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SYNERGY
HR SOLUTIONS LIMITED
STAFFING, OUTSOURCING, TRAINING, HR TECH
www.synergyhrsolutions.com



...one company, many solutions

TRAINING CALENDAR

Partnership/Accreditations





Your Most valuable Asset is your Employees; **INVEST IN THEM!**

SHSL is committed and tailored to provide sustainable solutions that support business growth.

“To develop a quality and innovative recruitment and training service that is focused on the needs of all our clients and stakeholders”

OUR EXPERTISE

MANAGEMENT CONSULTING

- FinTech Solutions
- Success Planning
- Corporate Governance
- Organizational Development
- Corporate Restructuring/Change Management
- HR Tech Solutions
- SME Solutions
- School cost saving Solutions
- Strategic Planning Solutions

LEARNING & DEVELOPMENT

- Corporate Training
- Open Workshop
- In-Plant/In-House Training
- E-learning
- Executive/Management/Retreat
- Facilitation Management/Outsourcing-Training
- Executive coaching
- Training curricular support
- Leave Administration

PEOPLE MANAGEMENT

- Employee Outsourcing
- HR Process/Function
- Outsourcing Recruitment/ Selection
- Capacity Building
- Executive Search
- HR Automation/Payroll
- Performance Management System
- HR Help Desk
- Computer Base Text (CBT)



What Our Clients are Saying

A good workshop that covers the aspects we take for granted and highlights measures of making improvement.

BAGCO SUPER SACK

SYNERGY didn't just say what they could do for us, they helped us identify our objectives and monitor our projects.

NIG. SPINNERS AND DYERS



**AMMASCO
INTERNATIONAL**

This training was both theoretical and practical and filled with a lot of things we can easily apply both personally and professionally.

AMMASCO

What a very inspirational course!, the content was spontaneous, the classroom work balanced with the outdoor practice. S.H.S.L has it all.

HIYCO NIG. LTD



We really enjoyed this training/workshop for many reasons, least being they interaction with professionals from various disciplines who all have the same interest in sales and marketing.

MULTIPRO (MCPL)

An interactive, educative and fun session. It was well enjoyed by everyone.

UGOLAB



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**YOUR FIRST CLASS
CORPORATE TRAINING
PROVIDER**

Oil & Gas, Banking & Finance, Retail & Merchandise, Professional Service, Telecoms, Manufacturing Industries



HR OUTSOURCING

We bear your burden!

Synergy HR Solution Limited is an industry when it comes to Recruitment Process Outsourcing (RPO). Whether you have the need to outsource partner to act as an extension of your human resource department, the SHSL team has customized recruiting solutions to support your hiring needs. Our team is experienced and well-versed in the latest recruitment and assessment techniques and technologies, and well-motivated to provide long-term recruitment solutions. We attract a diverse pool of applicants; professionals, skilled, technical,

and unskilled personnel at all levels on a short to long term basis and identify those who fit your specific needs, conduct interviews and recommend the most qualified candidate for your approval. We also handle an entire recruitment process, on-site and function as an extension of your human resource department. With presence in Lagos, Abuja and Kano. We believe in outsourcing partnership and over the years, we have been able to create a long-lasting and harmonious relationship with our clients.

Customized Training

We offer robust and highly dynamic, customizable training programs that meet your requirements.

Categories of courses we can customize includes:

- Administrative Skills Development Programs
- Basic Banking Operations
- Business Management and Strategy Programs
- Financial Management Programs
- Human Resources Management Programs
- Strategic Marketing Skills Programs
- Personal Development & Effectiveness
- Programs
- Selling Skills and Sales Management Programs
- Strategic Management
- Customer Service Management Programs
- Health Safety and Environment Programs
- Logistics Management
- Skills Acquisition and Training Programs
- Leadership and Supervisory Development programs





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YOUR FIRST CLASS CORPORATE TRAINING PROVIDER

OUR CORE VALUES



CLIENT:

We focus on the needs of our clients and stakeholders; the ones who take our business and services forward.

INTEGRITY:

We ensure honesty, transparency and accountability in all our dealings. Our image speaks for us.

TEAM WORK:

We work together tenaciously as a people to ensure professionalism, flexibility and honesty towards our customers at all times. We celebrate success.

EXCELLENCE:

We are competent, dedicated and committed in delivering superior customer services to our customers and stakeholders. Our excellent service is a reflection of all round professionalism.

OUR VISION

To be the world class Human Resource company most admired for its people, partnership and performance.

OUR MISSION

To develop a quality and innovative recruitment and training service that is focused on the needs of all our Clients and Stakeholders.

