2027 TRAINING PROGRAM



[All Courses Customized for Physical Classroom (Lagos and Abuja), Online and In-house Training]

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	Program	Date	Course Objectives	Target Audience	Course Fee
1	**Access Control and Crime Prevention Technology Course**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	This exciting course aims to address these issues looking at topics such as access control, crime control, crime prevention through environmental design, security, theft, workplace violence and crime, fear of crime, civil disorder, white collar crime and anti-social behavior. It is designed to encourage the participants use the latest in electronic security solutions.	The course will be of immediate benefit to security practitioners, providing them with the knowledge and confidence to manage a successful business crime prevention program.	N450,000/ $1,000
2	**Accounts Receivable and Credit Policy Management Course**	1-5 Feb 26-30 Apr 26-30 Jul 25-29 Oct	A sizable share of a company's working capital is tied up in Accounts Receivable (AR) and this poses a high liquidity risk. In this course, we expand your knowledge and expertise in AR. This will enable you and your organization to manage your accounts receivable effectively without compromising your credit sales. This course demonstrates practical core topics in addition to introducing Excel in managing accounts receivable. The course also features role playing and presentations by participants.	Accounts receivable department managers, credit managers, AR staff, AR and revenue accountants, credit officers, billing and collection clerks, AR specialists, and professionals in accounting, finance, operations and sales who interact with the accounts receivable and credit department.	N450,000/ $1,000
3	**Accounting and Finance for Non-Finance Managers Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	This course is designed to provide non-finance managers with a solid understanding of the financial and accounting processes that you will encounter in your everyday work. Through case studies and class discussions, you will gain the knowledge to view your company from a financial perspective and be taught accounting terms and concepts to help you manage financial matters with confidence.	CEOs, Business Owners, Executive Directors, Senior Management Executives, Heads of Departments, Unit Heads and other non-finance managers with strategic decision-making responsibilities in Public and Private Sector Organizations, Institutions and NGOs.	N550,000/ $1,500
4	**Accounting Officers Course: Improving Accounting Skills**	22-25 Mar 28 Jun-2 Jul 27-30 Sep 29 Nov-3 Dec	To improve their accounting skills, the course aims to teach participants basic, practical accounting skills from A-Z, how to create accounting ledgers,	This course is especially designed for those who need to perform routine accounting duties	N450,000/ $1,000

			classify and post accounting data to appropriate books, produce reports, and how to use computer software in the accounting environment.	such as transactional data entry, accounts payables/ receivables, bank relations, account reconciliations, payroll, journals, bookkeeping, purchases and sales, and preparation of financial reports.	
5	**Administrative Office Management Course**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	In this era of dramatic change in the business world, admin office personnel have never been more challenged – more stretched – than they are today. They ‘re expected to do whatever it takes to keep the "train moving" amidst the confusion brought on by re-engineering, restructuring, new technology and whatever changes they’ re up against. This course is designed to boost their image, communication professional development and job satisfaction.	Any who desires to boost their image, communication skills, professional development and job satisfaction as an indispensable star admin/office manager.	N450,000/ $1,000
6	**Advanced Accounting and Financial Analysis Skills Training**	25-29 Jan 3-7 May 2-6 Aug 1-5 Nov	This workshop is designed for senior accounting personnel to further enhance their practical knowledge and skills towards the completion of annual accounts, analyzing monthly accounts and recommending practical counter-measures to management. Participants will further develop their business acumen and be able to apply financial management knowledge to work, business and professional life.	Se Senior Accounting Officers; Accounting & Finance Personnel; Bursars, Directors and Managers heading the Finance or Accounts department or involved in Financial Decision Making in the organization, institution, ministry, commission or agency.	N750,000/ $2,000
7	**Advanced Accounts Payable Management Course**	25-29 Jan 19-23 Apr 19-23 Jul 18-22 Oct	This training course extends the condensed tons of information from the Accounts Payable Management Course to get to the essentials. These include the very latest proven accounts payable (AP) techniques, accepted best practices guaranteed to improve your accuracy and SAVE	Professionals desiring to hone their skills on “how-to’s” for organizing, streamlining and managing enormous workload, crucial questions to ask	N750,000/ $2,000

			MONEY, and techniques, tips and shortcuts that will help you get more done in less time.	about every invoice, secrets to setting up files that will hold up under scrutiny of an audit, a fail-safe system that eliminates duplicate payments and tips for getting approvals and authorizations – without getting headaches!	
8	**Advanced Administrative Management Training**	1-5 Mar 24-28 May 30 Aug-3 Sep 1-5 Nov	This professional development course is designed to improve the administrative management, protocol and communication skills of participants. The 12 dynamic modules cover how to build and strengthen "people" skills; manage multiple projects, responsibilities and bosses; get more done in less time; handle administrative, logistics and financial functions; deal with various etiquette, diplomatic and protocol issues; and become an indispensable senior administrative officer or manager.	Senior Administrative, Logistics and Protocol Officers/Managers of Government Departments, Ministries, Agencies, Institutions, NGOs, and other Organizations.	N750,000/ $2,000
9	**Advanced Auditing and Assurance Training**	18-22 Jan 5-9 Apr 12-16 Jul 4-8 Oct	Advanced Audit & Assurance is designed to: provide you with requisite knowledge and skills, and to develop awareness of ethics, values and attitudes expected of audit professionals performing audit and assurance engagements anywhere in the world; and to engage you on current and future developments in assurance engagements.	Chief Audit Executives (CAEs), Senior Internal Auditors, Audit Managers and Quality Assurance Personnel in Oil & Gas, Banking & Finance, Telecom, Manufacturing, etc.	N750,00/ $2,000
10	**Advanced Budgeting, Budgetary Control and Monitoring Course**	18-22 Jan 5-9 Apr 12-16 Jul 11-15 Oct	Of all business activities, budgeting is one of the most important and, therefore, requires detailed attention. The course looks at the concept of responsibility centers, and the advantages and disadvantages of budgetary control. It then goes on to look at the detail of budget construction and the use to which budgets can be put. Like all management tools, the course highlights the need for detailed	Chief and Senior Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	N650,000/ $1,700

			information if the technique is to be used to its fullest advantage.		
11	**Advanced Budgeting, Forecasting, Cost Control and Monitoring Course**	8-12 Feb 3-7 May 2-6 Aug 8-12 Nov	After completing this program, participants should gain an overview of the advantages & disadvantages of budgeting; an introduction to forecasting and the methods for preparing budgets; an appreciation of the uses of budgets for cost control; and an indication and explanation of the importance of budgeting, budgetary control and monitoring business.	Chief, Senior Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	N750,000/ $2,000
12	**Advanced Communication and Media Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	Getting interviewed and projecting your image in the right media - print, electronic and new media services - increases your visibility, builds your brand and sets you apart from competitors. With over 20 years of experience, we understand how the industry works and what is needed. Using exemplary presentations, audio-visual aids, case studies, group exercises and practical demonstrations, we thoroughly prepare and train participants for any situation.	Senior Media Aids. Press Secretaries, Directors of Press, Corporate Communication Managers, Public Affairs Managers, Media and other Public Relations Officers and Corporate Executives in Public and Private organizations.	N750,000/ $2,000
13	**Advanced Corporate Compliance Course**	22-26 Feb 24-28 May 23-27 Aug 8-12 Nov	This program will both give participants an overview of the field of "corporate compliance" — its brief history, the components of an effective compliance program, and related issues– and extended discussions into global issues such as 'Know Your Customer' (KYC) for compliance program implementation and sustainability. Practical examples and case studies will be provided to enable participants initiate, plan and implement global best practice compliance programs for their organizations.	Chief Compliance Officers, Senior Internal Control/Audit Personnel, Legal Advisers and other executives responsible for control, ethics and compliance practices in the organization.	N750,000/ $2,000
14	**Advanced Corporate Governance Training**	1-5 Feb 3-7 May 5-9 Jul 1-5 Nov	The training offers tangible benefits for board directors committed to playing a key role in guiding their company's success. How exactly can corporate governance help board members to make a better board? You have	Chairmen, Company Secretaries and members of Board of Directors & Audit Committees; Chief Audit Executives;	N750,000/ $2,000

			got this rare opportunity to gain from and share knowledge with top business management facilitators.	Chief Risk Officers; Compliance Officers; Internal Auditors.	
15	**Advanced Corporate Tax Planning and Management Training**	8-12 Mar 31 may-4 Jun 6-10 Sep 29 Nov-3 Dec	This course is designed to make the participants aware of the corporate tax laws applicable to their business environment and sector. Understanding the corporate tax laws and using it for tax planning is the basic objective of the course. The course is therefore designed so that the participants are aware of what business income is and when it gets taxed. It also provides participants with knowledge of the difference between tax avoidance and tax planning.	Senior Internal Control Advisors, Tax Consultants, Senior Accountants and Auditors from Corporate Organizations irrespective of country or region.	N750,000/ $2,000
16	**Advanced Cost Control and Management Training**	25-29 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Budgeting and cost analysis are crucial elements for the management of contemporary organizations. Nowadays, if companies want to stay competitive, they are urged to link their strategies with accurate systems of resource allocation and performance measurement. Along this line, budgeting, as well as tracking, controlling & reducing cost represent essential activities to be performed and monitored by organizations as they implement their key processes, activities and operations. In addressing these issues, this advanced training course is relevant for those professionals and analysts facing the difficult challenge of improving performance while reducing costs of those processes for which they are accountable.	Senior Accounting, Finance and Administrative Officers, Internal Auditors and other executives responsible for cost control, cost containment, and due diligence.	N750,000/ $2,000
17	**Advanced Credit Appraisal and Debt Recovery Management Training**	18-22 Jan 5-9 Apr 12-16 Jul 11-15 Oct	Credit extension is an essential function of banks, financial and other lending institutions and their management strive to satisfy the legitimate credit needs of the community it tends to serve. This training has the objective to evaluate or appraise various techniques in the administration of Bank lending from the point of disbursement to the point of recovery. It identifies causes of	Suitable for Managers, officers and executives involved in the Credit Management Cycle: Credit Promotion/ Marketing; Credit Evaluation/Appraisa l, Credit Approval/ Authorization; Loan Disbursement/Lendi	N750,000/ $2,000

			increased level of bad debt. The program will also identify reasons for bad debts provisioning and recommend appropriate strategies that may be appropriate in reducing debts write off. The training also has further objective of ascertaining credit appraisals and the effect of bad debt provisions on income of Banks and advanced policy for administration and management of Banks and other lending institutions.	ng, Credit Collection/Debt Recovery and concerned with the effect of Bad Debt on the management of Development Banks, Mortgage Banks, Commercial Banks, Microfinance Banks, Leasing Companies, Thrift & Credit Societies, etc.	
18	**Advanced Customer Relationship Management (CRM) Training**	1-5 Mar 31- May 4- Jun 6-10 Sep 29 Nov-3 Dec	Whether you're a seasoned marketing professional seeking to harness the power of data-driven marketing, a sales manager aiming to optimize your team's performance, or an aspiring entrepreneur eager to build a customer-centric startup from the ground up, this course is tailored to meet your needs. Together, we will unravel the secrets to building lasting customer relationships, driving business growth, and navigating the evolving landscape of CRM with confidence and proficiency.	Marketing Professionals, Sales and Business Development Professionals, Customer Service Representatives, Business Owners and Entrepreneurs, Product Managers, Data Analysts and Data Scientists, Operations and Strategy Executives, CRM Administrators and IT Professionals, Consultants and Advisors, and Anyone Interested in Career Advancement	N750,000/ $2,000
19	**Advanced Diplomatic Protocol and Etiquette Training**	22-26 Feb 5-9 Apr 5-9 Jul 4-8 Oct	With the evolution of globalization, protocol has become a highly sophisticated and strategic asset in today's business, government and diplomatic world. This program is a comprehensive training of expert instruction, guided exercises and coaching in the fundamentals of operational protocol planning, V.I.P visits meetings, ceremonies, and special events.	This training is designed for professionals who require advanced competency as or wish to learn the skills necessary to be an operational protocol manager.	N750,000/ $2,000
20	**Advanced Facilities Management and**	25-29 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Success as a facilities manager means juggling competing needs and expectations with a high level of professionalism and a strong knowledge base. The course is	Senior or experienced facilities managers, operations8supervisors, chief	N750,000/ $2,000

	Maintenance Training		designed to provide the technical skills and management techniques participants need to increase their effectiveness.	operating officers and line supervisors who want to hone their skills on how to effectively and safely manage a large, complex facility, plant or estate.	
21	**Advanced Financial Management Course**	8-12 Feb 3-7 May 9-13 Aug 8-12 Nov	This program is aimed at providing finance managers and management executives with a broad balanced financial perspective that enables them to function better as managers. It integrates traditional financial analysis with the latest thinking around economic profit, value management and the Balanced Scorecard. In this way, figures come alive and are imbued with significance and meaning; finance becomes a joy! It is an interactive program that involves delegates creating their own models and managing as if in the real world. A large proportion of time is spent outside of “lecture-style” learning.	Finance Managers, Senior Management Executives, Head of Departments/ Units and other non-finance managers with strategic decision-making responsibilities.	N750,000/ $2,000
22	**Advanced Fleet Management Strategies Training**	8-12 Mar 31 may-4 Jun 6-10 Sep 29 Nov-3 Dec	Fleet management addresses the problem of managing fleets of trailers, containers, trucks, cars, taxicabs, buses, vessels, locomotives and business jets. It can be daunting for fleet professionals, especially if you are new to the role, have ‘acquired’ the day to day running of the fleet as part of your responsibilities or are trying to adjust to the difficult economic climate. This comprehensive program presents best practices and cost savings for running an efficient and effective fleet operation.	Senior level Administrators and Managers with responsibility and experience or specialist knowledge of running a fleet of vehicles, as well as professional Fleet Managers who require an update on best practices and a crash course in effective cost and risk management associated with managing a fleet.	N750,000/ $2,000
23	**Advanced Human Resource Business Partner (HRBP)Training**	18-22 Jan 5-9 Apr 12-16 Jul 11-15 Oct	This advanced HR Business Partner training is a comprehensive course on human resource issues facing today's business owners, managers and human resource support staff. Facilitators will demonstrate that HR staff needs to be armed with	Senior HR Business Partners, Business Owners, Senior Managers, HR Generalists and Support Staff desirous of making HR decisions that	N750,000/ $2,000

			the expertise to deal with the many employee relationship issues faced in today's dynamic workforce - from recruitment planning to exit interviews. Emphasis is placed on making HR decisions that are both effective and legal. After completing the training, participants should be able to demonstrate a practical grasp of: (1) The changing role of the human resource professional as a business partner; (2) How human resource planning and the organization's strategic plan work together; among many other issues.	are both effective and legal.	
24	**Advanced Human Resource Development (HRD) Training**	1-5 Feb 5-9 Apr 26-30 Jul 25-29 Oct	In this exciting conference, we present the current results of the Chartered Institute of Personnel and Development (CIPD) survey of HR practitioners. This annual program provides a forum for experienced HR practitioners and consultants to update delegates' HR skills by: (1) Analyzing the relevance of the results with a view to reviewing their organizations' HR policies and practices in line with global HR trends. (2) Benchmarking local and international HR best practices and applying the lessons learned to their own or clients' organizations.	Senior Professional Human Resource Managers, Directors or Consultants, Employee Benefits Administrators, Training/ Learning Managers and other corporate executives.	N750,000/ $2,000
25	**Advanced Human Resources for Health (HRH) Training**	15-19 Mar 7-11 Jun 13-17 Sep	This program is designed to complement the efforts of governments at all levels and the private sector to optimize the available workforce in the provision of quality essential services towards realization of universal health coverage (UHC). The purpose of the training is to improve the performance of the health workforce by providing knowledge and skills that health care managers need for human resource planning and management. According to the World Health Organization (WHO), a strengthened health policy environment is critical to	HRH Desk Managers in Governments at all levels and Public and Private Health Institutions, Agencies and Organizations.	N750,000/ $2,000

