

2022 TRAINING CALENDAR



DISCOVER • DEVELOP • DEPLOY

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TDI Global (www.tdi-global.com) focuses on developing people, which is a key resource for Organizational and National Development.

Since 2008, TDI Global has continued to deploy Competency-Based approach to people development by using Objective Scientific Assessments (OSA) to establish competency strengths and Gaps prior to customized development intervention. TDI Global has been serving several private and public sector organizations and institutions, helping them to build happy and high performing employees.

My3D brings personalized learning and development to your door-steps and in a manner that best aligns with your learning style. Whether you are an adult learner or not, an entrepreneur or student, you will find My3D approach suitable for you.

The My3D experience provides you the opportunity to learn your own way and within your own comfort. My3D also provides the necessary "Learn and Do", a hands-on experience required in adult learning.



1. SELF -MASTERY AND EMOTIONAL INTELLIGENCE (*VIRTUAL/IN-CLASS*)

12TH-13TH JANUARY 2022

SELF - DISCOVERY

SELF - MASTERY

EMOTIONAL INTELLIGENCE

APPLYING YOUR SPRINGBOARD FOR CAREER AND LEADERSHIP EXCELLENCE

**2. TEAM: DEVELOPING YOUR TEAM LEADERSHIP SKILLS FOR HIGH PRODUCTIVITY
(*VIRTUAL/IN-CLASS*)**

26TH-27TH JANUARY 2022

FUNDAMENTALS OF HIGH-PERFORMANCE TEAMS

TEAM LEADERSHIP ROLES

TEAM MEMBER ROLES AND RESPONSIBILITIES

THE TEAM CHARTER

**3. DELIVERING EXCELLENT CUSTOMER EXPERIENCE FOR CORPORATE VALUE CREATION
(VIRTUAL/IN-CLASS)**

2ND-3RD FEBRUARY 2022

SPECIFIC TECHNIQUES FOR VALUE CREATION IN CUSTOMER SERVICE EXPERIENCE

HOW TO FULLY UNDERSTAND YOUR CRITICAL ROLE IN PROVIDING WONDERFUL EXPERIENCE DELIVERING SERVICE WITHIN AND OUTSIDE ORGANIZATIONS

HOW TO DEVELOP AN ACTION PLAN TO GROW AND DEVELOP VALUE IN TERMS OF COMMITMENT TO QUALITY SERVICE, HONESTY, DEPENDABILITY, INTEGRITY AND TREATING CLIENTS/CUSTOMERS WITH DIGNITY AND RESPECT

HOW TO INFLUENCE PEERS AND CUSTOMERS POSITIVELY

**4. PRINCIPLES OF PARTNERSHIP SELLING & MASTERING THE SALES PROCESS
(VIRTUAL/IN-CLASS)**

9TH-10TH FEBRUARY 2022

VALUE PROFILING

UNDERSTANDING BUYER PERSONA

DEVELOPING BENEFITS

PRESENTING SOLUTIONS

**5. LEADERSHIP: EMPOWER YOURSELF IN EFFECTIVE COACHING AND MENTORING
(*VIRTUAL/IN-CLASS*)**

16TH-17TH FEBRUARY 2022

COACHING AND MENTORING AS A PROFESSIONAL TOOL

ROLES AND RESPONSIBILITY OF A MENTOR & MENTEE

MENTORING METHODS

ENCOURAGING REFLECTION

6. CONTRACT BIDDING CERTIFICATION (*IN-CLASS*)

2ND-4TH MARCH 2022

INTRODUCTION TO BIDDING

INVITATION TO TENDER

ANALYZING THE SPECIFICATION

BID COMPILATION

7. DIGITAL MARKETING: SOCIAL MEDIA MARKETING

(VIRTUAL/IN-CLASS)