Partnership/Accreditations



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EVERY PROFESSIONAL NEEDS TRAINING

MANAGEMENT CONSULTING • RECRUITMENT TRAINING

PROCUREMENT COURSES

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Procurement, Supply Chain & Logistic Workshop	2 Days	N100,000 Per Participant	7-8		9-10			3-4	5-6		9-10		4-5	6-7	At the end of this training workshop, participants will be able to: - Understand Strategic Supply Chain and Procurement management
Advanced Procurement, Supply Chain & Logistic Workshop.	3 Days	N100,000 Per Participant		4-6	7-9		9-11	1-3	5-7	8-10		3-5		6-8	Upon completion of this training, participants will be able to: - Understand Risk management, Procurement and supply chain management.
Book keeping, stock control & inventory management	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4		4-5	9-10		4-5	6-7	After attending this program, participants will be able to: - Easily track their stock - Have the right amount of stock in the right place, at the right time
Global best practice for community based / in kind procurement	2 Days	N100,000 Per Participant	4-5	7-8	8-9		1-2	5-6	3-4	9-10		6-7		2-3	At the workshop, participants would learn how to: - Define responsibilities for oversight
Workshop on procurement management & e-procurement	3 Days	N100,000 Per Participant	5-7	4-6	7-9		9-11		5-7	8-10		3-5	1-3	6-8	Participants, at the end of this workshop, will be able to: - Save cost and time
Physical archiving and e-inventory management	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4		4-5	9-10		4-5	6-7	At the end of the training, participants will be able to: - Ensure efficient and timely identification of vital corporate assets

PROJECT MANAGEMENT

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Public private partnership workshop.	2 Days	N100,000 Per Participant	4-5	7-8	8-9		1-2	5-6	3-4		5-6	6-7		2-3	At the end of the programme: the participant will be able to: - Comprehend the components vital to the success of a PPP
Strategies for increased revenue generation.	3 Days	N100,000 Per Participant		4-6	7-8	5-7	9-11		5-7	8-10		3-5	1-3	6-8	At the end of this training, the participant will be able to: - Increase productivity of their staff through motivation
NGO program content development, implementation strategy & management workshop	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4		4-5	9-10		4-5	6-7	At the end of the class, the participants will be able to: - Express tools and methods that can be used to better understand their purpose and their expectations.



COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Public relation enhancement & excellent com. Skills in organization.	3 Days	N100,000 Per Participant	6-9		7-9		9-11		5-7	8-10		3-5	1-3	6-8	At the end of the training the audience will be able to: - Communicate effectively with colleagues
Development of operational management strategies for single registry of beneficiaries	3 Days	N100,000 Per Participant		4-6	7-9	5-7	9-11	7-9	5-7		3-6	3-5	1-3	6-8	At the end of the training the audience will be able to: - Propose life skills program resources
Designing, implementing and managing social safety net program in emerging economy	2 Days	N100,000 Per Participant	6-7	4-6		5-6		3-4		4-5	9-10		4-5	7-8	Upon completion of this workshop, participants will be able to: - Intensify research, technological development and innovation development goals
Project closure & exit management strategy	3 Days	N100,000 Per Participant	8-10		4-6	2-4	7-9		5-7	3-5	11-13		16-19	9-11	At the close of the training, target audience should be able to: - Understand the need for review of a project towards sustainability.
Identifying rural livelihood strategies & community development for continuous development	2 Days	N100,000 Per Participant		10-11		14-15	3-4	17-18		21-22		25-26		12-13	At the end of the training audience will be able to: - Come out with sustainable strategies to reduce poverty.
Strategies & methodology for social investment program implementation, management and delivery	2 Days	N100,000 Per Participant	9-10	4-5	13-14		1-2		18-19		20-21		6-7	9-10	Upon completion of this workshop, participants will be able to: - Offer & encourage professionals on employable skills
Designing/development of vocational & technical skills program & centre management	2 Days	N100,000 Per Participant	2-3	7-8		11-12	19-20	25-26		1-2		5-6	17-18		The end of the training the audience will be able to: - Offer & encourage professionals on employable skills
Project key performance indicators (KPI's) and fund disbursement linked indicators setting, monitoring & evaluation	3 Days	N100,000 Per Participant	7-9		21-23		15-17		3-5		25-27	10-12		1-3	At the end of the training the audience will be able to: - Understand disbursement guiding principles in developmental funded project performance
Advanced project management training for project personnel	2 Days	N100,000 Per Participant	18-19	11-12		2-3		7-8		18-19			14-15		At the end of the training the audience will be able to: - Understand project management design, development and deployment