			the delivery of quality health care to the population as it creates an enabling environment for the health workforce. And that health services, particularly at the primary health care level, are critical to Maternal, Newborn and Child Health (MNCH), and can be only as effective as the persons responsible for delivering them.		
26	**Advanced Impact Evaluation of Development Interventions Training**	22-26Mar 21-25 Jun 20-24 Sep	Two important trends are shaping the future of development assistance. First, developing countries are ever more able to access finance from a wider variety of sources including private ones. Second, policy makers are increasingly attuned to evidence that can make programs more effective. This means that the value proposition of development agencies, such as the African Development Bank (AfDB), increasingly depends on the ability to offer knowledge, rather than finance alone. A critical element of this knowledge is derived from evidence on the intended and unintended effects of interventions. Impact evaluation is the main means for empirically testing what actually happens when interventions are implemented. This training course is intended for a range of audiences with years of experience in implementing impact evaluation studies.	Senior M&E Officers, Managers and Project Coordinators in a range of areas including health, youth work, food and agriculture, refugee work, environmental and natural resource management, education and gender.	N750,000/ $2,000
27	**Advanced Insurance Claims Administration Training**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	Efficient claims management is essential for insurance companies to fulfill their obligations to policyholders promptly and fairly while also minimizing fraud and managing costs. Claims Management departments of insurance companies usually focus of on “Claims Handling” which is the claims process with emphasis on claims review, investigation, negotiation and settlement. This excludes emphasis on the monitoring and lowering of claims costs. Settling	Senior and Mid-level Managers, Branch Managers, Supervisors and Executives handling Technical Departments (Claims, Underwriting and Reinsurance) in Insurance Companies, Brokerage Firms, Reinsurance Companies, and	N750,000/ $2,000

			insurance claims is therefore just one aspect of the claims management process. Claims Management or Administration includes both the aspects besides customer satisfaction and customer care contributing to retention of business and enhancing brand image and reputation of the company. This advanced program is then designed to deal with the strategic role, cost-monitoring role, service aspects, dispute redressal, customer satisfaction and the role of technology in efficient claims management.	Non-insurance Organizations with Insurance Departments/Units	
28	**Advanced Internal Control and Fraud Detection Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	This advanced training course will provide greater insights on understanding fraud schemes, errors and abuses, and the design of internal controls as well as the key challenges in fraud management. Upon completion of this workshop, participants will be able to: (1) Understand the importance and the role of internal controls in fraud prevention and detection. (2) Appreciate and propose activities to manage various types of fraud and corruption. (3) Understand key challenges in fraud management and resources to contract these challenges.	All Levels of Internal Control, Internal Audit, Risk Management and Compliance Officers.	N750,000/ $2,000
29	**Advanced Inventory and Warehouse Logistics Management Workshop**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	To gain an edge in today's competitive environment, your warehouse and inventory management system must be lean, mean and super-efficient. This comprehensive course will put participants at the forefront by examining those issues that are unique to the warehouse or store environment. They will learn fast, easy and cost-effective techniques being used by top warehouse/store managers around the world to get the most of warehouse space, sharpen forecasts, find optimal stock levels and achieve inventory accuracy.	Senior warehouse and logistics managers, supervisors and officers desirous of making the continual changes required to keep their inventory running smoothly, eliminating outdated practices and squeezing the highest level of productivity out of employees and vendors.	N750,000/ $2,000

30	**Advanced Laboratory Quality Management Training (Clinical)**	11-15 Jan 5-9 Jul 4-8 Oct	The objective of this advanced training is to provide opportunity for medical laboratory practitioners to: understand and interpret the updated requirements for medical laboratory improvement under **ISO 15189:2022;** identify mandatory documents for implementing the laboratory system; promote the welfare of patients and satisfaction of laboratory users through confidence in the quality and competence of medical laboratories, including; increasing the effectiveness of the management system, decreasing probability of invalid results, and reducing potential harm to patients, laboratory personnel, the public and the environment; and understand the roadmap for establishment and implementation of the new standard requirements.	Senior Medical Laboratory Scientists, Technicians, Quality Control Analysts and Laboratory Manage rs.	N750,000/ $2,000
31	**Advanced Laboratory Quality Management Training (Industrial)**	8-12 Mar 7-11 Jun 6-10 Sep 29 Nov-3 Dec	Laboratory quality is all about the accuracy, reliability and timeliness of reported test results in an industrial setting which requires a robust Laboratory Quality Management System (LQMS). LQMS refers to a set of policies, procedures, and practices implemented in a laboratory to ensure consistent quality and accuracy in its operations. Various standards and regulations outline specific requirements for implementing a QMS in a laboratory environment , such as ISO 15189:2022, ISO 17025:2017, and FDA 42 CFR Part 493. These standards provide guidelines and criteria for laboratory processes, including testing, calibration, documentation, personnel competency, and overall quality control. This advanced LQMS training will discuss the applicable standards and legislation to the participant's industry, the 12 essential elements of laboratory	Laboratory Directors, Managers and Senior Laboratory Scientists, Technicians, Quality Assurance Managers, Quality Control and Process Control Analysts.	N750,000/ $2,000

			QMS, and the role of QMS software in a laboratory environment.		
32	**Advanced Leadership Skills Training for Senior Supervisors**	8-12 Feb 3-7 May 9-13 Aug 8-12 Nov	This advanced course provides Supervisors with both useful ideas and practical tools to improve their overall management effectiveness. Mid-level and senior operations supervisors and team leaders are the driving force for improving performance, productivity, quality, and innovation in today's organizations. Whatever pressures and opportunities face them, this program will provide them with useful new skills and insights.	Senior Supervisors and line managers who desire to hone their shop floor leadership skills.	N750,000/ $2,000
33	**Advanced Leadership Skills Workshop for Engineers and Project Managers**	18-22 Jan 5-9 Apr 12-16 Jul 11-15 Oct	This workshop is designed to: (1) Teach skills needed to lead projects, drive innovation, and influence others in an engineering role; (2) Differentiate between leadership, *'leaderfulness'* and management, and emphasize the most important leadership traits that apply to engineering responsibilities; and (3) Engage participants in exercises that assess their individual leadership abilities and provide guidance for further skills development.	Chief Engineers, Plant Managers, Software Developers, Project Leaders, Project Managers and Technical Managers who want to improve their ability to effectively lead projects and teams as well as improve their organization's innovative ability.	N750,000/ $2,000
34	**Advanced Lean Process Management Training**	8-12 Mar 7-11 Jun 6-10 Sep 29 Nov-3 Dec	Although Lean process analysis has emerged as a 'best business practice' in recent years, it is organized around a culture of ideas, tools, and processes that have existed amongst the best business practitioners for hundreds of years. Lean is a continuous improvement process that focuses on the elimination of waste and delivery of higher standards of quality, speed and efficiency. Lean manufacturing, which was earlier considered as a set of tools to minimize waste and improve efficiency has transformed into a total solution to pursue business. This course covers all the Lean principles and Lean tools, together with the necessary examples to help you	Senior process analysts, operations managers, program managers, QA/QC managers, admin managers and other executives interested in Lean process analysis as a 'best business practice' in their organization.	N750,000/ $2,000

			understand how the lean enterprise works.		
35	**Advanced Logistics and Oil and Gas Contract Management Training**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	Discoveries of oil and gas generate much excitement and great effort is put into understanding technical and commercial aspects of field development. In fact, however, first challenges are negotiation challenges. This program discusses the key areas to focus on during negotiations and provides guidance regarding who should be negotiating, over what issues, with what informational environment and within what time horizon. Features such as contract structure are also examined and a set of especially tricky issues are discussed including accounting standards, the role of social projects, health and environment concerns, stabilization clauses and contract termination provisions.	The course is designed for Senior Logistics and Supply Chain Managers, Contract Managers and Executives, Contract Negotiators, Project Leaders, Coordinators, Managers and Executives, Procurement Managers and Executives, Risk Managers and Officers and anyone involved in the Oil and Gas Logistics, Supply Chain and Contract Management.	N750,000/ $2,000
36	**Advanced Logistics and Supply Chain Management Training**	15-19 Mar 14-18 Jun 13-17 Sep	The Supply Chain is the backbone of any organization. A well-managed Supply Chain is critical for a business to be successful. This course introduces the key concepts and core requirements to enable a business to organize and run an efficient Logistics and Supply Chain - from the supply end of goods and services to the distribution end. Successful logistics and supply chain management requires cross-functional integration. The challenge, which is addressed in this course, is to determine how to successfully accomplish this integration.	Senior level personnel who need the tools to map a process that will best suit their business, the disciplines required to enable the process, and advice on key performance indicators (KPIs).	N750,000/ $2,000
37	**Advanced Monitoring and Evaluation Training**	8-12 Feb 3-7 May 9-13 Aug 8-12 Nov	This course builds on participants' understanding and skills of how to develop sustainable and cost-effective monitoring and evaluation processes and practices within their own projects, programs and organizations. It is also relevant for those trying to improve and enhance current monitoring and	Senior or experienced M&E Officers, Managers and Project Coordinators in public, private, international and non-governmental organizations (NGOs).	N750,000/ $2,000

			evaluation (M&E) systems, or supporting partners to develop and implement effective M&E. The course provides an overview of all aspects of M&E from planning to M&E and impact assessment, with a focus on ensuring that M&E contributes towards improving organizational learning and accountability.		
38	**Advanced Negotiation, Mediation and Conflict Management Training**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	The focus of the course, which draws insight from across a range of settings, including community, commercial, and retail/consumer is to: (1) Introduce participants to a range of issues surrounding the dynamics of disputes and to the advanced models of negotiation and mediation designed to aid their resolution. (2) Consider adjudicative forms of dispute resolution (litigation and arbitration), and discuss how these relate to mediation and negotiation. (3) Provide some invaluable negotiating advice based on tested Rules for Negotiating a Complex Deal. (4) Enable participants learn about the essential elements of negotiation, including preparation, delivery, and techniques to develop their communication skills, with the goal of creating sustainable agreements with others.	Business and political leaders, B2B sales professionals, human resources, program managers and others involved in strategic relationships and ongoing business arrangements where closing deals is often complex and complicated.	N750,000/ $2,000
39	**Advanced Office Practice and Administrative Duties Course**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	In this valuable conference, participants will learn new, practical skills that will enable them to manage their job and their career with new professionalism, new authority and new success. These include: Roles, Responsibilities and Skills of an Officer Professional, Office Management and Administrative Skills, Management Skills (Delegation, Motivation, Productivity), Office Space and Environment Management, Interpersonal Communication, Business Communication, Report Writing Process, E-Mail Communication, Business	Chief, Principal and Senior Administrative Officers and Assistants.	N750,000/ $2,000

			Presentations, Stress Management, Time Management, Meeting Management, Reception and Telephone Etiquette, Event Management, Customer Service, and Records Management.		
40	**Advanced Operational Risk Management Training in the Energy Sector**	22-25 Mar 21-25 Jun 20-24Sep	The program is designed to explore the practical application of operational risk models and techniques in the energy industry and how the use of advanced methodologies for operational risk management may contribute to adequate operational risk quantification and improved insurance programs. The course first provides an overview of the Risk Function in the broad sense – Enterprise-Wide Risk Management – followed by an explanation of operational risk concept and related methodologies, and concludes with a quantitative exercise illustrating the specific application of these methods for optimizing the insurance programs of firms in the industrial sector, particularly those in the energy industry.	Senior Risk Managers, Risk Analysts, Operations Managers, Treasury Managers, Internal Control/Compliance Officers, Auditors, Accountants and Regulators in the Energy/Power sector.	N750,000/ $2,000
41	**Advanced Operational Risk Management in the Oil and Gas Sector**	15-19 Mar 14-18 Jun 13-17 Sep	Operational risk in the oil industry may lead to environmental disasters and to heavy loss of human lives. This advanced course program uses a model to analyze and to assess the operational risk at the drilling, primary transport and refining stage of the oil supply chain. For the drilling stage, three sub-methods are discussed, one for each period of the plant life cycle (design, construction and production). For the primary transport stage, two different risk management processes are considered: the former one allows the risks resulting from processes, procedures and physical components (other than oil-pipelines) to be identified, assessed and controlled, whereas the latter one allows risks arising from the pipeline breakdowns to be faced. Finally, for the refining	Senior Risk Officers and Managers in any of the upstream, midstream, and downstream subsectors of the oil and gas industry.	N750,000/ $2,000

			stage, a preliminary phase is recommended to prioritize each equipment of the refinery, and several techniques and tools are suggested.		
42	**Advanced Operational Risk Modeling Course in Banks and Insurance Companies**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	With the regulatory spotlight on operational risk management, there has been ever increasing attention devoted to the quantification of operational risk. The operational risk potential devastating power has been shown by many large operational losses in some of the best known banks and insurance companies across the globe. The objectives of this training program include to: 1. Measure operational risk in financial institutions when historical data are available starting from a fixed threshold; 2. Quantify operational risk applying the Loss Distribution Approach (LDA), a frequency/severity approach widely used in the actuarial models. Risk measures like Value at Risk (VaR) and Expected Shortfall (ES) are used for determining the risk capital necessary to cover the operational risk. The dependence among the events in the operational risk management has been taken into account using copula functions. Extreme Value Theory (EVT) will be used to model the right tail of the severity of loss distributions. The Expectation and Maximization (EM) algorithm will be applied to estimate the parameters of the frequency and severity of loss distributions.	The workshop is designed to appeal to very experienced and senior bank risk modelers or analysts who have all the readily obtainable skills and who want to investigate how to quantitatively resolve complex or unusual problems that they are faced with.	N750,000/ $2,000
43	**Advanced Payroll Accounting and Administration Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	This program aims to provide participants all of the major accounting skills including the following: (1) Keeping financial records and establishing, maintaining and balancing various accounts using manual and computerized bookkeeping systems. (2) Calculating and preparing cheques and e-payment platforms for payrolls	Payroll Accountants and Administrators.	N750,000/ $2,000

			and for utility, tax and other bills. (3) Completing and submitting tax remittance forms, workers' compensation forms, pension contribution forms and other government documents. (4) Preparing tax returns and performing other personal bookkeeping services. (5) Compiling statistical reports, statements, and summaries related to pay and benefits accounts. (6) Preparing and balancing period-end reports and reconciling issued payrolls to bank statements. (7) Preparing and process payroll data into payroll system to accurately generate payrolls.		
44	**Advanced Procurement, Contract and Vendor Management Workshop**	22-25 Mar 21-25 Jun 20-24 Sep	The strengthening of procurement and supply management processes especially in the public sector is considered a key component of an integrated strategy to ensure operational systems that meet international standards in quality, safety and efficacy. Four strategic lines of action are emphasized in this workshop:(1)promotion of coherent policy to ensure a greater level of competition in markets; (2) implementation of cost containment strategies focusing on issues relating to pricing and intellectual property regulation; (3) strengthening of supply systems to ensure continuous availability and affordability of essential goods and services; and (4) consolidation of mechanisms for joint price negotiations and pooled procurement.	Senior Procurement, Purchasing & Supply and Contract Managers, Buyers and other Senior Officers with procurement planning and management, contract and/ or vendor management responsibilities in public and private sectors.	N750,000/ $2,000
45	**Advanced Professional Training on Freedom of Information Act for FOI Desk Officers**	11-15 Jan 19-23 Apr 19-23 Jul 18-22 Oct	The Freedom of Information Act 2011 (FOIA) enjoins public institutions to use modern technology to inform citizens of what is known and done by their government. Accordingly, agencies should readily and systematically post information online in advance of any public request. Providing more	Legal, IT and FOI Desk Officers of Public Institutions.	N750,000/ $2,000

