



# OCFON CONSULT

*(Corporate Trainers & Management Consultants)*

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SEPT. 24, 2020

Dear Sir,

## **PRESENTATION OF OUR SPECIAL UNSCHEDULED TRAINING PROGRAMMES FOR YOUR SELECTION**

Since the emergence of covid-19, the resultant lock-down and social distancing, organizations are reluctant to get involved in training activities. We are delighted to announce to you that you do not have to worry. We have the solution.

From the attached unscheduled titles, you have the choice to select topic/s of interest and we shall handle it in your organization or we arrange suitable venue for your comfort on agreed terms. Or, we handle it on-line (Virtual) for your organization.

Surely, these workshops/conferences will nurture cutting edge management skills which your executives require for top quality performance.

As soon as you make your choice we shall send you full details of the course/s for your attention

Please, do not hesitate to contact us for any details you may require. We expect to hear from you in due course just as always, to enable us meet your expectations.

Visit [WWW.ocfonconsult.com](http://WWW.ocfonconsult.com) to have the schedules.

Thank you for your usual patronage.

Yours faithfully.

**Ocfon Consult**

**ELDER NWAOKOCHA FIDELIS**

**Managing Consultant**



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*A reliable training partner.*

## UNSCHEDULED TRAINING FOR IN-PLANT/IN-HOUSE IN ORGANISATIONS

1.Budgeting & Budget Control	DURATION: 2 DAYS	FEE: N60,000.00
2.Finance for Non Finance	DURATION: 2 DAYS	FEE: N60,000.00
3.Supervisory Skills Training	DURATION: 2 DAYS	FEE: N60,000.00
4.Communication & Assertiveness	DURATION: 2 DAYS	FEE: N60,000.00
5.Leading with Emotional Intelligence	DURATION: 2 DAYS	FEE: N60,000.00
6.Interpersonal Relations/Skills	DURATION: 2 DAYS	FEE: N60,000.00
7.Leading A Team - Day to Day	DURATION: 2 DAYS	FEE: N60,000.00
8.Time Management Essentials	DURATION: 2 DAYS	FEE: N60,000.00
9.Customer Relationship Management	DURATION: 2 DAYS	FEE: N60,000.00
10.Excellent Service Delivery	DURATION: 2 DAYS	FEE: N60,000.00
11.Negotiation	DURATION: 2 DAYS	FEE: N60,000.00
12.Logistics & Supply Chain	DURATION: 2 DAYS	FEE: N60,000.00
13.Team Building & Management	DURATION: 2 DAYS	FEE: N60,000.00
14.Conflict Management	DURATION: 2 DAYS	FEE: N60,000.00
15.Industrial Relations for Managers	DURATION: 2 DAYS	FEE: N60,000.00
16.Advance management & Administrative course for Secretaries and PAs	DURATION: 2 DAYS	FEE: N60,000.00
17.Community Relations Strategies for Corporate Profitability	DURATION: 2 DAYS	FEE: N60,000.00
18.Corporate Identity & Brand Management	DURATION: 2 DAYS	FEE: N60,000.00
19.Managing People for Strategic Advantage	DURATION: 2 DAYS	FEE: N60,000.00
20.Financial Analysis Training	DURATION: 2 DAYS	FEE: N60,000.00
21.Managing Government Relations	DURATION: 2 DAYS	FEE: N60,000.00
22.Time & Stress Management	DURATION: 2 DAYS	FEE: N60,000.00

Best regards.

ELDER NWAOKOCHA FIDELIS (OCFON CONSULT)  
(08037152984)