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Goal-setting, key performance indicators designing and development training for managers of vulnerable group assessment, supervision, monitoring & evaluation training	3 Days	N100,000 Per Participant	9-11		4-6	2-4	7-9		5-7	3-5	11-13		16-19	8-10	At the end of the training the audience will be able to: - Recognize the importance of dear objectives and smart indicators for quality programming
Assessment, supervision, monitoring & evaluation training	2 Days	N100,000 Per Participant	22-23	17-18		11-12	19-20	25-26		1-2		5-6	8-9		At the end of this training, the participants should be able to assess, supervise, monitor and evaluate projects effectively.
Project budgeting monitoring & evaluation and implementation strategy	3 Days	N100,000 Per Participant	9-11		1-3		18-20		15-17		13-15	21-23		7-9	Upon completion of this training, participants will be able to: - Prepare, implement, track, evaluate, audit and document impacts of budgets
Project planning, implementation, measurement evaluation and reporting standards	2 Days	N100,000 Per Participant		4-5	15-16	9-10	1-2	7-8	18-19	9-10	20-21		6-7	11-12	Participants would be able to: - Acquire competencies needed for designing an effective organization, program/project assessment and achievement
Project communication strategy, risk & performance management	3 Days	N100,000 Per Participant	13-15	7-9	5-7	9-11	7-9	5-7		3-6	3-5	1-3	6-8	4-6	At the end of the training, participants will be able to: - Apply techniques, tools and standards for effective communication and project reporting and many more.
Project management training for infrastructure regulatory agencies	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4	10-11	4-5	9-10		4-5	6-7	At the end of the training, participants will be able to: - Set ideal targets for specific projects and more.
Entrepreneurship vocational and technical skill development training for project / program managers	3 Days	N100,000 Per Participant	8-10		4-6		23-25		6-8		2-4	9-11		22-24	Participants would be able to: - Discuss the concept of economic growth, entrepreneurship and vocational skill development (ETVSD)
Techniques and tools for data collection, collation, documentation and presentation	2 Days	N100,000 Per Participant	2-22	17-18		11-12		23-24		1-2	19-20	5-6	9-10		At the end of the training participants will be able to: - Lean the various techniques in data collection
Advanced strategic chain management training	2 Days	N100,000 Per Participant	4-5		18-19	11-12	19-20	25-26		1-2		6-7	8-9	11-12	At the end of the training participants will be able to: - Identify the flows through a supply chain and explain the bullwhip effect



PERFORMANCE MANAGEMENT

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Technical reports writing, editing and proof reading skills	3 Days	N100,000 Per Participant	13-15	9-11	4-6	2-4	7-9		5-7	3-5	11-13		16-19		At the end of this program, the participants will be able to: - Analyze the writing situation - Highlight appropriate information
Advanced productivity & continuity-based organizational development workshop	3 Days	N100,000 Per Participant		4-6	7-9	5-7	9-11		5-7	8-10		3-5	1-3	6-8	At the end of this program, the participants will be able to: - Remain competitive in the industry and more
Task prioritization, office management, administrative functions and organizational ethics	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4		4-5	9-10		4-5	6-7	At the end of the training participant will able to: - Learn how to prioritize tasks - Understand how be to develop a scale of preference
Prioritization & optimal unitization of resources training for middle & top cadres	3 Days	N100,000 Per Participant	4-6	9-11	11-13	2-4	9-11		5-7	3-5	11-13	1-3	19-21		Participants will be able to: - Improve on their interpersonal and intrapersonal relationships
Effective communication, workplace conflict management and resolution mechanisms for improved service delivery	3 Days	N100,000 Per Participant	1-3	7-9	10-12		9-11	8-10		13-15		9-11		16-18	Participants will be able to: - Use communication for development - Apply tools, strategies and methods for conflict resolution
Induction for new entrants in public sector	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4	10-11	4-5	9-10		4-5	6-7	The aim of this program is: - To help reduce anxieties and dispel doubts and nervousness from the mind of the new entrant

DISASTER AND ENIRONMENTAL MANAGEMENT

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Identifying, managing & reporting disaster prone indicators in flash points areas	2 Days	N100,000 Per Participant		9-10	18-19	5-6	22-23	3-4	10-11	4-5	9-10	4-5		7-8	Participants will be able to: - Easily understand early signals of disaster
Result based preparedness and responses to community based disaster	2 Days	N100,000 Per Participant	8-9	19-20		6-7		1-2		14-15	9-10		4-5	6-7	At the end of the program, the participants will be able to: - Develop and conduct regular testing of warning systems
Workshop on environmental safety, security & waste management.	2 Days	N100,000 Per Participant	26-27	9-10		5-6		6-7	21-22	-5	9-10	24-25		17-18	Participants will be able to: - Understand the valuation and sustainable management of waste

