (Certification Course)	Every 2 months	5 Days
33.	Advanced Presentation Skills Using MS Power Point + MS Visio	Every 2 months	5 Days
34.	Advanced Computer Application and Word Processing skills for Junior Officers	Every 2 months	5 Days
35.	Digital Marketing BUSINESSES AND RISK MANAGEMENT	Every 2 months	5 Days
36.	Enterprise Risk Management	April, October	3 Days
37.	Risk mitigation and management in Agricultural Investment	March, September	3 Days
38.	Project Risk Management and Report generation	June, August, November	3 Days



# 2025 Training Schedule

S/N	COURSES	MONTH	DURATION
39.	Risk Mitigation Plans and Response Management for sustained business operation Course	March, August, December	3 Days
	SOFT SKILLS TRAINING		
40.	Effective Business Communication and Team Management Course	May, September, December	4 Days
41.	Team Development and Management course for Senior Officers	May, August, December	5 Days
42.	Negotiation and Persuasion Skills Training	August, November	4 Days
43.	Effective Reporting and Presentation skills Training for Operations staff	March, July, November	3 Days
	FINANCE MANAGMENT		
44.	Effective Organizational Budget Management and Forecasting Course	May, October	3 Days
45.	Effective Treasury Operations, Accounts Reconciliation and Settlements	March, September	3 Days
46.	Global Financial Management Techniques for Junior/Mid-Level Officer	April, September, December	4 Days



# 2025 Training Schedule

S/N	COURSES	MONTH	DURATION
47.	Organizational Financial Risk Management Course	May, August, November	4 Days
48.	Project Financial Management Course	April, September	4 Days
49.	Principles of Audit and Accounting Course	June, December	3 Days
50.	Anti-Money Laundering and Counter Terrorism Financing Course	June, December	3 Days

## Our Team

All our faculty members are professionals with:

- Rich experience in public and private business sectors
- Experience of holding reputed positions in different high-profile organizations
- Rich experience gained through handling various highly rated and sensitive consultancy projects.
- Excellent interpersonal skills
- Rich experience in mentoring/coaching as well as holding various training programs for people holding junior, mid and senior management positions in private and public institutions



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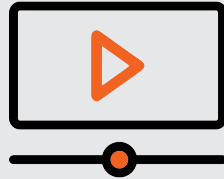
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# Training Pack

Training pack for each course includes:



01 Workshop materials such as slides and manuals



02 Copies of recorded video sessions



03 Certificate of completion




04 Post training support

For more information and further enquiries

**CONTACT US**

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