16TH-17TH MARCH 2022

INTRODUCTION TO DIGITAL MARKETING

EMAIL AND MOBILE MARKETING

PLANNING A DIGITAL MARKETING CAMPAIGN

DIGITAL MARKETING REGULATIONS

8. BUSINESS ANALYTICS MASTERCLASS (VIRTUAL/IN-CLASS)

23RD-24TH MARCH 2022

STRUCTURAL QUERY LANGUAGE – SQL

DEEP DIVE INTO POWERBI

INTRODUCTION TO TABLEAU

INTRODUCTION TO DATA ANALYTICS

9. BUSINESS PRESENTATION SKILLS (VIRTUAL/IN-CLASS)

6TH-7TH APRIL 2022

GENERAL FEATURES OF MICROSOFT POWERPOINT TOOL

STRATEGIC TIPS TO MAKE YOUR PRESENTATION MORE INTERESTING AND ENGAGING

HOW TO CREATE A SOPHISTICATED AND WELL-ORGANIZED PRESENTATION

DESIGN PRINCIPLES FOR EFFECTIVE VISUALS AND SLIDES

10. FINANCE FOR NON-FINANCE MANAGERS (VIRTUAL/IN-CLASS)

27TH-28TH APRIL 2022

HOW TO ANALYZE FINANCIAL STATEMENTS TO MAKE INFORMED DECISIONS ON POTENTIAL INVESTMENTS.

HOW TO COMMUNICATE MORE EFFECTIVELY WITH FINANCE PERSONNEL SUCH AS LENDERS, BANKS, OR INVESTORS.

HOW TO UTILIZE IMPORTANT FINANCIAL CONCEPTS AND TECHNIQUES TO ENGAGE IN EFFECTIVE DECISION-MAKING.

HOW TO ASSESS YOUR ORGANIZATION'S FINANCIAL POSITION, RISK, AND PROFITABILITY

11. PROJECT MANAGEMENT CERTIFICATION TRAINING (*IN-CLASS*)

11TH-13TH MAY 2022

INTRODUCTION TO PROJECT MANAGEMENT BASICS

PROJECT MANAGEMENT WITHIN THE ORGANIZATION

THE PMI® PROJECT MANAGEMENT METHODOLOGY

INITIATING A PROJECT AND PLANNING A PROJECT

12. BUSINESS ETHICS AND CODE OF CONDUCT (*VIRTUAL/IN-CLASS*)

25TH-26TH MAY 2022

BUSINESS ETHICS IN ORGANIZATIONAL CULTURE

BUSINESS ETHICS IN THE WORKPLACE

CORE ELEMENTS OF BUSINESS ETHICS

ETHICAL DECISION MAKING

13. IMPROVING YOUR WRITING SKILLS (*IN-CLASS*)

1ST JUNE 2022

HOW TO PUNCTUATE YOUR SENTENCES AND USE PARAGRAPHS LIKE A PROFESSIONAL.

HOW TO CONSTRUCT YOUR SENTENCES EFFECTIVELY.

HOW TO WRITE CLEAR AND CONCISE BUSINESS REPORTS.

METHODS FOR PROOFREADING YOUR WRITING.

14. DATA ANALYSIS IN EXCEL (*VIRTUAL/IN-CLASS*)

8TH-9TH JUNE 2022

LEARN USING A LINEAR PROGRESSION, INFORMATION THEORY, AND ENTROPY MEASURES USING EXCEL

PRACTICAL KNOWLEDGE OF HOW TO APPLY BUSINESS DATA ANALYSIS METHODS BASED ON BINARY CLASSIFICATION

ADVANCED EXCEL FUNCTIONALITIES

HOW TO CALCULATE AND APPLY TO REAL-WORLD EXAMPLES

15. SUPPLY CHAIN MANAGEMENT TRAINING (IN-CLASS)

22ND-24TH JUNE 2022

THE LATEST TRENDS IN THE SUPPLY CHAIN AND LOGISTICS INDUSTRY

UNDERSTAND PROPER SYSTEM IMPLEMENTATION

ANALYZE COST EFFICIENCIES, MAINTAIN PROPER INVENTORY LEVELS AND DECREASE OPERATING EXPENSES

HOW TO DEVELOP STRATEGIES, FORM RELATIONSHIPS AND ALIGN PROCESSES TO ENHANCE BUSINESS PROFITABILITY

16. DESIGN THINKING FOR HR PROFESSIONALS (VIRTUAL/IN-CLASS)

6TH-7TH JULY 2022

HOW TO SHIFT YOUR MINDSET AWAY FROM DESIGNING TOP-DOWN TO CENTRALLY DISTRIBUTED HR PROGRAMS

HOW TO DESIGN EMPLOYEE-CENTRIC HR PROGRAMS

HOW TO USE SOPHISTICATED TOOLS, BECOME AN HR LEADER

TO MOVE AWAY FROM “PROCESS & POLICY” AND ADOPT A “HUMAN-CENTERED DESIGN” APPROACH

17. PRE-RETIREMENT: MANAGING A NEW BEGINNING (*VIRTUAL/IN-CLASS*)

20TH-21ST JULY 2022

HOW TO DESIGN EMPLOYEE-CENTRIC HR PROGRAMS

BASIC ETHICAL GUIDELINES ARE KNOWN IN MOST ORGANIZATIONS.

