

MANAGEMENT TRAINING IN CORE BUSINESS SKILLS FOR WOMEN BY WOMEN

Attention, women in business: the only thing standing between you and career success is...yourself! ODERA Consulting presents our **'Cool, Confident & Collected'** Series of Business Skill Training courses specially designed for women in business. This exciting range of one & two-day courses help you quickly and affordably, polish your skills and prepare you to take on greater organizational responsibilities, assess your strengths, pinpoint areas for improvement, redefine your personal brand and achieve higher levels of job satisfaction and effectiveness. Get ready to roll up your sleeves and formulate your next strategy for growth, in the supportive company of like-minded female professionals. As you explore the most important challenges faced by all managers today and by women in particular, you'll enjoy compelling days of learning, idea sharing and networking as you focus on the skills you need to increase your power and influence.

Who Should Attend: Women entrepreneurs, managers and supervisors, aspiring managers, team leaders, project managers and individuals, new to business or growing in business; aspiring to or already in a leadership and management position. If you have had no formal management training and would welcome world-class training at affordable prices, then register for one or more of our one-day courses all focused on providing real solutions that make a real difference..

COURSE TITLE	COURSE DESCRIPTION & TARGET AUDIENCE	DURATION	DATE	VENUE	FEES
How to Manage Stress Successfully	This course provides practical stress management techniques to help prevent and deal with stress in our professional and personal lives. It introduces a working definition of stress, and differentiates between positive 'pressure' and the negative impact stress can have. It identifies the sources of stress and provides practical strategies for preventing and dealing with stress. This course is aimed at individuals within and without organisations.	1-DAY	19 th March	IKOYI LAGOS	N37, 750
Secrets of Management Success	This course aims to discuss, understand and practice some of the essential management skills needed to operate in today's working environment. Topics include: Introduction to Management What is management? What is leadership? Setting SMART objectives; Communication Skills and much more. It is aimed at newly appointed managers and supervisors or business owners who have to manage staff but have no formal management training.	2-DAYS	24 th – 25 th March	IKOYI LAGOS	N55, 550
Planning for Your	This course is designed to help delegates develop their business by	1-DAY	31 th	IKOYI	N37,

Business Success	looking at the key drivers of commerciality which are customers, the competition and stakeholders. How they interpret these demands and respond to their needs on an ongoing basis will determine the sustainability of their business. It is aimed at anyone that is involved in developing business whether they are starting out in their own business or work in well established ones.		March	LAGOS	750
Powerful Communication Skills for Women	This course is designed to help individuals communicate assertively and positively to get maximum results so it focuses on all aspects of communication including assertiveness; empathy; confidence; body language; questioning styles; emotional intelligence and lots more. Participants will understand their own communication style and its impact on other people.	1-DAY	7 th April	IKOYI LAGOS	N37, 750
Get Organized: Manage Your Time Better	The way in which time is used can have a major impact on personal & corporate goals. This course will help participants increase effectiveness through personal organization & time management. Aimed at busy individuals who want to know how to take control of their time for effectiveness	1-DAY	10 th April	IKOYI LAGOS	N37, 750
How to Manage Your Customers Successfully	Effective Customer Care is critical to the success of any business. Being able to provide a great customer care service can be the difference between gaining and keeping a customer and losing one. This course provides the tools and techniques to ensure you maintain an excellent relationship with your customers so they will keep coming back for your product or service. It's aimed at anyone who deals with customers face to face.	1-DAY	14 th April	IKOYI LAGOS	N37, 750
Presentation Skills for the Business Woman	Presentation skills training is the first step in preparing you to be able to make confident, interesting and memorable presentations that will actually wow your audience. Good presenters are not born. They develop and improve their presentation skills over time. In this course, you will learn the secrets of making great presentations.	1-DAY	17 th April	IKOYI LAGOS	N37, 750
How to Manage	A general understanding of finance is needed to help individuals	1-DAY	12 th	IKOYI	N37,

Budgets and Money	manage budgets or take responsibility for revenue or expenditure. This course will help delegates gain better control over the finances in their businesses or jobs. It is aimed at managers or anyone running a business that needs to understand the financial implications of their decisions.		May	LAGOS	750
Leadership Skills Development for Women	Frequently people are placed in leadership roles when they have no idea what leaders truly do. This training will focus on three elements of leadership: Personal Leadership, Team Leadership and Task Leadership and will provide the basis on which participants can cultivate great leadership skills. The leadership skills training will benefit participants that are relatively new to the role of leadership or are in need of a fresh perspective to their leadership role.	1-DAY	15 th May	IKOYI LAGOS	N37, 750
How to write Business Reports	Many people write at work. Organisations of all sizes rely on written communications to persuade, to influence and to inform. Unfortunately these documents are not always successful. Common weaknesses include lack of structure, inappropriate style and failure to state the message clearly. Errors in grammar and punctuation often creep in too. Our courses transfer expertise and professionalism to people who write at work, ensuring their documents deliver the right message and make the right impression.	1-DAY	22 nd May	IKOYI LAGOS	N37, 750
How to Solve Problems & Make Decisions	The power to find creative solutions to problems lies in our ability to search for, find and put together in a way that works, facts that relate to the situation. This course will help delegates learn a rational process for problem solving and creative solutions generation. It is aimed at anyone whose work involves solving problem & making decisions.	1-DAY	26 th May	IKOYI LAGOS	N37, 750

TO REGISTER CALL IJEOMA OR NIKE ON 01-7414292; 01-7414295: ALSO, VISIT OUR WEBSITE WWW.ODERACONSULTING.ORG FOR FURTHER INFORMATION Your registration confirmation notice will confirm the hotel/conference center for the seminar for which you registered. PLACES ARE LIMITED SO REGISTER EARLY. FEES INCLUDE ALL TRAINING MATERIALS AND LUNCH.