			information online reduces the need for individual requests and may help reduce existing backlogs. This training will address all the concerns anticipated by the FOIA including the requirement that all public institutions shall keep, organize and maintain their records in a manner that make them accessible to the public and also proactively disclose certain categories of information through the use of multimedia formats (print, electronic and online media).		
46	**Advanced Sales Management and Sales Force Administration Course**	15-19 Feb 10-14 May 16-20 Aug 15-19 Nov	Many people are promoted to the position of Sales Manager without any formal training to do the job. Indeed, the common route to promotion may be excellent performance as a salesperson. Managing a sales team into the future requires a special blend of knowledge and skills. The purpose of this action-packed, interactive training is to dramatically improve the odds of participants and their businesses significantly increasing their revenues and their margins in the short term.	Marketing & Sales Directors, Professionals, Coordinators, Managers and Supervisors in charge of teams of business development officers (BDOs), marketing executives, sales officers and representatives at Headquarters, Regional, Area or Branch levels.	N750,000/ $2,000
47	**Advanced Secretarial Skills Training**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	At the end of the program, participants will be able to: (1) Gain a comprehensive knowledge of the skills and techniques required to be an effective secretary. (2) Learn the vital skills and knowledge to improve the overall administration within their office, or organization including Effective Customer Care, Office Management, Record Management, Effective Communication, Modern Written Communication (letters/ memos/circulars/emails etc.), Meeting & Presentation Techniques, Research & Interview Skills, Negotiation Skills, MS Office Package, Stress & Time Management, and Effective Public Relations.	Chief, Principal, Senior Confidential Secretaries and Personal Assistants to Chairmen, Chief Executives, Executive Secretaries, Directors-General, Executive Directors, General Managers and other top executives.	N750,000/ $2,000

48	**Advanced Shipping Logistics and Supply Chain Management Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	The training will present a general basic to advanced knowledge of maritime logistics, challenges in the maritime-land interface and maritime freight logistics. Discuss current logistics and supply chain management issues, practices and trends, with an emphasis on how these developments can be used to increase efficiencies and reduce costs in the participant's supply chain operations – be it public or private industry. Identify opportunities for participants to further their professional development within the logistics and supply chain field such as the role of artificial intelligence, data science, internet of things, block chain, etc. Delegates will also engage in a discussion of some of the main trends in the supply chain management and how these may impact the role of transportation particularly in the maritime industry.	Senior level managers and supervisors who have responsibility for managing shipping logistics and supply chain.	N750,000/ $2,000
49	**Advanced Social Media Skills Training for Communication and Public Relations**	22-25 Mar 21-25 Jun 23-27 Aug	This advanced course is a social media skills master class for anyone involved in online communication and content. It presents an alternative, strategic perspective on how social media should be managed. You will be encouraged to challenge both what you already believe and what you may have been told about what constitutes an effective approach to social media. You will learn practical techniques to harness the latest online platforms and trends for strategic impact. You will learn how to ensure that activity creates measurable value, rather than simply using tools for creating engagement.	Communication and Public Relations Officers in senior roles, aspiring to mastery and innovation. The course is recommended for people who are already familiar with communication and social media tools and now want to deepen their expertise.	N750,000/ $2,000
50	**Advanced Treasury and Working Capital Management Training**	22-25 Mar 21-25 Jun 20-24 Sep	Never before were treasurers under so much pressure to improve their efficiency and cash flow and to optimize working capital. The most important drivers for this are cost reduction, value creation and increased	Senior Treasury and Working Capital Managers, Finance Managers and Accountants facing the challenges of	N750,000/ $2,000

			transparency. The course will draw on practical experience to outline the entire process of treasury and working capital management and the impact within the organization of each participant. In doing so, we will not just look at partial elements, but also maintain a broad overview. We emphatically and pragmatically involve participants and examine how new technologies such as data mining and process mining can also make a difference.	improving visibility and control, generating more liquidity based on working capital, etc.	
51	**Artificial Intelligence for Business Professionals (AIBIZ) Training**	25- 29Jan 26-30Apr 26-30 Jul 25-29 Oct	AIBIZ offers business leaders, project managers, and other stakeholders with a streamlined course and associated credential to drive their AI strategy. AIBIZ candidates will learn AI concepts, approaches to machine learning and deep learning, fundamentals of AI implementations, and the impact of AI including business use cases. Leads to CertNexus AIBIZ exam and credential.	Managers, business leaders, project managers, and decision makers who are interested in growing the business by leveraging AI.	N450,000/ $1,000
52	**Artificial Intelligence for Modern Business Strategy Training**	8-12 Feb 3-7 May 5-9 Jul 1-5 Nov	This training course program offers business leaders, project managers, ICT personnel and other stakeholders with a streamlined course and associated credential to drive their AI strategy. Participants will learn AI concepts, approaches to machine learning and deep learning, fundamentals of AI implementations, and the impact of AI including business use cases. In this course, you will identify how AI can both benefit and challenge your business. Specifically, you will: Describe AI fundamentals; Analyze how AI is implemented in various technical discipline; Identify the impact that AI has on modern business strategy and the world at large.	ICT Managers, Business Leaders, Project Managers, and Decision Makers who are interested in growing their business by leveraging Artificial Intelligence (AI).	N550,000/ $1,500
53	**Asset and Inventory Management Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 15-26 Nov	The course helps you learn about best practices for fixed asset and inventory management and suggest tips for implementing them in your organization. These best practices will help you to	Corporate Accountants, Internal Auditors, CFOs, Government Asset Managers, Public Accountants	N750,000/ $2,000

			seek potential savings in your and show you how to save time in the processes. At the end of the program participants will be able to: (1) Establish an accurate baseline of fixed assets. (2) Select the right tool for the job. (3) Rely on accurate depreciation calculations. (4) Stay up to date with legislative changes. (5) Produce targeted financial reports. (6) Learn fast, easy and cost-effective techniques being used by top or warehouse managers around the world to get the most of warehouse space, sharpen forecasts, find optimal stock levels. (7) Overcome every inventory management challenge they may face.	and Nonprofit Executives. Inventory, Stores, Warehouse, Logistics, Depot and Distribution Managers, Supervisors, Officers and Executives in Public and Private Sector Organizations.	
54	**Audit Evidence and Documentation Training**	1-5 Feb 26-30 Apr 26-30 Jul 25-29 Oct	Auditors perform audit procedures to obtain audit evidence that will allow them to draw reasonable conclusions on whether the client's financial statements follow Generally Accepted Audit Principles (GAAP) and/or International Financial Reporting Standards (IFRS). How do auditors address the risk of material misstatement? Especially for internal auditors who must satisfy management of their value to their organizations, audit evidence and documentation are a hot topic for discussion at this Internal Auditors Roundtable forum.	All levels of auditors, especially Internal Auditors who must demonstrate professionalism in deficiency findings and produce defensible audit opinions and reports.	N450,000/ $1,000
55	**Auditing the Human Resources Function Training**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	The course provides an opportunity for interaction and cooperation between internal auditors and human resource managers on the process, procedures and benefits of HRM audit. At the end of the program, participants should be able to: 1) Enhance their understanding of HR functions and emerging issues. 2) Sharpen awareness of management's expectations, key business risks, and control best practices. 3) Participate in a series of discussions on several complex HRM audit activities. 4)	Internal Auditors, Quality Assurance Managers and Internal Controllers; Human Resources Personnel and Administration Managers; Legal Officers, Strategic/ Corporate Planners and other Executives involved in HRM and audit activities in your organization.	N450,000/ $1,000

			Benchmark internal auditors' approaches and supporting tools and techniques. 5) Build a foundation for increasing the effectiveness of their audit and HRM strategies and delivering value-added results.		
56	**Basic Accounting Course**	22-25 Mar 21-25 Jun 20-24 Sep	The aims of the course are to explain: 1) the concept and role of accounting and financial in the modern market society; 2) the regulatory framework for the operation of accounting activities; 3) the accounting principles and techniques of posting basic business changes; 4) the structure and content of financial statements. On successful completion of the course, participants to: conceptually define accounting and bookkeeping, identify the accounting rules required for business enterprises, apply the accounting rules in determining financial results, prepare financial statements, and compare the specificity of different accounts within accounting policies.	Accounts Personnel with little or no previous accounting education and Non-Finance Managers.	N450,000/ $1,000
57	**Basic Writing Skills Workshop**	22-26 Feb 17-21 May 23-27 Aug 25-29 Oct	Employees and managers who complete this business writing course acquire skills, tools and resources they can apply to any business writing project – email, proposals, responses to customers, procedures, reports, recommendations – whatever they need to write on the job. Typically, resulting in: Crisp email that gets the job done, User manuals that are user-friendly, Letters that customers understand and appreciate, Proposals that appeal to their readers and win the contract, Reports that are easy to skim for key information and decision-making, Announcements that provide clear, complete information, Excellent writing projects delivered on time, and much more..	Anyone	N350,000/ $825

58	**Behavioral and Communication Skills Training for Internal Auditors**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Internal auditors must develop and maintain good relations with auditees in order to gain information and to ensure corrective action on audit findings. The objective of the program is to impart "soft" skills that position auditors as friends, not foes! The ultimate goal is to make internal auditors become more valuable to management and other top-level executives in their organizations.	All levels of Internal Auditors, Inspectors, Risk Managers, Compliance Officers, Internal Control and other Business Assurance Managers/Officers.	N450,000/ $1,000
59	**Big Data Analytics Course**	8-12 Feb 3-7 May 2-6 Aug 1-5 Nov	Data science plays an important role in many industries. In facing massive amount of heterogeneous data, scalable machine learning and data mining algorithms and systems become extremely important for data scientists. The growth of volume, complexity and speed in data drives the need for scalable data analytic algorithms and systems. In this course, we study such algorithms and systems in the context of individual participants' existing applications.	The program is well suited for Data Analysts, Data and Information Officers, Business Leaders, Decision Makers including C-level Executives, Documentation Officers, Records and Archives Managers, Project Managers, HR Leaders, Marketing and Sales Leaders, IT Personnel and Technical Sales Consultants.	N650,000/ $1,700
60	**Boardroom Governance Workshop: Improving the Effectiveness of Audit Committees**	1-5 Mar 31 May 4-Jun 30 Aug-3 Sep 15-19 Nov	As corporate financial reporting all over the world continues to undergo close scrutiny, significant attention has been given to board committees such as the audit committee as principal players in the effort to implement reform and rebuild public trust. Current and prospective board members will find this conference to be a useful forum for understanding the expectations of their constituencies, determining their responsibilities, and assisting them in fulfilling those responsibilities.	Chairmen, Company Secretaries and Members of Audit Committee of the Board of Directors of Public and Private Organizations, Non-Governmental Organizations, Cooperative Societies, etc.	N750,000/ $2,000
61	**Budgeting, Budgetary Control and Monitoring Course**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	Of all business activities, budgeting is one of the most important and, therefore, requires detailed attention. The course looks at the concept of responsibility centers, and the advantages and disadvantages of budgetary control. It then goes on	Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives	N450,000/ $1,000

			to look at the detail of budget construction and the use to which budgets can be put. Like all management tools, the course highlights the need for detailed information if the technique is to be used to its fullest advantage.	responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	
62	**Budgeting, Forecasting and the Planning Process Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	The purpose of the course is to provide the opportunity for participants to take an overview of budgeting, forecasting and planning process; learn the practical methods for preparing budgets; gain an appreciation of the uses of budgets; and indicate and explain the importance of budgetary control in public and private sectors organizations.	Budget and Planning Officers, Accountants, Finance & Admin Managers, Internal Auditors, Divisional, Branch & Departmental Managers, and other Management Executives participating in Budgeting, Forecasting, Planning, Budgetary Control and Monitoring in the Public and Private Sectors.	N550,000/ $1,500
63	**Building Critical Talent Pipelines Course**	8-12 Feb 3-7 May 2-6 Aug 1-5 Nov	Top talent is today's competitive differentiator between an organization that is thriving and one that is stagnant or declining. Companies that do not have the right people in critical jobs forfeit revenue growth, innovate slower, or lose competitive advantage as they are unable to adapt to market dynamics. The course is designed to help participants (1) Assess internal and external talent pools; (2) Determine the gaps between available and needed talent; (3) Identify the best strategies for developing and acquiring the talent to fill those gaps; and (4) Execute, monitor, and refine pipeline strategies.	Human resource managers/ directors, recruitment officers, and training/learning managers responsible for human capital development and talent management.	N450,000/ $1,000
64	**Business Analysis Course**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 22-26 Nov	The course helps you gain a new, wider, more interconnected view of your business and the world in which it operates, and provides knowledge toolkits to help you analyze your own challenge. From this perspective, you can better understand your company's long-term objective and the best	Business Analysts, Business Development Officers and Strategic Management Executives.	N450,000/ $1,000

			business development strategy to achieve it. The program also helps you to become an effective and operational leader - able to execute your strategy, assemble strong, committed teams and build an organization capable of sustaining success.		
65	**Business Development Officer (BDO) Course**	25-29 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Defining a comprehensive business development strategy - and being a visionary leader - requires a wide, interconnected view of your business and the world in which it operates. This program offers both a global perspective and in-depth business intelligence training. It should challenge you to assess your business' reality within the wider business environment - so you know exactly where your business really sits and where it should go.	This course is essential whatever level you are working at - be it leader of a business unit, function, division, country or region.	N450,000/ $1,000
66	**Business Development Strategy Course**	25-29 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Defining a comprehensive business development strategy - and being a visionary leader - requires a wide, interconnected view of your business and the world in which it operates. This program offers both a global perspective and in-depth business intelligence training. It should challenge you to assess your business' reality within the wider business environment - so you know exactly where your business really sits and where it should go.	This course is essential whatever level you are working at - be it leader of a business unit, function, division, country or region.	N550,000/ $1,500
67	**Business Ethics and Corporate Social Responsibility (CSR) Training**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	This program is concerned with the issue of the moral responsibility of a manager or leader being confronted with the challenge of doing the right thing in a practical setting rather than the mental activity of discerning what is right. How does a manager balance the conflict between the responsibility he owes himself as an individual to uphold his personal ethics and the responsibility placed on him as a leader in his organization to take the hard decisions? The	CEOs, Executive Directors, General Managers, Corporate Affairs Managers, Public Relations Officers and other Senior Management Executives.	N550,000/ $1,500