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Workshop on emergency response & management of relief operations	3 Days	N100,000 Per Participant	9-11		17-19		23-25		9-11		21-23		7-9	15-17	Participants will be able to: - Create opportunities for exchange of knowledge and practical experience in emergency response & management of relief operations
Workshop on enhancing environmental & social safeguards in projects	2 Days	N100,000 Per Participant	21-22	17-18		11-12		23-24		1-2	19-20	5-6	9-10		Participants would be able to: - Define the measures of mitigation, monitoring and the institutional measures to be undertaken during the implementation of the project
Workshop on desertification, drought control & climate change response management	2 Days	N100,000 Per Participant	2-3		5-6	12-13	19-20	4-5	8-9	1-2			27-28	9-10	At the end of the workshop, participants would be able to: - Advance the management of land resources and their sustainable use
Workshop on erosions, flood control & natural disaster management	2 Days	N100,000 Per Participant	3-4	8-9		11-12	17-18	21-22		20-21	6-7	9-10		14-15	At the end of the workshop, participants would be able to: - Develop an understanding of why and how the modern disaster manager is involved with pre-disaster and post – disaster activities
Workshop on human trafficking challenges, urban migration & poverty alleviation	3 Days	N100,000 Per Participant	13-14	7-9		22-23		18-20		14-16		3-5	9-11	19-21	At the end of the workshop, participants would be able to: - Understand trafficking in human beings in its legal, economic and social context
Workshop on social insecurity and its impact on economic human development	3 Days	N100,000 Per Participant	8-10		4-6	23-25		6-8		2-4		9-11		12-14	The workshop will enable participants to: - Understand how to project the vital core of all human fulfillment
LABOUR RELATIONS MANAGEMENT															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Conflict management & resolution strategy in workplace environment	2 Days	N100,000 Per Participant	2-3	6-7	13-14		17-18		20-21		11-12		9-10		Participants would be able to: - Identify preferred styles in influencing others and managing conflict
Collective bargaining principles, negotiation & influencing skills for senior officers administrators and labor leaders	3 Days	N100,000 Per Participant	3-5		7-9	11-13		17-19	6-8	13-15		22-24	19-21	8-10	At the end of the training, participants would be able to: - Understand the factors which influence these outcomes;
Planning, operations and managing of labour workplace activities	2 Days	N100,000 Per Participant	6-7	19-20		4-5	18-19	7-8	15-16		35-26	2-3		21-22	Participants will understand and gain the ability to: - Understand the dimensions of the planning, organizing and controlling framework



COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Understanding labour relations principles and practices for supervisors manages and labour union executives	3 Days	N100,000 Per Participant	9-11		17-19		23-25		9-11	21-23			7-9	15-17	Participants would be able to: - Understand the dimensions of the planning, organizing and controlling framework
HUMAN RESOURCES MANAGEMENT															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Organizational & performance-driven communication strategy for human resource managers and administrators	3 Days	N100,000 Per Participant	9-11		17-19		23-25		9-11		21-23		7-9	15-17	The training will enable participants to: - Design and develop a sophisticated communication strategy
Continues leaning and development process for enhanced performance	2 Days	N100,000 Per Participant	3-4	6-7		9-10	23-24	18-19		21-22		29-30	12-13		Prioritize the organization's design learning program that are compelling and meet learners requirements as individuals and the requirements of the organization as a whole
Personnel training needs assessment and training outcome evaluation for HR officers	3 Days	N100,000 Per Participant		5-7	9-11		15-17	21-23	18-20		26-28	13-15		14-16	Participants will know how to: - Determine what training needs to be developed to help individuals and the organization accomplish their goals and objectives
HEALTH MANAGEMENT															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Result-oriented health management organization projects	2 Days	N10,000 Per Participant	2-3	6-7	13-15		17-18		20-21		11-12		9-10		Participants should be able to: - Display professional communication and behavior
Monitoring, assessment of health management	3 Days	N10,000 Per Participant	3-5		7-9	11-13		17-19	6-8	13-15		22-24	19-21	8-10	Participants should be able to: - Discuss the concepts and processes critical to the conduct of health program monitoring and evaluation
Inventory & equipment physical verification procedures for the health sector	2 Days	N10,000 Per Participant		4-5	18-19		19-20	25-26		1-2	11-12	6-7	8-9	11-12	Participants should be able to: Determine fixed asset records of moveable and controlled health equipment
Resources optimization & control focus on health sector facilities	3 Days	N100,000 Per Participant	13-15	9-11	4-6	2-4	7-9		5-7	3-5	11-13		16-19		Participants will know how to: - Discover the impact the physical environment has on patient outcomes, patient satisfaction and in turn, reimbursement