HOW TO PUT YOUR BEST SELF FORWARD IN PERSONAL AND PROFESSIONAL SETTINGS

TO UNDERSTAND THE RELATIONSHIP BETWEEN BUSINESS ETHICS AND BUSINESS SUCCESS

18. EFFECTIVE MARKETING COMMUNICATION

27TH-28TH JULY 2022

HOW TO KNOW YOUR TARGET CUSTOMERS AND FOCUS ON BENEFITS

HOW TO BUILD AN EASY-TO-REFERENCE MARKETING COMMUNICATIONS DOCUMENT

HOW TO DEVELOP A TOOLKIT OF SKILLS THAT WILL BOOST YOUR MARKETING CAMPAIGN.

TO AVOID COSTLY MARKETING COMMUNICATION PROBLEMS

19. BEST PRACTICES IN RETAIL BANKING (IN-CLASS)

10TH-11TH AUGUST 2022

IDENTIFY THREATS AND OPPORTUNITIES FOR THE RETAIL BANK

ENHANCE BRAND VALUES AND ATTRACT CUSTOMERS

CONDUCT BUSINESS WITHIN REGULATORY CONSTRAINTS TO MANAGE RISK

IDENTIFY THE QUALITIES THAT DEFINE PRINCIPLED LEADERSHIP IN RETAIL BANKING

20. CREATIVITY- FINDING NEW WAYS OF DOING THINGS (VIRTUAL/IN-CLASS)

17TH-18TH AUGUST 2022

HOW TO TURN PROBLEMS INTO OPPORTUNITIES

HOW TO ACCESS YOUR INNATE CREATIVITY

HOW TO USE PROBLEM-SOLVING SKILLS TO OVERCOME CHALLENGES

PRACTICAL APPLICATIONS OF CREATIVITY

21. COMMUNICATING WITH CONFIDENCE (*VIRTUAL/IN-CLASS*)

24TH-25TH AUGUST 2022

DIFFERENT COMMUNICATION STYLES

HOW TO COMMUNICATE BETTER WITH OTHERS

HOW TO PREPARE GOOD CONTENT FOR EFFECTIVE COMMUNICATION

TECHNIQUES FOR OVERCOMING NERVOUSNESS WHEN SPEAKING PUBLICLY

22. PROBLEM-SOLVING SKILLS FOR PROFESSIONALS (*VIRTUAL/IN-CLASS*)

7TH-8TH SEPTEMBER 2022

HOW TO EFFECTIVELY CHOOSE AND IMPLEMENTING THE BEST SOLUTION

HOW TO CREATE ACTION PLANS FOR SOLVING PROBLEMS

HOW TO GENERATE NEW AND INNOVATIVE IDEAS

HOW TO DIAGNOSE AND STRUCTURE PROBLEMS BEFORE SOLVING THEM

23. NEGOTIATION SKILLS & MASTERY (VIRTUAL/IN-CLASS)

14TH-15TH SEPTEMBER 2022

HOW TO CLOSE NEGOTIATIONS MORE PROFESSIONALLY

THE PROCESS IN MANAGING AND RESOLVING CONFLICTS IN NEGOTIATION

HANDLE CONFLICT SITUATIONS AS THEY ARISE DURING NEGOTIATION EVENTS

USE COMMUNICATION SKILLS CRITICAL TO SUCCESSFUL NEGOTIATING

24. ADVANCED MICROSOFT EXCEL (VIRTUAL/IN-CLASS)

21ST-22ND SEPTEMBER 2022

HOW TO FORMAT PIVOT TABLES, CREATE PIVOT CHARTS AND SLICERS

HOW TO CREATE AND USE PIVOT TABLES

HOW TO USE LOOKUP FORMULAS

HOW TO CREATE RULES BY USING IF FORMULAS AND OTHER LOGICAL STATEMENTS

25. PERFORMANCE MANAGEMENT AND APPRAISAL FOR MANAGERS (VIRTUAL/IN-CLASS)

28TH-29TH SEPTEMBER 2022

PERFORMANCE PLANNING

TRACKING AND MONITORING

THE PERFORMANCE APPRAISAL MEETING

DIAGNOSIS AND IMPROVEMENT

26. TIME MANAGEMENT (VIRTUAL/IN-CLASS)

5TH-6TH OCTOBER 2022

MODEL TIME-WISE LEADERSHIP

MANAGE LEADERSHIP TIME

USE OF TIME SAVING COMMUNICATION TIPS

