



SKILL ENHANCEMENT COURSES OUTLINE

Available Courses	Knowledge Level	Duration	Course Fee Per Participant
Microsoft Office Fundamentals:			
• Excel	Basic-Intermediary	3 days	N15,000
• Power point	Basic-Intermediary	3 days	N15,000
• Word	Basic-Intermediary	3 days	N15,000
Accounting Software:			
• Quick books	Basic-Advanced	3 days	N25,000
• Sage	Basic-Advanced	3 days	N25,000
• Peachtree	Basic-Advanced	3 days	N25,000
Management Development:			
• Building Trust in the Workplace		1 day	N20,000
• Conflict Resolution		1 day	N25,000
• Documenting Employee Performance		1 day	N25,000
• Employment Best Practices		1 day	N30,000
• Leading with Emotional Intelligence		1 day	N30,000
• Workers Compensation for Supervisors and Managers		1 day	N25,000
Professional Development:			
• Customer Service and Retention Skills		3 days	N15,000
• Essential Presentation Skills		2 days	N15,000
		1 day	N15,000

To book a course please call:

08090500121, 08092203388

or send a mail to enquiry@alexandergeorgeconsulting.com

www.alexandergeorgeconsulting.com



ALEXANDER GEORGE CONSULTING SERVICES

- | | | |
|------------------------------------|--------|---------|
| • Fundamentals of Business Writing | 1 day | N15,000 |
| • Managing Meetings Effectively | | |
| • Effective Communications | 1 day | N25,000 |
| • Personal Branding | 1 day | N20,000 |
| • Project Management 1 | 3 days | N45,000 |
| • Project Management 2 | 3 days | N55,000 |

Business Development:

- | | | |
|------------------------------------|--------|---------|
| • Effective Sales and Marketing | 2 days | N30,000 |
| • Identifying SWOT | 1 day | N15,000 |
| • Business Strategy and Analysis | 3 days | N55,000 |
| • Brand Development | 1 day | N40,000 |
| • Customer Retention | 1 day | N30,000 |
| • Effective Social Media Marketing | 1 day | N15,000 |

Communications Essentials:

- | | | |
|--------------------------|--------|---------|
| • Business Writing | 2 days | N40,000 |
| • Email Etiquette | 1 day | N15,000 |
| • Report Writing | 1 day | N15,000 |
| • Social Media Etiquette | 1 day | N10,000 |
| • Customer Engagement | 1 day | N20,000 |

Administration Management:

- | | | |
|----------------------------------|-------|---------|
| • Effective Multitasking | 1 day | N20,000 |
| • Filing and Record Management | 1 day | N25,000 |
| • Interpersonal Skills | 1 day | N20,000 |
| • Team Leadership and Management | 1 day | N25,000 |

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