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Health, wellness and stress management	2 Days	N100,000 Per Participant	7-8		10-11	21-22		17-18	25-26		17-18	2-3		19-20	At the end of the training, participants will be able to: - Learn tested and workable stress management techniques
Occupational health and safety management	4 Days	N100,000 Per Participant	4-7	10-13	21-24		17-20		6-9	11-14		18-21	25-28	9-12	At the end of the training, participants shall be able to: - Gain a solid understanding of their rights and responsibilities at the workplace
EDUCATION MANAGEMENT															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Strategic leadership, core competence/skill development training for school administrators	3 Days	N100,000 Per Participant		13-14	7-9		22-23		18-20		14-16	3-5	9-11	19-21	Participants shall be able to: - Expand and deliver educational plans and goals more efficiently
Good governance, transparency and accountability training for school management committees	3 Days	N100,000 Per Participant	8-10		4-6	23-25		6-8		2-4		9-11		12-14	At the end of the training, participants will be able to: - Communicate effectively with stakeholders
Result-driven monitoring & evaluation of Educational projects	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4	10-11	4-5	9-10		4-5	6-7	Audience will be able to: - Report, present budget and analyze information
Workshop on psycho-social and pedagogical for teachers and stakeholders in education sector	3 Days	N100,000 Per Participant	8-10		4-6		23-25		6-8		2-4	9-11		22-24	Upon completion of this training, participants will be able to: - Administer the link between specific activities and psychosocial benefits to the children
Global best practices in operating, leading and supervising educational institution for efficient delivery	2 Days	N100,000 Per Participant	4-5	7-8	8-9		1-2	5-6	3-4		5-6	6-7		2-3	Participants will be made to: - Understand the dimensions of planning, organizing, leading and controlling framework
Implementing school for all initiatives workshop for educational managers	3 Days	N100,000 Per Participant		4-6	7-9	5-7	9-11		5-7	8-10		3-5	1-3	6-8	Participants would be able to: - Attend to key systemic obstacles to sustainable growth such as inequality, unsustainable consumption patterns etc.
School planning & management training for school administrators	3 Days	N100,000 Per Participant	4-6		7-9		9-11	1-3		8-10	5-7	3-5		6-8	At the end of the workshop, participants would be able to: - Check and evaluate for outcome
Program quality assurance in school management systems	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4		4-5	9-10		4-5	6-7	Participants would be able to: - Ensure that learners have the best learning opportunities possible



COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Harnessing women potentials, girl child skill acquisition for sustainable living and community development	2 Days	N100,000 Per Participant	6-7	19-20		4-5	18-19	7-8	15-16		25-26	2-3		21-22	Participants would be able to: - Enhance skills and job opportunities for girls and young women in a given community
GENDER MANAGEMENT															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Community project development & skills enhancement for IDP's and vulnerable groups	3 Days	N10,000 Per Participant	14-16	9-11	4-6	2-4	7-9		5-7	3-5	11-13		17-20		The training will help participants to: - Create and contribute ideas, make decisions and take responsibility
Gender & vulnerable group in rural communities, focus on education, vocational skills empowerment, financial induction health etc.	2 Days	N10,000 Per Participant	8-9		10-11	21-22		17-18	25-26		17-18	2-3		18-19	Participants would be able understand: - Inequalities and inadequacies in an unequal access to education
ACCOUNT AND FINANCE															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Workshop on economic & public financial planning	3 Days	N10,000 Per Participant	6-8	1-3	17-19		15-17	9-11		23-25		5-7	8-10	2-4	Participants will be able to: - Demonstrate enhanced understanding of government revenue and management systems
Public policy formulation, analysis & implementation strategy workshop	2 Days	N10,000 Per Participant	3-4		8-9	11-12		16-17	19-20		24-25	18-19		13-14	Participants will be able to understand: - The steps of policy formulation and implementation process embedded in planning
Forensic & risk auditing training using modern account/ICT packages	2 Days	N10,000 Per Participant	2-3	10-11	5-6	12-13	19-20	4-5	8-9	1-2			27-28	9-10	Participants will be able to: - Understand evidence gathering techniques, critique the concept
Workshop on conditional cash transfer (CCT)	2 Days	N10,000 Per Participant	3-4	8-9		11-12	17-18	21-22		20-21	6-7	9-10		14-15	Participants will be able to: - Critique the different models of CCT; - Analyze the need for cash transfer as a social safety
Strategic public finance management emphasis on the treasury single account (TSA)	3 Days	N10,000 Per Participant		13-14	7-9		22-23		18-20		14-16	3-5	9-11	19-21	By the end of the training program, participants will be able to: - Enhance transparency in government payments
Budgeting: planning, preparation, implementation, monitoring and evaluation, and reporting	3 Days	N10,000 Per Participant	8-10		4-6	23-25		6-8		2-4		9-11		12-14	Attendees will be able to: - Report and present budget and analyze information