			proposition of spheres of morality that combine with CSR to inform the role of the executive in decision making – as a person, as an economic agent, as a company leader or beyond the firm's boundaries – are proposed for resolving these ethical dilemmas.		
68	**Business Leadership Skills Training: Becoming Management Material**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	Anyone can be promoted to manager, but not anyone can lead. Trainers of new and aspiring leaders will engage participants in the functions of managers and, with three days' worth of material, get them fully engaged in practical methods of leadership, including change, performance, and people management.	New and Aspiring Managers who need leadership skills to excel in today's business world.	N450,000/ $1,000
69	**Business Leadership Skills Workshop: Leadership Excellence for Senior Management**	8-12 Mar 7-11 Jun 6-10 Sep 22-26 Nov	It is often said that too many businesses are over-managed and under-led. This is not to say that managing is bad; rather, it implies that managers often get bogged down in the daily process of managing and neglect the fine art of leading. We have created this powerful Executive Leadership Program to equip you with the strategies and techniques to become a highly successful leader as well as an exceptional manager.	Senior Level Managers who need leadership skills to excel in today's business world.	N750,000/ $2,000
70	**Business Management and Strategic Planning Course**	15-19 Mar 28 Jun-2 Jul 13-17 Sep 13-17 Dec	The capability approach of this highly interactive training will nurture three of the most critical factors essential to achieving superior, sustainable results – business management (analysis or assessment), strategic planning (strategy formulation) and strategy execution and evaluation of sustainable growth strategies – thus developing participants' capability thinking.	Managers, Supervisors and Officers at all levels responsible for organizational strategic/corporate planning and decision-making.	N550,000/ $1,500
71	**Business Process Management (BPM) Course**	22-25 Mar 21-25 Jun 20-24 Sep	This training course program is based on the six steps of the business process life cycle (create, design, model, execute, monitor, and optimize). We have also included information on process improvement tools such as Lean and Six Sigma.	Designed for participants who are looking for a comprehensive course program on business process management including business analysts, process	N450,000/ $1,000

				analysts, quality analysts, supervisors and managers.	
72	**Business Strategy Training**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	This course comprises interactive three-part workshops designed to give you practical business planning and reporting approaches you can implement directly in your own organization. The workshops allow you the opportunity to try out techniques in a safe environment so that you can adapt and use them for the specific circumstances in your own organization.	Business or Finance Managers with responsibility for developing plans and budgets and reporting business results to management team or provide business/ financial advice and decision support to the business team.	N450,000/ $1,000
73	**Business Writing That Works Course**	22-25 Mar 28 Jun-2 Jul 27-30 Sep	Being able to write well is a real career boost. No matter your position or function in your organization, writing well is essential to: (1) Prepare your board & shareholders' meetings. (2) Write powerful business plans. (3) Enter into binding agreements with independent contractors. (4) Write winning business and technical proposals. (5) Write incident/ accident and progress reports. (6) Write credit and collection letters. (7) Improve your customer service with email etiquette. Participants will learn how to enhance their organizational profile and capture their thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete and correct.	Designed for all those who must do business writing as part of their job: Directors, Human Resource Managers, Lawyers, Marketers, Consultants, etc.	N450,000/ $1,000
74	**Call Centre Training for Call Centre Executives**	1-5 Mar 31-MAY4-Jun 30 Aug-3 Sep 22-26 Nov	Today's customers demand authenticity and professionalism. Scripts and standard responses are not enough to reinforce your brand, build customer loyalty, or make sales. Many of today's contact centers have evolved from customer service centers to operations handling both service and sales. However, many centers miss much of the revenue opportunity hiding in customer calls. Ensure you are making the most of sales opportunities. This call center specific training offers	Call Centre, Front Desk and Tele Sales Executives	N450,000/ $1,000

			flexible telephone skills and customer service solutions that fit the demands of fast-paced call centers, help desks, and phone sales centers.		
75	**Cash and Treasury Operations Management Training**	1-5 Feb 26-30 Apr 26-30 Jul 25-29 Oct	Business analysts report that poor cash management is the main reason for business failure. Poor cash management is probably the most frequent stumbling block for entrepreneurs and even established firms. Understanding the basic concepts of cash flow and cash handling will help you plan for the unforeseen eventualities that nearly every business faces. The purpose of the course is to enable participants: (1) Optimize your cash flow management for both receipts and payments. (2) Accelerate the collection of remittances and improve control of disbursements. (3) Successfully invest excess funds in short-term instruments. (4)Understand the account analysis statement.	Cashiers, Treasury Managers, Supervisors/Officers; Accounting and Finance Staff involved in Treasury, Cash Operations; Accounts Payable and Receivable Officers and Internal Control/Audit Staff.	N550,000/ $1,500
76	**Cash Management Course**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	Understanding the basic concepts of cash flow and cash handling will help you plan for the unforeseen eventualities that nearly every business faces. The purpose of the course is to enable participants: (1) Optimize your cash flow management for both receipts and payments. (2) Accelerate the collection of remittances and improve control of disbursements. (3) Successfully invest excess funds in short-term instruments. (4) Understand the account analysis statement.	Cashiers, Tellers, Customer Service Executives, Bank Relations Officers, Cash and Treasury Officers, Cash Supervisors and Managers.	N450,000/ $1,000
77	**Laboratory Quality Management System (LQMS) Training (Clinical)**	11-15 Jan 19-23Apr 19-23 Jul 18-22 Oct	The purpose of this course is to provide the participants with a broad understanding of a laboratory quality management system. At the end of this course, participants will be able to: (1) explain the importance of a quality management system; (2) list the quality management	Laboratory Technicians and Quality Control Analysts.	N450,000/ $1,000

			system essential elements; (3) describe the history of development of quality principles; and (4) discuss relationship of this quality model to ISO and CLSI standards.		
78	**Cloud Security Management and Data Integration Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	Organizations of all sizes make use of cloud computing in some fashion, enabling them to work in more efficient ways without taking on the burden of fully managing applications and infrastructure. Use of cloud services continues to expand, with some estimates putting global spending in excess of $600 billion annually. And while those investments enable new and productive ways for businesses to interact with customers, suppliers, employees and partners, concerns about the security of those cloud environments are daunting. Surveys of IT staff and executives continue to show that costs and security are the top challenges organizations face in managing their use of cloud services..	The Cloud Security Management and Data Integration program is relevant to IT specialists, IT technical services specialists, IT security and relationship managers, IT architects, data integration specialists, engineers, consultants, and analysts.	N550,000/ $1,500
79	**Communication for Development (C4D) and Social Change Course**	8-12 Mar 7-11 Jun 27-30 Sep 22-26 Nov	C4D is an evidence-based process that utilizes a mix of communication tools, channels and approaches to facilitate participation with children, families, communities, networks for positive social and behavior change in both development and humanitarian contexts. This course takes a practical approach to communication for development to effect real change. It brings together professionals and senior managers of organizations and gives them a collaborative space to leverage their collective intelligence. The goal is that they learn from our instructors as well as from one another.	Senior Communication Officers and Managers of Development and Humanitarian Organizations, Government Ministries, Departments and Agencies (MDAs).	N450,000/ $1,000
80	**Communication Strategy**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	A communication strategy is the critical piece bridging the situation analysis and the implementation of a social and behavior change	Communication officers, Project team, Technical advisors, M&E staff,	N450,000/ $1,000

	Implementation and Monitoring		communication program. Effective communication strategies use a systematic process and behavioral theory to design and implement communication activities that encourage sustainable social and behavior change. The training will produce data and analyses that outline the project' s goals, objectives, audiences, message framework, communication channels or interventions, and monitoring and evaluation framework.	Implementing partners, Representatives from target audiences, Community and government stakeholders.	
81	**Community Relations Strategies and Conflict Management Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	Community relations has recently been described as "food for the soul of the organization." More chief executives are acknowledging that community relations is no longer an afterthought or corporate window-dressing but is now a serious, strategic aspect of business for global companies – indeed a fundamental ingredient for the health of the enterprise. In this program, we will discuss an 11-step best-practices blueprint for implementing the neighbor-of-choice strategy and cap it with a practical case study highlighting the challenges often faced by major oil companies in the Niger Delta and proffer solutions.	Community Relations Officers/ Public Relations Officers of Oil and Gas Companies, Extractive Industry Operators, Project/ Program Managers, Community Relations Committee Members of Houses of Assembly and other Executives interested in improving CSR outcomes in communities where they operate.	N550,000/ $1,500
82	**Community-Based Project Development and Management Training**	22-26 Feb 17-21May 23-27 Aug 25-29 Oct	This course introduces important issues and principles for developing and managing community-based projects, using 'input sessions' incorporating action learning to deliver the essential content. It covers key areas for community activists and project coordinators and leaders, including project definition, business planning, partnerships, implementation, monitoring and evaluation, and fundraising strategies.	Project managers, community activists, project coordinators and leaders, M&E officers and others involved or interested in community-based project development and management.	N450,000/ $1,000
83	**Comprehensive Course on Internal Control, Governance, Risk Management and**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	This program provides participants the opportunity to: (1) Gain a positive, firm and broad-based understanding of internal control and control models. (2) Analyze and evaluate existing or	All levels of Internal Control and Audit staff, Compliance Officers, Enterprise Risk Managers, Members of Audit	N750,000/ $2,000

	Compliance		planned control systems and enterprise-wide risk management. (3) Design cost-effective control systems to minimize risks for business processes. (4) Identify business objectives, risks and the controls needed to mitigate risk. (5) Learn and apply the most useful internal control, compliance, governance& risk tools and templates. (6) Obtain a basic of the who, why and how of fraud as well as the role of business controls in preventing and detecting fraud.	Committee of the Board and anyone in the organization wanting to acquire "real world" knowledge of controls or to improve ability to design and analyze control systems in Companies, Universities, Colleges, Government Agencies, NGOs, etc.	
84	**Conference for Executive Secretaries**	15-19 Mar 28 Jun-2 Jul 13-17 Sep 13-17 Dec	The earlier role of the secretary was limited to taking notes from their heads, typing, storing information, etc. However, with the advent of technology in companies and offices, these duties have extended to things that were meant for the professional and managerial staff. The Executive or Confidential Secretary that organizations are seeking in today's times should not only have clerical and administrative skills, but also should possess the knowledge of office protocols, information and communication technology, meeting and customer management.	Executive Secretaries; Chief, Principal, Senior Confidential Secretaries; and Personal Assistants to Chairmen, Chief Executives, Permanent Secretaries, Directors-General, Executive Directors, General Managers and other top executives in public and private sectors.	N450,000/ $1,000
85	**Conference on Achieving Administrative Excellence**	1-5 Mar 24-28 May 23-27Aug 22-26 Nov	This program will focus on adopting a strategic mindset to perform at your peak. Administrative excellence requires boosting your image, communication skills, professional development and job satisfaction. In this valuable conference, participants learn new, practical skills that will enable them to manage their job and their career with new professionalism, new authority and new success.	Administrative, Logistics and Protocol Managers, Officers or Assistants in Government Ministries, Departments, Agencies (MDAs), Higher Institutions, Non-Governmental Organizations (INGOs), and other Public and Private Sector Organizations.	N550,000/ $1,500

86	**Conflict Management, Reconciliation and Stability in Communities Training**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	Corporate and political leadership, communicators, activists, NGOs and sponsors all require a great deal of day-to-day negotiating, mediation and conflict management skills to maintain peace and harmony and ensure stability in communities where they operate. The opportunities are often quite complex, involving strategic relationships, ongoing business arrangements, negotiating with stakeholders, community leaders and top decision-makers, and knowing how to play hard-ball with the big boys. Closing these deals often involves some fairly complicated "give and take" negotiating. Unfortunately, many negotiating professionals are more accustomed to simple transactions, where price is the only parameter.	Community Relations Officers/Public Relations Officers Project/Program Managers, Community Relations Committee Members and other Executives interested in managing conflicts, negotiating and maintaining peace in communities where they operate.	N650,000/ $1,700
87	**Content Writing Course**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	The amount of information available in the world doubles every two years. Half of that information becomes obsolete in about one year. Content Writing is considered a highly skilled area and presents opportunity for a full-time or part-time career. Content Marketing is the most selling strategy for web/online sales. This is increasing the demand of content writers exponentially worldwide. Content needs to be continuously updated and published to attract customers. Like software development, content writing is also a global profession. In order to meet the industry's requirement, we have developed this course to train aspiring content writers. This course can also be beneficial to the existing content writers in honing their skills.	Text authors, Media authors (audio and video), Web designers, Bloggers, Editors, Translators, Technical writers, Instructional designers, Trainers, Analysts, Critics and Journalists.	N450,000/ $1,000
88	**Contract Management Training**	1-5 Feb 26-30 Apr 26-30 Jul 25-29 Oct	As contracts continue to be the foundation of business relationships, organizations need to implement effective contract management practices to avoid risk and achieve optimal	Project managers, contract managers and other professionals involved in the contract	N450,000/ $1,000

			outcomes. This course provides you with the knowledge and skills to successfully manage and execute the contracting process. Throughout the course, you learn how to implement the contract life cycle and avoid common pitfalls.	management life cycle. This course also benefits all stakeholders involved in the buying and selling roles.	
89	**Convoy Driving Tactics, Techniques and Procedures Training**	15-19Feb 17-21 May 16-20 Aug 15-19 Nov	The objective of this training is to provide corporate drivers in security crisis prone environments with tactical evasive driving instructions. This training supports the International Non-Governmental Organizations, Government Agencies and Corporate Organizations on security or humanitarian programs, especially in the use of armored vehicles (AV).	Convoy Drivers, Corporate Drivers, Professional Drivers, Armored Vehicles (AV) Drivers	N450,000/ $1,000
90	**Cooperative Society Organization and Management Training**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	The basic objective of this program is to train the leaders, members, managers and personnel of cooperative societies on the complete understanding of cooperatives in terms of concept, policy, philosophy, principles and legislation. The management skills required for the successful formation, business strategies, funding, analysis, control, planning, implementation, credit, marketing and organizational management of different forms of cooperatives as viable enterprises are emphasized.	Founders, Board, members, managers and personnel of Multi-purpose Cooperatives, Thrift & Credit Cooperatives, Consumer Cooperatives, Industrial Cooperatives, Agricultural Cooperatives, etc.	N450,000/ $1,000
91	**Corporate Communication and Media Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	Getting interviewed and projecting your image in the right media - print, electronic and new media services - increases your visibility, builds your brand and sets you apart from competitors. With over 20 years of experience, we understand how the industry works and what is needed. Using exemplary presentations, audio-visual aids, case studies, group exercises and practical demonstrations, we thoroughly prepare and train participants for any situation.	Press Secretaries, Directors of Press, Corporate Communication Managers, Public Affairs Managers, Media and other Public Relations Officers and Corporate Executives in Public and Private organizations.	N450,000/ $1,000

