

L'AINÉ SERVICES LIMITED

TRAINING SCHEDULE

2014 TRAINING TOPICS

MONTH	DATES	TRAINING TOPIC	COST/HEAD/DAY
JANUARY	30 - 31	ADVANCED SKILLS FOR ADMINISTRATIVE PROFESSIONALS	GH¢ 230
FEBRUARY	27 - 28	ENHANCING THE CUSTOMER SERVICE EXPERIENCE	GH¢ 230
MARCH	27 - 28	ADVANCED SKILLS IN DEFENSIVE DRIVING	GH¢ 230
APRIL	24 - 25	BASIC ACCOUNTING KNOWLEDGE AND FINANCIAL ANALYSIS	GH¢ 230
MAY	29 - 30	MAXIMIZING VALUE-ADDED SELLING SKILLS	GH¢ 230
JUNE	26 - 27	WASTE REDUCTION IN WAREHOUSE OPERATIONS	GH¢ 230
JULY	24 - 25	LOGISTICS & TRANSPORTATION MANAGEMENT	GH¢ 230
AUGUST	28 - 29	EFFECTIVE HUMAN RESOURCE MANAGEMENT	GH¢ 230
SEPTEMBER	25 - 26	EFFECTIVE SUPERVISORY SKILLS	GH¢ 230
OCTOBER	30 - 31	REPORT WRITING & PRESENTATION SKILLS	GH¢ 230
NOVEMBER	27 - 28	EFFECTIVE TIME & STRESS MANAGEMENT	GH¢ 230
DECEMBER	11 - 12	MANAGING ATTITUDINAL CHANGE FOR PRODUCTIVITY	GH¢ 230
DECEMBER	19	SPECIAL STRESS MANAGEMENT CLINIC/RETREAT	GH¢ 345

Nominees must be confirmed and registered 4 days ahead of the programme.

The course fees cover the cost of tuition, training materials including handouts on compact discs, certificates, snacks and lunch.

All fees are VAT & NHIL inclusive unless otherwise stated and must be paid one week the 1st day of the programme in cash or cheque made out to "L'AINÉ SERVICES LIMITED."

Kindly note:

L'AINÉ reserves the right to reschedule a programme if the minimum number of participants are not confirmed within 3 days of the programme. Notice of the reschedule/cancellation will be sent out accordingly to all confirmed parties.

The programmes can be tailored/customized as in-house training solutions on request.

A comprehensive version for the 2013 training schedule may be requested

Venue for training programmes

All programmes will run in either one of our ultra-modern conference rooms at **The LOC - Adabraka** or **the Headoffice - Sakumono**. The venue for each programme will be provided on enquiry.

Contact

For further enquiries, please contact Richard /Ato on

Tel: 0302 -717039/716986/3/239247

Cel: 0501- 286660/0207 -770437

Fax: 0302-717038