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Strategic roles of internal auditors and store verification management officers	2 Days	N10,000 Per Participant	9-10	17-18		6-7	19-20		23-24	3-4	22-23		12-14	15-16	Participants would be able to: - Recognize the need to advocate accountability, responsibility, probity and integrity within a large and complex organization
Finance and accounting for non-finance officers	3 Days	N10,000 Per Participant	8-10		4-6		23-25		6-8		2-4	9-11		22-24	Participants should be able to: - Understand and appreciate how business transactions are carried out
Budgeting: disbursement, control, implementation and output evaluation	2 Days	N100,000 Per Participant	14-15	7-8	8-9	23-24	1-2	5-6	3-4	16-17	5-6	6-7	19-20	8-9	Participants should be able to: - Understand and appreciate how business transactions are recorded
Documentation, structured record keeping tools and information management systems	3 Days	N100,000 Per Participant	12-14	9-11		17-19		21-13	18-20	6-9		4-6	15-17	5-7	Participants will be able to: - Understand the business and legal benefits of establishing records retention program
LEADERSHIP & CORPORATE GOVERNANCE															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Creativity, innovativeness and excellence in corporate leadership	2 Days	N100,000 Per Participant	2-3		5-6	12-13	19-20	4-5		1-2	8-9		27-28	9-10	At the end of the program the participants will be able to: - Build a culture that promotes innovation & creativity
Leadership and delegation of authority for ultimate result	2 Days	N100,000 Per Participant	3-4	8-9		11-12	17-18	21-22		20-21	6-7	9-10		14-15	At the end of the program the participants will be able to: - Offer opportunity of increase and self-development to subordinate executives.
Entrepreneurship, leadership and youth empowerment	3 Days	N100,000 Per Participant	7-9	10-12	14-16		17-19		9-11		16-18	19-21	24	18-20	Participants will be able to: - Develop an action plan on youth employment as an integral part of the National Employment Policy Framework
Team-Building and leadership succession planning in structured organization	2 Days	N100,000 Per Participant	9-10	16-17	23-24	18-19	1-2	14-15	22-23	26-27		5-6	11-12		Participants will be able to: - Identify and proactively plan for critical workforce positions, by developing a pool of potential successors
Leadership, transparency and accountability principles for best practices in the public sector	3 Days	N100,000 Per Participant	1-3		17-19	21-23		14-16	11-13	11-13	24-26	19-21		15-17	Participants will be able to: - Apply basic democratic (participatory) principles within their institutions /projects (MDSs):
Transformational life skills training for sustainable development	3 Days	N100,000 Per Participant	7-9	10-12	14-16		17-19		9-11		16-18	19-21	24	18-20	Participants will be equipped with life skills for sustainable development



COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Policy formulation strategy, analysis and implantation in public service	2 Days	N100,000 Per Participant	4-5	8-9		11-12	17-18	21-22		20-21	6-7	9-10		13-14	Attendees will be able to: - Plan policies to cover a larger area and include long term strategies
Advanced leadership and supervisory skills for middle level managers, unit heads and project supervisors	3 Days	N100,000 Per Participant	20-22	10-12	14-16		17-19		9-11		16-18	19-21	24-26	18-20	Participants will be able to: - Appraise their leadership role within the complex systems of their firm
Leading strategy and change management for senior executive	2 Days	N100,000 Per Participant	9-10	16-17	23-24	18-19	1-2	14-15	22-23	26-27		5-6	11-12		At the end of the training participants will be able to: - Understand the relevance of strategy in the organization's planning process
Effective communication skills in a multi-cultural environment	3 Days	N100,000 Per Participant	8-10		18-20	5-7		16-18		23-25	22-24		27-29	21-23	At the end of this training, the participants will be able to: - Develop essential communication skills
Values re-orientation and office etiquette sensitization	2 Days	N100,000 Per Participant		18-19	20-21	4-5	7-8		23-24		4-5	15-16		17-18	Participants shall be able to: - Demonstrate appreciable improvement in their performance and attitude to work
Strategies for communicating management difficulty decisions across board	3 Days	N100,000 Per Participant		13-14	7-9		22-23		18-20		14-16	3-5	9-11	19-21	Participants will be able to: - Apply guidelines for communicating difficult strategic decisions to employees
Orientation, communication skills, interpersonal relationship and office etiquette	3 Days	N100,000 Per Participant	8-10		4-6	23-25		6-8		2-4		9-11		12-14	This program will enable the participants to: - Have skills to present themselves in an impactful manner
Advanced technical reports writing, editing and proof reading skill	2 Days	N100,000 Per Participant	9-10	17-18		6-7	19-20		23-24	3-4	22-23		13-14	15-16	At the end of this program, the participants will be able to: - Analyze the writing situation

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Enhancing organizational efficiency, productivity using ITC	2 Days	N100,000 Per Participant	2-3	10-11	5-6	12-13	19-20	4-5	8-9	1-2			27-28	9-10	At the end of this program, the participants will be able to: - Employ tools and techniques for improving both internal and external communication
Data collation, documentation, analysis, presentation & reporting Using ICT	2 Days	N100,000 Per Participant	3-4	8-9		11-12	17-18	21-22		20-21	6-7	9-10		14-15	At the end of this program, the participants will be able to: - Explain the basics of data gathering and profiling