92	**Corporate Compliance Course**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	Employees must learn to comply with rules established by their organizations, the government, regulatory agencies, etc. In addition to the increasing monetary penalties on organizations for non-compliance, there are potential criminal sanctions and civil liability that make corporate compliance one of the most important issues facing companies today. This program will give participants an overview of the field of "corporate compliance" — its brief history, the components of an effective compliance program, and related issues.	Chief Compliance Officers, Internal Controllers, Legal Advisers and other executives responsible for control, ethics and compliance practices in the organization.	N450,000/ $1,000
93	**Corporate Culture Training**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	The strength of your organization's culture is one of the most fundamental competitive advantages. If you can build and preserve an innovation-adept culture, a culture of commitment, one where employees passionately pursue your organization's cause and mission, you will be better positioned for success. This program has been designed to enable participants: 1. Understand Corporate Culture – Characteristics, Types and Elements, Apathy and Flow. 2. Discover Cultural Barriers and Variables to Change. 3. Identify Actions to Improve Your Corporate Culture.	Human Resources Managers, Compliance Officers, Internal Auditors and Corporate Executives.	N450,000/ $1,000
94	**Corporate Governance and Boardroom Politics Training**	1-5 Feb 19-23 Apr 19-23 Jul 18-22 Oct	Nowhere are political battle lines more sharply drawn than in the boardrooms of our modern corporations. Here boardroom politics find expression in the language of corporate governance. The battlefields include questions of executive compensation, conflicts of interest, absence of transparency, ineptitude and corruption. Current and prospective board members will find this conference to be a useful forum for understanding the expectations of their constituencies, determining their	Chairmen, MDs, EDs, Company Secretaries, Board Committee Members and non-executive Members of Board of Directors of Public and Private Organizations, Non-Governmental Organizations, Cooperative Societies, etc.	N550,000/ $1,500

			responsibilities, and assisting them in fulfilling those responsibilities.		
95	**Corporate Governance Training**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	The training offers tangible benefits for board directors, chief audit executives, chief risk officers and compliance officers committed to playing a key role in guiding their company's success. How exactly can corporate governance training help board members to make a better board? You have got this rare opportunity to gain from and share knowledge with top business management facilitators in just 5 days.	Board Members, Chief Audit Executives; Chief Risk Officers; Compliance Officers; Internal Controllers and Internal Auditors.	N450,000/ $1,000
96	**Corporate Tax Planning and Management Training**	8-12 Mar 7-11 Jun 27-30 Sep 6-10 Dec	This course is designed to update participants on the corporate tax laws applicable to their business environment and sector. Understanding the corporate tax laws and using it for tax planning is the basic objective of the course. The course is therefore designed so that the participants are aware of what business income is and when it gets taxed. It also provides participants with knowledge of the difference between tax avoidance and tax planning.	Corporate Tax Advisors, Tax Consultants, Accountants and Auditors from Corporate Organizations irrespective of country or region.	N450,000/ $1,000
97	**Cost Control and Cost Reduction Strategies Training**	1-5Mar 31 may-4 Jun 30 Aug-3 Sep 22-26 Nov	Designed to provide participants with the opportunity to strengthen their organizational processes towards: (1) eliminating waste and creating growth capital; (2) identifying the real cost of your products and services; (3) implementing needed changes to cost accounting processes; and (4) mounting an effective cost reduction initiative.	Accounting, Finance and Administrative Officers, Internal Auditors and other executives responsible for cost control, cost containment, and due diligence.	N450,000/ $1,000
98	**Credit Appraisal and Debt Management Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	We live in the middle of the "Age of Debt". Debt has always been a lever of business development and even more so in recent years. This course allows you to acquire and develop the knowledge, the techniques, the basic and advanced tools for planning and managing corporate debt. The course is aimed at clients requiring an understanding of financial statements including an	Banking and Financial Markets, Corporate Finance, Corporate Treasury, Documentation, Retail Banking, Risk and Credit Staff.	N450,000/ $1,000

			awareness of the information contained within financial statements; how that information is presented; and how that information is interpreted.		
99	**Credit Approval Process and Risk Management Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	Changes and innovations are now forcing banks to adapt their in-house software systems and the relevant business processes to meet new requirements. The course provides the opportunity to assist practitioners in redesigning a bank's systems and processes and to provide information related to the current surge in the reorganization of these processes and the corresponding organizational structures in many credit institutions.	Credit and Risk Officers in Banks and Lending Institutions.	N550,000/ $1,500
100	**Credit Control and Debt Recovery Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	Poor cash flow has been indicated as a major cause of business failures around the world. Getting paid on time by customers/debtors is therefore an important component in the success of any company. The program is designed to aid the creation, operation and sustenance of an effective credit control system, credit management & debt recovery strategies.	Credit Control Officers, Credit controllers, Salespeople, Finance Managers, Accountants, IT, Legal personnel and other management executives responsible for corporate credit policy and systems, credit management, debt management, accounts payables and receivables.	N450,000/ $1,000
101	**Credit Risk Analysis for Credit Officers Course**	8-12 Mar 7-11 Jun 27-30 Sep 6-10 Dec	Credit risk management is the practice of mitigating losses by understanding the adequacy of a bank's capital and loan loss reserves at any given time – a process that has long been a challenge for financial institutions. In this program, participants learn the principal concepts of credit risk analysis techniques using a structured approach and explore the management of credit risks under competitive and realistic conditions.	Credit & Financial Analysts, Credit Officers, Portfolio Managers, Investment, Commercial, Mortgage and Microfinance Bankers, Leasors, Risk Managers and Analysts.	N450,000/ $1,000

102	**Credit Risk Management and Loan Performance Course**	30 Mar-2 AprS 28 Jun-2 Jul 27-30 Sep 6-10 Dec	Financial institutions are performing a key role in economic growth as they are mobilizing savings for productive investments through facilitating role in capital flows towards various sectors of the economy. Credit risk management is one of the critical aspects and red hot issues faced by banks especially post Covid-19. The main objective of the course is to evaluate the influence of credit risk management practices on loan performance (LP) while taking credit terms and policy (CTP), client appraisal, collection policy (CP) and credit risk control (CRC) as the dimensions of the credit risk management practices.	Credit Risk Managers, Risk Officers, and other personnel involved in credit management, enterprise risk management or loan recovery in banks (commercial, microfinance, mortgage etc.), credit and thrift societies and other financial institutions.	N450,000/ $1,000
103	**Critical Communication Skills Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	Success isn't just due to how well you use your innate skills. A much-overlooked facet of success is the use of soft skills. As soft skills are an essential part of dealing with other employees within the workplace, communicators need to harness these skills and fine-tune them if they want to achieve success. Without a proper appreciation for the person they are communicating with and how their communication methods affect the target, they may fail at their task.	Communications, PR, public affairs, media relations, supervisory and management executives from private and public organizations/institutions.	N450,000/ $1,000
104	**Critical HR Recordkeeping Course**	30 Mar-2 Apr-1 Apr 28 Jun-2 Jul 27-30 Sep 13-17 Dec	Proper employee records management is one of HR's most important tasks. This comprehensive program is designed to provide accurate and authoritative information in regard to the various Employment Records Retention, Retrieval and Destruction.	Especially for HR officers and employers who want to make sure that organizational records management practices comply with the latest laws, regulations, and international standards.	N450,000/ $1,000

105	**Critical Thinking Skills Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	With organizations running "leaner and meaner," individual contributors, managers, and executives alike need to understand how to methodically, strategically, and collaboratively make decisions, solve problems, and foster innovation. In this highly dynamic workshop, participants will gain greater insight into what it means to not only think critically, but also how to act critically in order to achieve greater organizational success.	Managers and executives who need to understand how to methodically, strategically and collaboratively make decisions, solve problems, and foster innovation in organizations	N450,000/ $1,000
106	**Current Trends in Contract and Procurement Management Conference**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	As contracts continue to be the foundation of business relationships, organizations need to implement effective contract management practices to avoid risk and achieve optimal outcomes. This course provides you with the current trends, knowledge and skills to successfully manage and execute the contracting and procurement management process. Throughout the course, you learn how to implement the contract life cycle and avoid common pitfalls in procurement.	Contract and Procurement Officers**,** Project Managers, and other professionals involved in the contract management life cycle.	N550,000/ $1,500
107	**Customer Care and Conflict Resolution Training**	11-15 Jan 26-29 Apr 26-30 Jul 25-29 Oct	Customer service/care is the backbone of all thriving businesses. Besides helping your customers feel better about your product and organization which will keep them coming back with their friends, customer care skills can increase your value to your company and advance your career at the same time. However, trying to please every customer is virtually impossible in any industry with no exception. No matter who is at fault, it's your job to clean up the situation or you'll lose your customer. You can't dodge customer conflict your whole career, so you need professional tips for dealing with it – and this training provides just that! Also in a video guide, you	Customer Care, Customer Service, Customer Relationship, Consumer Affairs Officers and Call Centre Executives.	N450,000/ $1,000

			will learn the right ways to care for your valued customers by viewing scenarios in actual business settings.		
108	**Customer Due Diligence (CDD) and Know Your Customer (KYC) Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	It has never been more important to have robust controls and procedures in place to Know Your Customer (KYC). Adequate due diligence on new and existing customers is a key part of these controls. Without this due diligence, your firm can become subject to reputational, operational, legal and financial risks. This program has been designed for KYC Analysts and professionals who manage risk in the Customer Due Diligence (CDD) process. This course will help you make sound judgements and pinpoint areas of potential risk. If you have a training requirement for multiple employees, why not contact us to discuss delivering the training in-house at your firm or online? It's the ideal way to maximize your budget, minimize disruption and tailor content to your specific needs. We can work with small firms, multinationals, government bodies and regulators to provide an outstanding learning experience with a unique blend of practical focus.	Compliance Officers, Financial Officers, Risk Officers, Internal Auditors, Operational Risk Managers, Staff with roles and responsibilities in AML and anti-terrorist financing activities in Commercial, Central and Investment Banks as well as other financial, regulatory and non-bank institutions/organizations.	N450,000/ $1,000
109	**Customer Loyalty and Retention Strategies Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Improving customer loyalty is an essential element in customer retention. The CRM forum will reveal why customer loyalty is so crucial to business success. More importantly, delegates will discuss with their peers five steps to *improve loyalty and retention* which, if focused on the appropriate customers, will *improve profitability*!	Customer Relationship Managers, Customer Service Officers, Public Relations Officers, Customer Care Centre Executives, Marketing and Sales Executives.	N450,000/ $1,000
110	**Customer Relationship Management (CRM) Course: Beyond Customer Expectations**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	At the end of the program participants should be able to: (1) Provide customers with a compelling reason to choose you over several others that may offer the same products or services at or below your price. (2) Develop a solid CRM strategy that will help	Customer/Client Relationship Managers, Marketing and Sales Managers, Business Development Officers, and	N550,000/ $1,500

			you retain more customers and increase repeat patronage. (3) Jump-start crucial customer service initiatives. (4) Set customer service standards. (5) Improve customer loyalty. (6) Tackle customer service optimization challenges. (7) Balance cost and service levels.	Customer Service/ Support Executives.	
111	**Customer Relationship Management (CRM) for Professionals Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 22-26 Nov	The course is designed to equip professionals from diverse backgrounds with the essential skills and knowledge to excel in the dynamic realm of CRM. In today's fiercely competitive business landscape, nurturing and maintaining strong relationships with customers has become a strategic imperative for organizations of all sizes and industries. CRM serves as the compass guiding these efforts, enabling businesses to better understand, engage with, and delight their customers. This course serves as your passport to the world of CRM excellence.	Marketing Professionals, Sales and Business Development Professionals, Customer Service Representatives, Business Owners and Entrepreneurs, Product Managers, Data Analysts and Data Scientists, Operations and Strategy Executives, CRM Administrators and IT Professionals, Consultants and Advisors, and Anyone Interested in Career Advancement	N450,000/ $1,000
112	**Cyber Security in Civil Aviation Training**	8-12 Mar 7-11 Jun 27-30 Sep 6-10 Dec	MRO (maintenance, repair and operations) industry is an attractive target for cyber attacks. According to AITA, cyber security is a fast emerging threat to operation in the aviation industry where almost every business depends on IT systems and the confidentiality and reliability of its data. This course provides different training guidelines of aviation authorities, including ICAO, EASA, IATA, EUROCONTROL and UK CAA, to increase the awareness of cyber security threats in aviation (cyberattack, cyber crime or cyber terrorism) and prepare your crew for efficient response mechanisms.	All cadres of airlines staff need proper training on security standards to prevent cybercrime, general awareness about cyber security and strong company culture to maintain a high level of safety in aviation.	N450,000/ $1,000

113	**Cyber Security in Oil and Gas Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	Significant changes to oil and gas systems have made companies much more vulnerable to cyberattacks over the past few years. The growing value of business data, the vulnerability of networked systems, and the importance of fuel infrastructure have made oil and gas companies major targets for malicious hackers. Ongoing digitization in the industry and a transition away from centralized systems to distributed management strategies have made managing cyber risks essential for oil and gas. Each business in the oil and gas industry faces unique risks and will need to adopt some business-specific cybersecurity policies as a result.	The principles and best practices covered in this training course program will be essential for all staff of oil and gas companies wanting to modernize their cyber defenses and prepare for future threats.	N450,000/ $1,000
114	**Data and Records Management for Administrators Workshop**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	Besides current trends and technology in data science, this course also covers all aspects of record and data management related to understanding the processes involved, the guidelines that apply, the steps that need to be taken, best practice examples and easy reference templates for use, storage and retrieval of data.	Senior Level Administrators and Company Secretaries desiring to develop and improve their record and data management skills in the face of emerging technologies.	N550,000/ $1,500
115	**Data and Records Management Workshop for Administrative/ Registry Staff**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	This course focuses on how to develop best practice record and data management. Efficient record and data management systems are essential for any organization. The course covers all aspects of record and data management relevant to understanding the processes involved, the guidelines that apply, the steps that need to be taken, best practice examples and easy reference templates for use, storage and retrieval of data.	Registry/ Administrative Staff, Documentation Officers, Office and Personal Assistants who need to develop and improve their record and data management techniques and systems.	N450,000/ $1,000
116	**Customer Experience Management Training**	15-19 Feb 10-14 May 9-13 Aug 8-12 Nov	Analytics is changing the marketing landscape by improving the hit rate of marketing campaigns and allowing companies to adopt a more holistic approach to the customer journey. Data-driven marketing	The course is designed for people who have the responsibility for any part of the customer experience journey	N450,000/ $1,000

			can, not only create a richer experience for customers, but also improve the quality of marketing efforts, boost revenues and cut costs for the company. Forward-thinking organizations are already using analytics to improve their marketing in myriad ways, notably to gain a better understanding of the customer journey from issue identification to purchase consideration to final sale. Also to improve and hasten their customers' decision-making.	within their organization including heads of marketing and other marketing support functions, marketing managers, brand managers, CX managers and CRM executives.	
117	**Data Analysis Course**	18-22 Jan 3-7 May 2-6 Aug 1-5 Nov	Data is short hand for "information," and whether you are collecting, reviewing, and/or analyzing data this process has always been part of program, project or business operations. Every program activity requires many pieces of information and these involve the collection of and use of substantial amounts of data. For international development programs, the use of data becomes even more crucial, as essential information must be managed within relatively short program seasons. As new requirements are added and new program initiatives launched, programs are increasingly expected to use data in meaningful ways. It is therefore incumbent on program staff to develop their expertise in working with data – from collection, reporting to analysis.	This beginners' course is designed for individuals who are curious about data analysis but have little or no prior experience in the field. It is intended to cater for a diverse audience from various backgrounds, organizations, agencies, institutions and sectors.	N450,000/ $1,000
118	**Data and Information Governance Training**	1-5 Feb 19-23 Apr 19-23 Jul 4-8 Oct	This training course is designed to give an overview of Data and Information Governance and the requirements to support and deliver an effective governance framework in your organization. Data and Information Governance involves the management and oversight of information and how to establish a framework for employees to handle data through robust policies and procedures. The legal framework governing the use of personal data can be complex and different across	Data Analysts, Information Managers, ICT Managers, Confidential Secretaries and other executives involved in data and information management in public and private sector organizations and institutions.	N450,000/ $1,000