ENHANCE TIME MANAGEMENT LEADERSHIP SKILLS

27. DATA ANALYSIS IN EXCEL (VIRTUAL/IN-CLASS)

19TH-20TH OCTOBER 2022

HOW TO CALCULATE AND APPLY TO REAL-WORLD EXAMPLES

ADVANCED EXCEL FUNCTIONALITIES

PRACTICAL KNOWLEDGE OF HOW TO APPLY BUSINESS DATA ANALYSIS METHODS

LEARN USING A LINEAR PROGRESSION,

28. DESIGN THINKING FOR HR PROFESSIONALS (VIRTUAL/IN-CLASS)

26TH-27TH OCTOBER 2022

VALUE PROFILING

UNDERSTANDING BUYER PERSONA

DEVELOPING BENEFITS

PRESENTING SOLUTIONS

29. CONTRACT BIDDING CERTIFICATION TRAINING (IN-CLASS)

2ND-4TH NOVEMBER 2022

INTRODUCTION TO BIDDING

INVITATION TO TENDER

TENDER ANNOUNCEMENT AND PUBLICATIONS

PRE-QUALIFICATION AND APPROVED CONTRACTORS/SUPPLIER LISTS

30. DIGITAL MARKETING: SOCIAL MEDIA MARKETING (VIRTUAL/IN-CLASS)

9TH-10TH NOVEMBER 2022

INTRODUCTION TO DIGITAL MARKETING

EMAIL AND MOBILE MARKETING

PLANNING A DIGITAL MARKETING CAMPAIGN

DIGITAL MARKETING REGULATIONS

31. SUPPLY CHAIN MANAGEMENT TRAINING (IN-CLASS)

16TH-18TH NOVEMBER 2022

INTRODUCTION TO SUPPLY CHAIN AND LOGISTICS

THE LATEST TRENDS IN THE SUPPLY CHAIN AND LOGISTICS INDUSTRY

THE ENTERPRISE FRAMEWORK THAT GUIDES SUPPLY CHAIN MANAGEMENT

UNDERSTAND PROPER SYSTEM IMPLEMENTATION

32. PROBLEM SOLVING FOR PROFESSIONALS (VIRTUAL/IN-CLASS)

23RD-24TH NOVEMBER 2022

PROBLEM-SOLVING SKILLS OVERVIEW

STEPS TO PROBLEM SOLVING

CREATIVITY AND INNOVATION IN PROBLEM-SOLVING

PROBLEM-SOLVING TOOLS

33. PROJECT MANAGEMENT CERTIFICATION TRAINING (IN-CLASS)

30th Nov- 2nd Dec 2022

INTRODUCTION TO PROJECT MANAGEMENT BASICS

PROJECT MANAGEMENT WITHIN THE ORGANIZATION

THE PMI® PROJECT MANAGEMENT METHODOLOGY

INITIATING A PROJECT AND PLANNING A PROJECT

**34. DELIVERING EXCELLENT CUSTOMER EXPERIENCE FOR CORPORATE VALUE CREATION
{VIRTUAL/IN-CLASS }**

7TH-8TH DECEMBER 2022

OVERVIEW OF CUSTOMER SERVICE

DISCOVERING CUSTOMER SERVICE EXPECTATIONS

RECOGNIZING THE CUSTOMER EXPERIENCE

UNDERSTANDING CUSTOMER SERVICE EXPERIENCE

35. PERFORMANCE MANAGEMENT AND APPRAISAL FOR MANAGERS
{VIRTUAL/IN-CLASS }

14TH-15TH DECEMBER 2022

HOW TO IDENTIFY THE CHALLENGES OF PERFORMANCE MANAGEMENT

HOW TO APPLY THE PRINCIPLES OF PERFORMANCE APPRAISALS

TECHNIQUES, STRATEGIES OF PERFORMANCE MANAGEMENT AND APPRAISALS

WAYS TO IMPROVE YOUR ORGANIZATION'S BRAND AS AN EMPLOYER OF CHOICE

CONTACT US

We will be delighted to discuss any reservations, concerns or enquiries you may have concerning any information contained herein. Please, feel free to contact us at your earliest convenience.

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