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
ICT application training for secretaries and personal assistants	3 Days	N100,000 Per Participant		13-14	7-9		22-23		18-20		14-16	3-5	9-11	19-21	At the end of the workshop, participants will be able to: - Build up scientific and managerial skills in office administration
PRE-RETIREMENT COURSES															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Pre-retirement financial and business planning	2 Days	N100,000 Per Participant	3-4		8-9	11-12		16-17	19-20	4-5	24-25	18-19		13-14	Participants will know the: - Pertained information and insight into financial and non-financial issues related to retirement from the public service of Nigeria
AGRIBUSINESS COURSES															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Improving capacity on the use of modern tools and techniques of mechanized farming	3 Days	N100,000 Per Participant	7-9	10-12	14-16		17-19		9-11		16-18	19-21	24-26	18-20	At the end of the training, participants will be able to: - Employ modern machinery to improve agricultural produce
AGRIC ENTERPRISES TRAINING															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Development of business plans for commercial agricultural projects	2 Days	N100,000 Per Participant	3-5		7-9	11-13		17-19	6-8	13-15		22-24	19-21	8-10	At the end of the training, participants will be able to: - Learn the critical aspects of business plan development
Record keeping and basic accounting	2 Days	N100,000 Per Participant		4-5	18-19		19-20	25-26		1-2	11-12	6-7	8-9	11-12	Participants should be able to: - Understand and appreciate how business transactions are carried out
Market research, segmentation and analysis for agricultural produce marketing	3 Days	N100,000 Per Participant	13-15	9-11	4-6	2-4	7-9		5-7	3-5	11-13		16-19		At the end of the training, participants will be able to: - Develop a workable market plan that can drive sales
Business growth, competition and profitability-driven strategy	2 Days	N100,000 Per Participant	22-23	12-13	18-19	20-21		17-18	25-26	3-4	5-6	8-9		23-24	Participants will be able to: - Coordinate their business strategy in order to realize set objectives
Produce preservation, storage and distribution channels	2 Days	N100,000 Per Participant	2-3		5-6	12-13	19-20	4-5	8-9	1-2			27-28	9-10	At the end of the training, participants will be able to: - Adopt most the effective method of preserving their farm produce
Financial planning and agric project financing	2 Days	N100,000 Per Participant	3-4	8-9		11-12	17-18	21-22		20-21	6-7	9-10		14-15	Participants will be able to: - Appreciate the significance and invertability of planning in general and financial planning in particular



TECHNICAL TRAINING															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Knowledge been and technical skills for commercial farming	3 Days	N100,000 Per Participant		13-14	7-9		22-23		18-20		14-16	3-5	9-11	19-21	At the end of the training, participants will be able to: - Become abreast of current trends and techniques in modern farming
Impact assessment of government diversification policy on agriculture	3 Days	N100,000 Per Participant	8-10		4-6	23-25		6-8		2-4		9-11		12-14	Participants will be able to: - Align their business plans and activities with government current policies on agriculture
Farm management training for farm managers and project directors	2 Days	N100,000 Per Participant	9-10	17-18		6-7	19-20		23-24	3-4	22-23		13-14	15-16	At the end of the training, participants will be able to: - Implement core business management strategies in running their farm business
VALUE-CHAIN TRAININGS															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Identification and promotion of crops that have value chain potentials	3 Days	N100,000 Per Participant	8-10		4-6	23-25		6-8		2-4		9-11		12-14	Participants will be able to: - Broaden their capability to develop additional value potentials
Relationship management with actors, supporters and promoters in a value chain business	2 Days	N100,000 Per Participant	7-8	9-10		5-6		3-4	10-11	4-5	9-10		4-5	6-7	Participants will be able to: - Develop high communication and relationship skills to management
PENSION MANAGEMENT															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Pension deduction & pension account management training for pension desk officers	3 Days	N100,000 Per Participant	7-9	18-20	28-30	19-21	16-18		4-6		25-27	22-24		15-17	Participants will be able to: - Have increased knowledge of managing a payroll system, both manually and with computerized software
INTERNATIONAL TRAININGS															
COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Study tour on advanced procurement, supply chain & Logistic workshop	3 Days	\$2,800.00 Per Participant	19-21	13-14	7-9		22-23		18-20		14-16	3-5	9-11	11-13	USA
Study tour on public private partnership	2 Days	\$2,800.00 Per Participant		13-14	7-9	23-24	22-23	16-17	18-20	17-18	14-16	3-5	9-11	21-22	DUBAI
Study tour on programme content development, implementation strategy & management	3 Days	\$2,800.00 Per Participant	13-15	13-14	7-9		22-23	14-16	18-20	25-27	14-16	3-5	9-11		UK

COURSES	DURATION	COURSE FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	COURSE OBJECTIVE
Study tour on identify rural livelihood strategies & community development	2 Days	\$2,800.00 Per Participant	21-22	13-14	7-9	8-9	22-23		18-20		14-16	3-5	9-11	4-5	South Africa
Study tour on advanced project management training for project personnel	3 Days	\$2,800.00 Per Participant	17-19		7-9	8-10	22-23	12-14	18-20	28-30	14-16		9-11	3-5	UK
Study tour on identifying managing & reporting disaster-prone indicators in flash points area	3 Days	\$2,800.00 Per Participant		13-14	7-9	24-26	22-23		18-20	16-18	14-16	3-5		3-5	USA
Study tour on collective-bargaining principles, negotiation & influencing skills for senior officers, administrator and labour leaders	3 Days	\$2,800.00 Per Participant	22-24	13-14		11-13		22-23	18-20		14-16	3-5	9-11		GHANA
Study tour on strategic leadership, core-competence/skills development training for schools administrators	3 Days	\$2,800.00 Per Participant	13-14	16-18	7-9		22-23		18-20	14-16		3-5	9-11	5-7	UK
Study tour on good governance, transparency and accountability training for school management committees	3 Days	\$2,800.00 Per Participant	6-8	13-14	9-11	21-23	15-17	22-23	18-20		14-16	3-5		9-11	USA
Study tour on psychosocial and pedagogical for teachers and stakeholders in education sector	3 Days	\$2,800.00 Per Participant	18-20		7-9	12-14	27-29		10-12	22-23	14-16	3-5	9-11	13-14	UK
Study tour on transformational life-skills training for sustainable development	3 Days	\$2,800.00 Per Participant	9-11	16-18		26-28	22-23		18-20	13-14		3-5	14-16	7-9	UK