			regions. Hence, this course will help participants in understanding those complexities and what standards should be met for information governance and security.		
119	**Data Protection Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Participants will be able to: (1) Learn everything they need to know about the General Data Protection Regulations (GDPR) as well as the requirements for the DPO under the Nigerian Data Protection Act (NDPA) 2023. (2) Discuss the fundamentals of Data Privacy law, including the respective rights and obligations of Data Subjects, Controllers and Processors. (2) Develop or oversee the implementation of data privacy policies and regulations. (3) Undertake the functions of a Data Protection Officer (DPO), including conducting privacy impact assessments and undertaking the reportorial requirements as mandated by law or regulation.	This Data Protection training is intended for those performing the role of designing, implementing and overseeing the respective data privacy policies of their organizations, in compliance with the Data Protection Regulation and its implementing Rules.	N450,000/ $1,000
120	**Data Science for Business Professionals (DSBIZ) Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 22-26 Nov	DSBIZ offers business leaders, sales and marketing managers, project managers, and other stakeholders a streamlined course to help make decisions and drive organizational data science strategies. DSBIZ candidates will learn data science concepts, methods of use, challenges and benefits using relevant business examples. Leads to CertNexus DSBIZ exam and credential.	Business leaders and Decision makers including C-level executives, Project managers, HR leaders, Marketing and sales leaders, and Technical sales consultants.	N450,000/ $1,000
121	**Developing Entrepreneurship in the Oil and Gas Industry Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	This program relies on data on the production and distribution profile of players in the Nigerian oil and gas industry to discuss how these affect entrepreneurship development in the industry. At the end of the program participants will have the opportunity to: (1) Prepare business proposals suitable for ventures in the oil and gas industry. (2) Analyze and evaluate existing oil and gas related enterprises (including MSMEs),	All interested in developing entrepreneurial skills or honing already acquired skills, especially in the Oil and Gas industry.	N450,000/ $1,000

			investment options and challenges. (3) Design cost-effective control systems to minimize risks in oil and gas business. (4) Identify sources of business finance and partnerships in the oil and gas industry. (5) Obtain essential entrepreneurial skills for success in oil and gas business venture.		
122	**Developing Leadership Competencies Training**	22-25 Mar 28 Jun-2 Jul 20-24 Sep 13-17 Dec	This Leadership Program is designed to equip you with the strategies and techniques to become a highly successful leader as well as an exceptional manager. Our experienced senior management instructors will guide you through a hands-on, intensive process of activities, role plays and case studies to help you recognize the difference between managing and leading, so you can take advantage of the creative leadership opportunities that present themselves every day.	Team Leaders, Senior Management Staff and other Top Level Executives who desire to be equipped with the strategies and techniques to become highly successful leaders as well as exceptional managers.	N450,000/ $1,000
123	**Developing Personal Assistants (PA) Management Skills Course**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	At the end of the program, you should be able to: (1) Develop your management and business skills. (2) Cope with work in high pressure environments. (3) Partner with your boss. (4) Effectively self-manage. (5) Be a good team player. (6) Explore the nature of modern management. (7) Learn the application of management principles and theories to work organizations. (8) Review the models of managers and discover what type of manager your boss is. (9) Understand the functions of managers. (10) Effectively manage your time, deal with other staff, handle external appointments, schedule and monitor projects.	Personal Assistants, Executive Assistants and Confidential Secretaries to Chairmen, Chief Executives, Executive Directors, General Managers and other top executives or Government Functionaries.	N450,000/ $1,000
124	**Digital Archives and Records Management Course**	22 Feb-5 Mar 12-16 Apr 12-16 Jul 11-15 Oct	The purpose of this training course program is to help ensure that government electronic records are created, maintained, disseminated and destroyed in a manner consistent with the transparency and accountability	The program is designed for participants working in archives administration or records management and	N750,000/ $2,000

			requirements of ministries, departments, agencies, institutions or organizations. While many concerns are the same as those that exist with other, more traditional forms of public records, the prevalence of digital or electronic records raises some new issues. Therefore, government records custodians must be mindful of how business, technical and legal standards apply to electronic records.	participants working in related information professions.	
125	**Digital Archiving and Information Management Training**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	This Information Management Training course is designed to teach participants how to collect, organize, secure, and retrieve data efficiently for professional and organizational success. Information management involves the management and oversight of information and how to establish a framework for employees to handle data through robust policies and procedures. The legal framework governing the use of personal data can be complex and different across regions. Hence, this course will help participants in understanding those complexities and what standards should be met for information governance and security.	Besides having full grasp of the responsibilities imposed by confidential clauses in contract documents and laws such as the Data Protection Act and Consumer Rights Act, individuals who manage data in organizations need to understand the risk of keeping inaccurate or inconsistent records both physical and electronic.	N550,000/ $1,500
126	**Digital Inventory and Logistics Management Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	Digital transformation is taking over the supply chain. A big part of this shift involves adding digital inventory solutions to improve internal efficiency and build supply chain resilience. The Digital Inventory and Logistics Management Course program will help participants to learn how digital inventory management software can save you time and streamline your logistics and supply chain operations.	Inventory Officers, Store/Warehouse Managers, IT Personnel, Ecommerce, Supply Chain, Purchasing, Sales and other Management Executives involved in inventory management and control.	N550,000/ $1,500
127	**Digital Inventory Management Course**	18-22 Jan 19-23 Apr 19-23 Jul 4-8 Oct	After two centuries, a paper-and-pencil inventory system still works, but given the incredible advances in simple-to-use digital inventory management software, why use such limited tools? Modern, cloud-based inventory	Inventory Officers, Store/Warehouse Managers, IT Personnel, Ecommerce, Supply Chain, Purchasing, Sales	N450,000/ $1,000

			systems are not only affordable but also highly efficient at removing the drudgery of inventory—lightening your workload and saving you money on food costs. Digital transformation is taking over the supply chain. A big part of this shift involves adding digital inventory solutions to improve internal efficiency and build supply chain resilience. The Digital Inventory Management Course program will help participants to learn how digital inventory management software from can save you time and streamline your supply chain operation.	and other Management Executives involved in inventory management and control.	
128	**Diplomatic Protocol, Etiquette and Travel Management Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	With the evolution of globalization, protocol has become a highly sophisticated and strategic asset in today's business, government and diplomatic world. This program is a comprehensive training of expert instruction, guided exercises and coaching in the fundamentals of operational protocol planning, V.I.P visits, meetings, ceremonies, and special events.	This training is designed for professionals who require competency as or wish to learn the skills necessary to be an operational protocol officer - one who holds an office of trust who must understand and ensure the appropriate rules of protocol and public affairs.	N450,000/ $1,000
129	**Driver Safety Awareness and Defensive Driving Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	All organizations have a legal requirement to ensure their staff are adequately protected from the risk of injury while driving at work. This 5-day training program contributes to helping your organization fulfil this obligation by providing essential driver safety training in digestible modules that are proven to help improve understanding and retention levels. This course covers: (1) the levels of risk and legal requirements; (2) techniques to help reduce risks while driving at work; and (3) real world scenarios that reinforce techniques and responsibilities for safe driving at work.	Corporate Drivers	N450,000/ $1,000

130	**Dynamite Sales Pitch, Presentation and Communication Skills Training**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	The best sales pitch and presentations effectively demonstrate product/service knowledge as well as an understanding of what problems the client has, and the solutions they need. This practical training course will teach participants how to develop a winning proposal, how to fine-tune the sales pitch, and how to turn it into a dynamite sales presentation. Smart strategies for Sales Communication success will also be explored.	Aspiring Sales Stars who need to understand that a great sales pitch and presentation does not demand that you have bells and whistles to impress a client.	N450,000/ $1,000
131	**Effective Accounts Receivable and Credit Policies Management Course**	22-26 Feb 3-7 May 2-6 Aug 1-5 Nov	This course demonstrates practical core topics in addition to introducing Excel in managing accounts receivable. The course also features role-playing and presentations by participants. It will enable you and your organization to manage your accounts receivable effectively without compromising your credit sales.	Accounts receivable department managers, credit managers, AR staff, AR and revenue accountants, credit officers, billing and collection clerks, AR specialists, and professionals in accounting, finance, operations and sales who interact with the accounts receivable and credit department.	N750,000/ $2,000
132	**Effective Cash Flow and Treasury Risk Management Training**	1-5 Feb 19-23 Apr 19-23 Jul 18-22 Oct	Treasury managers know that forecasting, monitoring and managing the cash flow of your business should be a pivotal part of your overall business strategy. Treasury risk management relates to the management of risks arising from foreign exchange, interest rate and commodity prices. A range of tools and financial instruments are available. Some companies will have a formal Treasury Policy that is a Board approved document that outlines what risks are being managed and how they should be managed. For smaller companies, there is unlikely to be a formal policy document. However, it is still important that exposures to cash flow management and	Cash and Treasury Officers, Supervisors and Risk Officers.	N550,000/ $1,500

			financial markets are recognized, calculated and mitigated.		
133	**Effective Document Review Course**	15-19 Feb 10-14 May 16-20 Aug 15-19 Nov	The purpose of *Document Review* is to review a variety of existing source documents, reports, data files, and other written artefacts with the intention of collecting independently verifiable data and information for executive action. The document review process provides you with a systematic procedure for identifying, analyzing, and deriving useful information as to the accuracy and genuineness of these existing documents.	Document Review Officers, Documentation and Records Officers, Archivists, Researchers, Investigators and others who review, verify or analyze documents for Medical, Legal, Financial, Admin, Technical, Procurement or Security purposes.	N450,000/ $1,000
134	**Effective Front Desk Management and Customer Service Training**	22-26 Feb 12-16 Apr 12-16 Jul 11-15 Oct	How does the person manning the front desk of your office or business handle several people simultaneously with professionalism and poise? This fast-paced course is specifically designed to answer this and other important questions for those who work as an organization's first-impression representatives at the front desk office. In addition to learning the elements of effective verbal and visual communication, participants will find out how to expertly satisfy even the most demanding, difficult people, without jeopardizing their health, safety or customer relationship. We invite you to increase the value of your Front Desk Officers or Receptionists by taking advantage of this rare training opportunity.	Experienced Front Desk Officers or Receptionists	N750,000/ $2,000
135	**Effective Grants Management Course**	22-25 Mar 28 Jun-2 Jul 27-30 Sep	Grants management is the phase of the grantsmanship that begins when an applicant signs agreement with a grantor, donor or funder to accept a grant award and becomes a grantee. This program covers the six main types of grants that require management: 1) Capital grants 2) General operating grants 3) Program/project grants 4) Startup grants 5) Technical	Grantees, Grant Program/Project Managers, and Grant Technical Managers who need to keep abreast of challenges and solutions for successful grants implementation as well as Grant Seekers who need the practical	N450,000/ $1,000

			assistance grants and 6) Planning grants.	knowledge for effective grant management.	
136	**Effective Grants Writing and Management Course**	18-22 Jan 12-16 Apr 12-16 Jul 11-15 Oct	Grant writing can seem overwhelming. How do you know where to start? How do you know which grants are good for your organization? Grant writing does not have to be something that only the professionals do. This course is designed for nonprofits that want to not only get better at writing successful proposals, but also get better at the process of researching and applying for foundation and government grants. The course is also for grant writers or freelance writers who want to offer their clients a more comprehensive approach to grant writing. Different types of grants and essential elements of effective grants management from A-Z are also covered.	Non-profit Grant Seekers, Grantees, Grant Program/Project Managers, and Grant Technical Managers who need to keep abreast of challenges and solutions for successful grants implementation as well as Grant Seekers who need the practical knowledge for effective grant management.	N550,000/ $1,500
137	**Effective Leadership Skills Workshop**	18-22 Jan 5-9 Apr 2-6 Aug 1-5 Nov	In this Executive Leadership Program, delegates will: 1) Gain a clear understanding of the difference between leading and managing and how they complement each other to build highly successful teams. 2) Assess their own leadership skills and identify areas for personal growth. 3) Learn the characteristics of the four behavioral styles so they can understand the needs of their team members and know how to work with and bring out the best in each one. 4) Learn how to practice effective communication skills when interacting with employees regarding new goals or program initiatives. 5) Develop strategies for involving employees in the long-range vision and problem solving process. 6) Learn proven delegation strategies that will open up more blocks of time for them to focus on developing new goals and strategies for their team, while at the same time empowering team members to	Team Leaders, Senior Management Staff and other Top Level Executives who desire to be equipped with the strategies and techniques to become highly successful leaders as well as exceptional managers.	N750,000/ $2,000

			higher levels of achievement and fulfillment.		
138	**Effective Office Practice and Administrative Duties Training**	1-5 Feb 19-23 Apr 19-23 Jul 18-22 Oct	The advent of technology in companies and offices has made the duties of the administrative officers and assistants extended to things that were meant for the professional and managerial staff. The office manager or administrative assistant that organizations are seeking in today's times should not only have clerical and administrative skills, but also should possess the knowledge of office protocols, information and communication technology, meeting and customer management.	This multiple-roles program focuses on skill enhancement and training for Senior Administrative Staff of Government Ministries, Agencies and Departments, Institutions, Corporate & International Non-governmental/Non-profit Organizations.	N750,000/ $2,000
139	**Effective Payroll Management and Statutory Deductions Training**	15-19 Feb 10-14 May 9-13 Aug 8-12 Nov	Payroll processing is an important function for any business—no matter how big or small. It is likely your company's largest expense, and the most time-consuming HR work performed each month. While the process varies from company to company, payroll is indisputably complicated. It requires an organized system, knowledge of current regulations and taxes, and careful planning. Paying your employees and tax authorities on time is not an option – it is an absolute must! Properly managing payroll takes time, patience, organization, and ongoing communication.	Payroll, Accounts and HR Managers and Officers wishing to hone their skills in handling the headaches and hassles of payroll management and statutory deductions by ensuring a consistent, streamlined payroll process, so their organizations can focus on running a profitable business.	N750,000/ $2,000
140	**Effective Secretarial, Administrative and Office Management Training**	22-25 Mar 21-25 Jun 20-24 Sep	This multiple-roles training course focuses on skill enhancement and training to become, or consolidation of skills for, Secretary position in any sector. We also look at building confidence through improving interpersonal and self-developmental skills – providing a sounder footing on your secretaries' career development path.	Chief, Principal and Senior Secretarial Staff of Government Ministries, Agencies and Departments, Institutions, Corporate & Non-governmental/Non-profit Organizations.	N750,000/ $2,000
141	**Effective Teamwork Training: Working with A Winning Team**	22-26 Feb 12-16 Apr 12-16 Jul 11-15 Oct	The course explores the characteristics, challenges, and pitfalls of teams at any stage of growth from forming, storming, norming, performing to mourning or adjourning It helps	Every member of staff and management, irrespective of type of team membership, who	N750,000/ $2,000

			participants to understand the skills needed to be a better team member and part of a successful team.	desires to be a good team player by seeking, joining and building winning teams.	
142	**Effective Workplace Communication Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	It is more important than ever (in this highly competitive environment) that managers focus on improving their communication skills. Employers all say they want executives who are 'expert communicators, team players, creative and innovative thinkers'. It does not seem to matter what industry you apply it to: most employers are saying the same thing – excellent communicators get the best paying jobs and the most rewarding careers. This training course teaches the essential communication skills for success in supervisory or leadership positions in the workplace.	This course is designed for leaders, managers, supervisory and other levels of staff of Government Ministries, Departments and Agencies (MDAs), Public and Private Institutions, Companies and Non-Governmental Organizations (NGOs).	N750,000/ $2,000
143	**Emotional Intelligence and Creative Skills Training**	8-12 Mar 7-11 Jun 27-30 Sep 6-10 Dec	Emotional intelligence is a strong predictor of job performance, according to a new study. This program covers the most widely accepted view of emotional intelligence that identifies 20 competencies, which are in turn organized into four clusters: Self-Awareness; Self-Management; Social Awareness; and Social Skills.	Individuals who want to master the capacity for understanding their own feelings and the feelings of others, for motivating themselves, and for managing their emotions effectively in their relationships.	N450,000/ $1,000
144	**Employee Engagement and Performance Management Training**	1-5 Feb 19-23 Apr 19-23 Jul 18-22 Oct	This workshop will help leaders to manage for optimum performance, contribute to motivating work environments, to understand the role of goal setting in performance management, use ideal tools to help employees set and achieve goals, apply a three-phase model that will help prepare employees for peak performance, activate their inner motivation, and evaluate/appraise their skills.	Officers inspiration and solid tools for individuals responsible for measuring performance management and managing employee performance: HR managers, departmental heads, line supervisors, etc.	N450,000/ $1,000