Please Note: At **Synergy HR Solutions** with our wealth of professional training experience and track record, we can handle organization training needs with structured professional training in peace and conflict resolutions, procurement, health and safety management, office administration and other trainings not captured in our training calendar.

TRAINING TERMS AND CONDITIONS

Training Terms and Conditions

At Synergy HR Solutions Limited, we restrict the provision of our training and development services to employees of our partners, corporations, businesses and government organizations who are either self sponsored or sponsored by their respective organizations.

This terms and conditions is between either parties signing up/ partaking in any of our training courses at any given time.

Terms For Public Courses

COURSE FEE: The course/tuition fee is due and payable within thirty (30) days of the course enrolment start date or immediately the customer enrolled for them. The course tuition fee includes tuition/training fee, soft/downloadable course materials, tea break and lunch break, the use of internet with your personal computers (where applicable) and Certification. The course/tuition fee does not include accommodation, travel or any other expenses that may be incurred by our customers.

Substitutions Permitted:

We welcome the enrolment of a qualified substitute in an enrollee's place provided the customer notifies us in writing before the first day of the course (excludes third party certification courses). 100% of any prepaid course tuition fees will be credited against the course tuition fee of the substitute. However, the substitute may not take advantage of any discount program for which he or she is not otherwise qualified. You may also substitute the fee paid for a particular course for another course provided Synergy HR Solutions Limited is duly notified

Training Registration & Payment Terms

All our training courses are pre-registration event. An intending participant or the nominating party needs to register online via our website at www.synergyhrsolutions.com by clicking

Training :: Register Now button.

Thereafter, you may proceed to make your payment into our Corporate Bank Account details that will be sent to you and document your payment invoice.

All course fees stated for each course covers tuition, course materials, tea break and lunch but are exclusive of VAT.

Booking is said to be confirmed only when payment of course fee is made. All payments, whether cheques/checks, Bank deposit or online transfer are to be made in favour of SYNERGY HR SOLUTIONS LIMITED.

Cancellation/Transfer & Refund Policy:

Cancellations or transfers may be made without any penalty no later than two weeks before the course start date. If a customer transfers to another course or to another candidate prior to two weeks before the start date 100% of any prepaid tuition/course fees will be applied toward the fee for the subsequent course.

If you need to cancel your registration for any course already paid for, please notify us by sending a mail to:

info@synergyhrsolutions.com at least five (5) business days before the date of the course. You can utilize the amount paid for any other course or for the made but less 10% administrative charges if notification is received in advance according to the above specific days. No refund will be made for no-show situation.

Terms For Onsite Courses

The course tuition fee for onsite/in house courses is due and payable within thirty (30) days before the course start date. We do not impose any penalty if the customer notifies us in writing of the need to cancel or reschedule an onsite/in house course at least one week before the scheduled start date of the course. Any on-site/in house course cancelled or rescheduled by our customer on the day of the training is subject to a 5% cancellation/rescheduling fee.

Terms For All Courses

COURSE POSTPONEMENTS: Occasionally, Synergy HR Solutions Limited may need to change a course location, course date, or postpone a course till another date. We will try to give the customer as much notice as possible of any such change. If the customer is unable to attend the course at the revised location or date, we will credit 100% of any prepaid course/tuition fees paid against a future course or, if HR Solutions Limited will not be liable for any other costs incurred including (for example) travel charges or any requested, refund those fees. Synergy consequential damages, even if we were advised of them. Changes in course locations, course dates, or postponement of courses seldom happen and will not extend unreasonably.

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Applicable Discount

Group/Team discount for members from same company attract 10% discount for 5 or more people, 3 or 4 people attract 5% discount.

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Synergy HR Solutions Limited reserves the right to require payment in advance of any Training or other Service. These terms and conditions may not be varied except in a written agreement signed by an officer of

Synergy HR Solutions Limited.

Synergy HR Solutions Limited acceptance of a purchase order containing different terms and conditions does not modify or supersede these terms and conditions.

This agreement shall be governed by and interpreted in accordance with the Law of Federal Republic of Nigeria



SOME BENEFICIARIES OF OUR TRAINING

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