145	**Engineering Spare-parts Inventory Management Course**	1-5 Feb 19-23 Apr 19-23 Jul 18-22 Oct	The spare part management function is critical from an operational perspective especially in asset intensive industries such as refineries, chemical plants, paper mills, automotive manufacturing, and oil mills. This course evaluates best practices in the Maintenance Repairs & Overhauls, discusses the ABC classification scheme, and elaborates on the role of maintenance storeroom as service provider.	Spare Parts Management, Inventory Management and Maintenance Store Room Personnel.	N450,000/ $1,000
146	**Enterprise Compensation Management (ECM) Course**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	An enterprise compensation management strategy is crucial for dealing with a rapidly changing business climate and making the most of human resources in the best and worst of economic times. At the end of the program, participants should be able to define a strategic compensation policy that apply throughout your enterprise – one that motivates employees to support business goals, allows you to respond to change, and improves your company's bottom line. And one that enables you to track, monitor, plan, simulate, and execute that strategy precisely to achieve short-term cost savings without mortgaging future returns.	Human Resource Managers, Employee Benefits Managers and other Senior Executives involved in compensation planning, tracking, monitoring and execution.	N450,000/ $1,000
147	**Enterprise Risk Management (ERM) Training**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	Enables management to effectively deal with uncertainty and associated risk and opportunity, enhancing the capacity of the organization to build value. Covers the techniques, tools and templates for Risk Identification, Risk Assessment, Risk Analysis, Risk Control, Risk Evaluation, Risk Prioritization, Risk Transfer, Risk Sharing, Contingency Planning, and Risk Avoidance.	Chief Risk Officers (CROs) and anyone in the organization who manages risk or is involved in the risk management process including CEOs, Trustees, Directors, Senior and Mid-level managers, Insurance, Internal Control, Legal and other concerned professionals.	N450,000/ $1,000
148	**Environmental and Social Impact Assessment (ESIA) Training**	18-22 Jan 12-16 Apr 19-23 Jul 11-15 Oct	Participants will gain an understanding of principles, methods and trends in Environmental, Social and Health Impact Assessment (ESHIA),	Environmental and Social Impact Assessors, M&E Officers and Program Managers.	N550,000/ $1,500

			focused on different industries. The training will address key process requirements, approaches and trends including integration of international guidelines. Case studies, and interactive exercises will demonstrate lessons learned, best practice, and strategic approaches.		
149	**Essential Sales Skills Training**	22-25 Mar 28 Jun-2 Jul 20-24 Sep 29 Nov-3 Dec	The course takes into consideration delegates' personality, knowledge and background to build on their experience. The challenges of selling in a competitive environment and in tough market conditions are addressed. Delegates are encouraged to develop their individual post course action plan, identifying the key actions that they plan to implement in their job role. Delegates will also have the opportunity to hone their techniques and skills required for high sales performance. The key points are reinforced with syndicate and practical exercises to ensure that they are seen in the context of each delegate's own business or industry.		N450,000/ $1,000
150	**Ethical Hacking Training**	1-5 Mar 3-7 May 30 Aug-3 Sep 29 Nov-3 Dec	This program is designed to provide the opportunity for participants to gain the ability to do ethical hacking and penetration testing. It provides answers from our experienced IT faculty of experts to every single question related to the learning in this course.	The Ethical Hacking Training course will significantly benefit IT security officers, auditors, security professionals, site administrators, and anyone who is concerned about the integrity of the network infrastructure.	N450,000/ $1,000
151	**Event Planning and Management Fundamentals Course**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Event planning and management are not easily mastered, and it takes plenty of creativity to design an event that is memorable and meaningful. It also takes careful attention to detail, adaptability, effective delegating, and a lot of managerial work. While this 5-day	Event Planners, Logistics Managers, Corporate Affairs Managers, Administrative Managers, Secretaries and other executives	N450,000/ $1,000

			training course is specifically for corporate event planning such as AGMs, retreats, customer forums, end-of-year parties, business or product launches, the learning here can also be applied to more personal event planning such as anniversaries, birthday gatherings, weddings, etc.	responsible for corporate events planning and administration in the organization.	
152	**Facilities Management and Maintenance Training**	1-5 Feb 26-30 Apr 26-30 Jul 22-26 Nov	Success as a facilities manager means juggling competing needs and expectations with a high level of professionalism and a strong knowledge base. The course is designed to provide the technical skills and management techniques participants need to increase their effectiveness.	Anyone who wishes to learn more about how to effectively and safely manage a large, complex plant, especially facilities managers, operations supervisors, chief operating officers and line supervisors.	N450,000/ $1,000
153	**Financial Accounting Review Training**	25-29 Jan 5-9 Apr 2-6 Aug 22-26 Nov	The *Financial Accounting Review* training course equips the accountant to obtain objective assurance that there are no errors, omissions, misstatements, of material modifications that need to be made to an organization's financial documents and statements and that they are in conformity with the applicable financial reporting framework – Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).	Accountants, Accounting Officers; Accounting & Finance Personnel; Bursars, Directors and Managers heading the Finance or Accounts department or involved in Financial Decision Making in the organization, institution, ministry, commission or agency.	N450,000/ $1,000
154	**Financial Analysis and Financial Reporting Skills Training**	8-12 Feb 3-7 May 2-6 Aug 1-5 Nov	The course focuses on current practices in corporate financial reporting and fundamental issues related to asset valuation and income determination. At the end of the program, participants will be able to: (1) Recognize important financial accounting topics and how to report them in financial statements, (2) Properly account for assets, liabilities, equities, revenues and expenses, (3) Prepare financial statements with the required notes and disclosures in periodic financial	Finance and Accounting Professionals, All levels of Accounting & Finance Personnel in the organization.	N750,000/ $2,000

			reports, (4) Recognize the need for transparency in reporting of financial statements and management reports, (5) Determine the structure, presentation and disclosure of financial statements and annual reports, and (6) Interpret and report statements of income and financial affairs		
155	**Financial Management Course**	22-26 Feb 24-28 May 23-27 Aug 22-27 Nov	This program is aimed at providing finance managers and management executives with a broad balanced financial perspective that enables them to function better as managers. It integrates traditional financial analysis with the latest thinking around economic profit, value management and the Balanced Scorecard. In this way, figures come alive and are imbued with significance and meaning; finance becomes a joy! It is an interactive program that involves delegates creating their own models and managing as if in the real world. A large proportion of time is spent outside of “lecture-style” learning.	Finance Managers, Senior Management Executives, Head of Departments/ Units and other non-finance managers with strategic decision-making responsibilities.	N450,000/ $1,000
156	**Financial Modeling and Forecasting Techniques Using Excel Tools Training**	25-29 Jan 12-16 Apr 19-23 Jul 18-22 Oct	Financial Modelling and financial data analytics provides scientific support to decision-making concerning a firm's money related matters. This course addresses the topic of financial modelling with a practical focus especially on demystifying analytics for finance managers, financial analysts from both statistical and computing point of view.	Finance managers, financial analysts and anyone involved in financial analysis.	N550,000/ $1,500
157	**Fixed Assets Accounting and Management Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	In the world of accounting, the savings potential of improved fixed asset management is often overlooked. It’s difficult to find the time and tools to devote the attention to fixed assets that they deserve. Yet assets like land, buildings, transportation, and manufacturing equipment represent the largest investments most companies make. Sound fixed asset management can yield substantial tax savings in depreciation deductions.	Corporate accountants managing fixed assets; CFOs striving to optimize business efficiencies and plan capital budgets; Government asset managers complying with IPSAS standards; Public accountants	N550,000/ $1,500

			Conversely, suboptimal fixed asset practices can threaten the accuracy of financial reports and negatively impact your bottom line.	providing tax, depreciation, and auditing services to clients; and Nonprofit executives seeking to gain maximum leverage from already strained resources.	
158	**Fleet and Transport Management Training**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	In this course, you will learn about key fleet management principles, trends and best practices - not all of which are equally applicable to every fleet owner. Learn to think about fleet management as a complex, multidisciplinary, and interdependent of activities. Learn to think about fleet management in a structured, proactive, and scientific fashion. Learn about the importance of using objective, quantitative data to perform fleet and transport management activities efficiently and effectively.	Logistics, Fleet and Transport Managers, Officers and Executives.	N550,000/ $1,500
159	**Fleet Management Essentials Course**	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	Fleet management addresses the problem of managing fleets of trailers, containers, trucks, cars, taxicabs, buses, vessels, locomotives and business jets. It can be daunting for fleet professionals, especially if you are new to the role, have 'acquired' the day to day running of the fleet as part of your responsibilities or are trying to adjust to the difficult economic climate. This comprehensive program presents best practices and cost savings for running an efficient and effective fleet operation.	Administrators and managers with responsibility but not necessarily the experience or specialist knowledge of running a fleet of vehicles, as well as fleet professional Fleet Managers who require an update on best practices and a crash course in effective cost management associated with managing a fleet.	N450,000/ $1,000
160	**Forensic Accounting, Auditing and Investigation Course**	8-12 Feb 5-9 Apr 2-6 Aug 1-5 Nov	Forensic auditing or accounting describes a wide range of investigative work which accountants in practice could be asked to perform. It covers the whole process of investigating a financial matter, including potentially acting as an expert witness if the fraud comes to trial	Forensic Auditors, Forensic Accountants and other investigators, inspectors or examiners in public institutions and high-profile private organizations.	N450,000/ $1,000

			and other non-fraud situations such as settling monetary disputes. This course covers the competences of Forensic Auditing including: (1) Understanding of Forensic Accounting; (2) Investigation Methodologies; (3) Auditing Techniques; and (4) Legal Issues.		
161	**Fraud Investigation, Detection and Deterrence Training**	1-5 Mar 26-30 Apr 30 Aug-3 Sep 29 Nov-3 Dec	The current compliance, regulatory, and economic environment continues to have a significant impact on audit plans, priorities, and activities. Every internal auditor needs to fully understand the latest emerging trends and leading practices in the internal audit profession. This practical, case-packed conference is constantly updated to: (1) Keep auditors abreast of developments and practical issues that will place you in a position to help deter and detect fraud that might be present in your organization. (2) Provide useful tools to help you 'scan' the structure of your organization so you enhance your skills to detect and investigate any possible flaws in the system that would allow fraudsters room to rob your assets.	Internal auditors, bank inspectors, internal control, risk and compliance officers, business assurance managers and other monitoring agents in private and public organizations.	N450,000/ $1,000
162	**Front Desk Management Training**	25-29 Jan 12-16 Apr 19-23 Jul 18-22 Oct	How does the person manning the front desk of your office or business handle several people simultaneously with professionalism and poise? This fast-paced course is specifically designed to answer this and other important questions for those who work as an organization's first-impression representatives at the front desk office. In addition to learning the elements of effective verbal and visual communication, participants will find out how to expertly satisfy even the most demanding, difficult people, without jeopardizing their health, safety or customer relationship. We invite you to increase the value of your Front Desk Officers or Receptionists by taking	Front Desk Officers or Receptionists	N450,000/ $1,000

			advantage of this rare training opportunity.		
163	**Fundamentals and Best Practices of Cost-Effective Procurement**	22-26 Feb 17-21 May 16-20 Aug 15-19 Nov	The conference covers: promotion of coherent policy to ensure a greater level of competition in markets; the implementation of cost containment strategies focusing on issues relating to pricing and intellectual property regulation; the strengthening of supply systems to ensure continuous availability and affordability of essential goods and services; and the consolidation of mechanisms for joint price negotiations and pooled procurement.	Procurement, Purchasing and Supply Officers, Buyers and Bid Committee Members in Public and Private sector Organizations, Institutions, Agencies and NGOs.	N550,000/ $1,500
164	**Fundamentals of Advanced Accounting Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	The aims of the course is to explain: 1) the concept and role of accounting and finance in the modern market society; 2) the regulatory framework for the operation of accounting activities; 3) the accounting principles and techniques of posting basic business changes; 4) the structure and content of financial statements. On successful completion of the course, participants to: conceptually define accounting and bookkeeping, identify the accounting rules required for business enterprises, apply the accounting rules in determining financial results, prepare financial statements, and compare the specificity of different accounts within accounting policies.	Senior Accounts Personnel with accounting education and experience desiring to update their knowledge and application of accounting concepts, principles and conventions in real-world situations.	N450,000/ $1,000
165	**Fundamentals of Insurance Practice Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	The course presents the concepts and practices used by Insurance Professionals in areas such as sales, service, marketing, claims, and underwriting. Questions and study checklists are included at the end of each chapter, with four section reviews and ten quizzes interspersed throughout the lessons to reinforce the concepts covered and to help students measure their progress.	Those interested in being employed in the insurance industry or insurance departments of corporate organizations, government agencies, educational and research institutions, and nongovernmental organizations and	N450,000/ $1,000

				those preparing for the professional examinations of the Chartered Insurance Institute (CII).	
166	**Fundamentals of Local Content Implementation Training**	25-29 Jan 12-16 Apr 26-30 Jul 18-22 Oct	The Nigerian Local Content Law 2010 defines local content as "the quantum of composite value added to or created in Nigeria through utilization of Nigerian resources and services…resulting in the development of indigenous capability without compromising quality, health, safety and environmental standards". This course will provide delegates with the basic understanding of local content policy and showcase examples of practical opportunities and challenges for implementation.	Local Content Officers, Managers, Regulators, Analysts, Procurement and Contract Managers, Governmental Relations Executives, Officers of Federal and State Ministries of and Agencies, etc.	N750,000/ $2,000
167	**Gender Discrimination and Sexual Harassment Training**	8-12 Mar 7-11 Jun 27-30 Sep 6-10 Dec	The primary objective of this training is to provide basic information about what constitutes gender discrimination and sexual harassment in the workplace to employees at all levels. The training offers a discussion of the many consequences of discriminatory and harassing behavior and strategies to take to avoid engaging in such illegal behaviour. Offering presentations and instructional sessions like this to employees at all levels is one way organizations strive to achieve that goal and at the same time avoid legal and reputational consequences.	All levels of employees, supervisors and managers.	N450,000/ $1,000
168	**Global Logistics and Supply Chain Management Training**	15-19 Mar 14-18 Jun 13-17 Sep	This training course demonstrates the pandemic as an absolute catastrophe, which has distracted the overall supply chain activities, with significant shortcomings for businesses, consumers, and the overall global economy. Even in a regular time, it has been extremely challenging to ensure seamless supply chain operations, and senior management had to struggle to respond to critical uncertainties to protect their employees,	Senior Shipping, Logistics and Supply Chain Practitioners, Managers and Supervisors.	N750,000/ $2,000

			safeguard supply security, alleviate the financial collision, tackle reputational risks, and steer the market uncertainty. The catastrophic disaster COVID-19 has compelled practitioners to rethink different aspects of supply chain management such as disruption management, resilient supply chain operations, supply chain collaboration and so many other issues, which are now a priority. Otherwise, it will be unmanageable for organizations to sustain and handle post-COVID challenges and future disasters similar to this.		
169	**Grant and Donor Fund Management Training**	15-19 Feb 10-14 May 9-13 Aug 8-12 Nov	Not all donors have extensive regulations detailing how you must manage their funding. In the absence of specific donor requirements, organizations must determine how best to implement their projects in a responsible and transparent manner. This course covers best practices for managing core components of implementation, including procurement, financial management, personnel, sub-awards, reporting, and donor relationship management. These topics will be addressed across the five project stages of proposal, negotiation, start-up, implementation and closeout, to identify key decisions and action items at each phase. Each topic will be examined from the perspective of finance and accounting, program staff and operational staff using real-life scenarios. Potential sources for risk and inefficiency will be used to explore proactive solutions related to monitoring, documentation and process improvement.	Finance staff, Contracts and Grants staff, Procurement staff, Project Managers, Program staff, and Senior project leaders.	N550,000/ $1,500
170	**Healthcare Administration Course**	22-25 Mar 21-25 Jun 20-24 Sep	The healthcare industry is constantly changing. With changes in the political landscape, funding, policy and regulations, our leaders need to be equipped to lead and manage	CEOs, COOs, CFOs, Administrators and other senior managers of public and private health	N550,000/ $1,500

			within the complex landscape of healthcare. Employees who possess the knowledge and leadership skills acquired in Healthcare Administration are able to successfully navigate through these complex challenges. Among other things, you will learn: 1) How to use management and leadership frameworks, theories, and case studies to address complex issues in healthcare organizations. 2) Evidence-based methods for planning, organizing, leading, and advocating for patients, families and communities in the public health sector. 3) How to manage the economic environment in healthcare. 4) Financial Management techniques to prepare budgets, financial forecasts, assess investment alternatives, and leverage capital structures within healthcare organizations.	maintenance organizations (HMOs), hospitals, clinics, maternity homes, doctors' offices, etc.	
171	**Healthcare Customer Service Course**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	This customer service course for hospitals, medical centers, clinics, maternity homes and health maintenance organizations (HMOs) focuses on the “people skills” those working in healthcare must master in order to earn top patient satisfaction scores. The program addresses service challenges specific to healthcare environments. It is taught in a highly interactive format and is designed to keep those who rarely sit behind a desk engaged throughout the workshop.	All levels of staff of hospitals, medical centers, clinics, maternity homes and HMOs including Doctors, Nurses, Midwives, Pharmacists, Lab Scientists and Technicians, Receptionists etc.	N450,000/ $1,000
172	**Healthcare Data Analytics and Medical Records Management Course**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	Most health care institutions today must support a hybrid data environment, with medical records storage in both physical and electronic formats. All must comply with ever changing, and ever more stringent, regulations concerning privacy and security. At the same time, health records management equipment and processes should meet best-practice standards for cost-	This course is designed to meet the specific needs of those working in the healthcare industry such as Health Maintenance Organizations (HMOs), Hospitals, Clinics, HR Medical Records Units, etc.	N450,000/ $1,000

			effectiveness, space utilization, optimum retrieval, ensured security, and meaningful use of technology.		
173	**Health, Safety and Environment (HSE) Training**	8-12 Mar 7-11 Jun 27-30 Sep 6-10 Dec	Organizations are highly motivated to avoid the huge costs associated with occupational and environmental accidents and mishaps. HSE personnel need to constantly update their knowledge and skills to plan and implement strategies to control and manage potential problems, and motivate proactive behavior change. The course includes guides to NEBOSH, OSHA, OSHAcademy, IADC, HLO, HLA, RSO, and SIIRSM certifications.	HSE managers, supervisors and officers; Safety inspectors and other professionals who are responsible for identifying, evaluating, and communicating information about workplace and environmental conditions that may have adverse impacts on human health.	N450,000/ $1,000
174	**Health Systems Strengthening (HSS) Training: A Focus on Primary Health Care (PHC)**	8-12 Feb 3-7 May 2-6 Aug 1-5 Nov	A recent World Health Organization report projects that "over 1 billion people worldwide are at the risk of falling into poverty due to out-of-pocket health spending of 10% or more of their household budget. Scaling up primary health care (PHC) interventions across low and middle-income countries could save 60 million lives and increase average life expectancy by 3,7 years by 2030. The majority of essential interventions (90%) for universal health coverage can be delivered using a PHC approach. [And that] an estimated 75% of the projected health gains from the Sustainable Development Goals could be achieved through PHC." Achieving the targets for PHC therefore requires the strengthening of health systems at all levels – federal, state, local, community or household.	Executive Secretaries, Directors and Senior Executives of Federal, State and Local Government Primary Health Care Development Agencies.	N750,000/ $2,000
175	**Healthcare Utilization Management Course**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	When it comes to utilization management (UM) – the evaluation of the medical necessity, appropriateness, efficacy and efficiency of the use of healthcare services, procedures and facilities under the provisions of the applicable	Utility Management Nurses and Administrators in healthcare facilities such as Hospitals, Clinics and HMOs.	N450,000/ $1,000

			health benefits plan – medical facilities are faced with a growing number of questions and challenges. Utilization of hospital services usually accounts for up to 40% or more of the total expenses in a managed care plan. That amount can be even greater when utilization is excessive. With hospitals constantly seeking ways to save money while becoming more efficient, utilization management is particularly a necessary requirement.		
176	**Health Centre Management Course**	30 Mar-2 Apr-1 Apr 28 Jun-2 Jul 27-30 Sep	The Health Centre Management provides you with an overview of how health care institutions are organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems designed for their efficient and effective operation.	Directors, CEOs, COOs, Administrators, Managers and Supervisors of various functions in health centers/ hospitals, Marketing and Relationship Marketing Managers of health care organizations.	N450,000/ $1,000
177	**Health Insurance Underwriting and Claims Management Course**	1-5 Feb 26-30 Apr 26-30 Jul 22-26 Nov	Health insurance underwriters help determine if those who have applied for a health insurance plan qualify for it. They review specific information such as the patient's personal or family history with health issues and pre-existing conditions. They help to quantify the risk to the insurance provider such as HMO of taking on a particular patient, in addition to attempting to find ways to reduce future insurance claims from particular claimants. Whether you are new to underwriting or a seasoned, existing underwriter, this program is designed in a sequential format from the fundamentals an underwriter must master to the various diseases and disorders most commonly seen in health underwriting.	Health/Medical Underwriters in Health Insurance Companies, Life Insurance Companies and Health Maintenance Organizations (HMOs).	N450,000/ $1,000

178	**High-Impact Training for Frontline People**	25-29 Jan 19-23 Apr 28 Jun-2 Jul 18-22 Oct	To help you make the most of the all-important role of your frontline people. At the end of the training, the participant should be able to: (1) Handle difficult people with skill and professionalism. (2) Manage mails effectively. (3) Apply proven telephone techniques to save time and satisfy callers. (4) Become conversant with digital (online) marketing. (5) Practice successful telemarketing. (6) Apply the secrets of assertive (not aggressive) language. (7) Improve communication skills. (8) Improve negotiation skills. (9) Enhance customer service. (10) Dress and groom corporately. (11) Build a positive image for your company.	Front Desk Officers, Call Centre Executives, Booking and Reservation Officers, Frontline Sales and Customer Support/ Interface Officers.	N450,000/ $1,000
179	**Hospitality and Tourism Management Course**	15-19 Mar 14-18 Jun 20-24 Sep 13-17 Dec	The course has been designed to meet the demands of employers for the strategic, technological, managerial, and leadership skills required in this exciting and dynamic industry - Hospitality and Tourism.	Hospitality managers who work in restaurants, hotels, guest houses, holiday reports, catering companies, events planning companies, and in public sector organizations such as public parks, hospitals, universities.	N450,000/ $1,000
180	**Hotel Customer Service Course**	25-29 Jan 19-23 Apr 28 Jun-2 Jul 25-29 Oct	Today, more than ever, hotel and hospitality customers in general demand higher and higher levels of service. This tailor-made training course aims to help your team learn best practice techniques to exceed customers ' expectations including: (1) Delivering excellent service to your customers (2) Handling customer complaints and difficult behavior (3) Discovering the art of building rapport with guests (4) How to professionally communicate with your clients (5) Delivering a more powerful customer experience.	Hospitality Team	N450,000/ $1,000

181	**HR Metrics and Analytics Training**	22-25 Mar 21-25 Jun 20-24 Sep	The widespread use of human resource information systems and enterprise resource planning software, alongside the increasing ubiquity of employee attitudes surveys, means that there are ever increasing volumes of human capital related data being generated by organizations. However, for years HR has collected data but failed to use it to promote strategic participation and inform senior management actions. Decision making based on evidence and analysis is essential to any organization in today's competitive market place. In this program, a strong case will be made that HR needs to not only develop but interpret, use and evaluate much better metrics and analytics if it is ever to become a true strategic partner in most organizations.	HR Professionals in organizations who would like to develop the role of HR within the organization; HR Professionals tasked with providing HR data to support strategy development and delivery; Senior Managers who want to understand how they can deliver strategic and organizational change in their organization - and use HR to achieve it; and IT professionals with an interest in HR data to achieve organizational objectives.	N450,000/ $1,000
182	**HR Trends and Prospects Course**	15-19 Mar 14-18 Jun 20-24 Sep 13-17 Dec	In this exciting conference we present the current results of the Chartered Institute of Personnel and Development (CIPD) survey of HR practitioners. This annual program provides a forum for experienced HR practitioners and consultants to update delegates' HR skills by: (1) Analyzing the relevance of the results with a view to reviewing their organizations' HR policies and practices in line with global HR trends; and (2) Benchmarking local and international HR best practices and applying the lessons learned to their own or clients' organizations.	Professional Human Resource Managers, Directors or Consultants, Employee Benefits Administrators, Training/ Learning Managers and other corporate executives.	N450,000/ $1,000
183	**Human Relations and Interpersonal Skills Training**	22-25 Mar 21-25 Jun 20-24 Sep	This course is designed to assist individuals in recognizing their own communication styles and how these differ from those of others in the workplace. Additionally, participants learn how to improve their interpersonal skills and maintain relationships over time. Through interactive activities, self-assessments and	Individuals and personnel who want to understand their communication style and use that to improve their human relations and interpersonal skills: whether at interpersonal,	N450,000/ $1,000

			discussions, participants gain an awareness of their communication styles and learn strategies to resolve conflicts and communicate effectively with those whose styles are unlike their own.	group, intra-group, or organizational level.	
184	**Human Resource Business Partner (HRBP) Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	This HR Business Partner training is a 5-day comprehensive course on human resource issues facing today's business owners, managers and human resource support staff. Facilitators will demonstrate that HR staff needs to be armed with the expertise to deal with the many employee relationship issues faced in today's dynamic workforce - from recruitment planning to exit interviews. Emphasis is placed on making HR decisions that are both effective and legal. After completing the training, participants should be able to demonstrate a practical grasp of: (1) The changing role of the human resource professional as a business partner; (2) How human resource planning and the organization's strategic plan work together; among many other issues.	HR Business Partners, Advisors, Business Owners, Senior Managers, HR Generalists and Support Staff desirous of making HR decisions that are both effective and legal.	N550,000/ $1,500
185	**Human Resources for Health (HRH) Training**	25-29 Jan 19-23 Apr 26-30 Jul 25-29 Oct	This program is designed to complement the efforts of governments at all levels and the private sector to optimize the available workforce in the provision of quality essential services towards realization of universal health coverage (UHC). The purpose of the training is to improve the performance of the health workforce by providing knowledge and skills that health care managers need for human resource planning and management. According to the World Health Organization (WHO), a strengthened health policy environment is critical to the delivery of quality health care to the population as it creates an enabling environment for the health workforce; and that health	HRH Desk Managers in Governments at all levels and Public and Private Health Institutions, Agencies and Organizations.	N450,000/ $1,000

			services, particularly at the primary health care level, are critical to Maternal, Newborn and Child Health (MNCH), and can be only as effective as the persons responsible for delivering them.		
186	**Human Resources Training – HR from Entry to Exit**	30 Mar-2 Apr 28Jun-2 Jul 27-30 Sep	This HR training course is an exploration of human resource issues facing today's business owners, managers and human resource staff. Facilitators will demonstrate that HR staff needs to be armed with the expertise to deal with the many employee relationship issues faced in today's dynamic workforce. Emphasis is placed on making HR decisions that are both effective and legal. The program covers HR inventory, sourcing, competency-based interviewing, recruitment, onboarding, talent management, labor relations, termination and exit interviews,	HR managers, HR generalists and human resource staff.	N550,000/ $1,500
187	**IATA Cargo Handling Best Practices Training**	30 Mar-2 Apr 21-25 Jun 20-24 Sep	The IATA course teaches shippers how to properly offer dangerous goods for shipment by air according to the International Air Transport Association (IATA) Regulations. All shippers of dangerous goods, using most of the major domestic and international cargo and passenger airlines, must follow IATA Dangerous Goods regulations. IATA dangerous goods training is considered supplemental to, and a function-specific element of, DOT hazardous materials training, and is required every 3 years. This training may serve as a refresher or initial training.	Travel Management, Shipping and Transportation Logistics Managers, Supervisors and Assistants.	N450,000/ $1,000
188	**Impact Evaluation Practice Training**	1-5 Feb 26-30 Apr 26-30 Jul 29 Nov-3 Dec	The nature of development work – regionally, nationally or internationally – requires accountable, efficient programs that can measure the impacts of their interventions. This training course offers current and aspiring development practitioners the opportunity to take multiple perspectives, paradigms and disciplines into account when developing, implementing,	M&E Officers, Managers and Project Coordinators in a range of areas including health, youth work, food and agriculture, refugee work, environmental and natural resource management,	N450,000/ $1,000

			monitoring and evaluating major projects, development programs and intervention strategies.	education and gender.	
189	**Industrial Laboratory Quality Management Training**	25-29 Jan 26-30 Apr 26-30 Jul 1-5 Nov	Laboratory quality is all about the accuracy, reliability and timeliness of reported test results in an industrial setting which requires a robust Laboratory Quality Management System (LQMS). LQMS refers to a set of policies, procedures, and practices implemented in a laboratory to ensure consistent quality and accuracy in its operations. Various standards and regulations outline specific requirements for implementing a QMS in a laboratory environment, such as ISO 17025:2017, and FDA 42 CFR Part 493. These standards provide guidelines and criteria for laboratory processes, including testing, calibration, documentation, personnel competency, and overall quality control. This LQMS training will discuss the applicable standards and legislation to the participant's industry.	Laboratory Quality Assurance Managers, Scientists, Technicians, Quality Control Analysts and Lab Managers.	N550,000/ $1,500
190	**Innovation, Incubation and Entrepreneurship Workshop**	15-19 Feb 10-14 May 9-13 Aug 8-12 Nov	The *Innovation, Incubation and Entrepreneurship Workshop* is a pedestal to help knowledge driven enterprises to establish and prosper under organized scientific guidance. It also facilitates swift commercialization of a product based on sophisticated technology. It aims to motivate, build and promote out of box thinking, development of innovative ideas. Thus, the program is designed to build an environment that will facilitate the creation of social enterprise knowledge through research and empower delegates to apply their entrepreneurship abilities to develop solutions for greater social impact.	The program is well-suited to young innovators & entrepreneurs interested in the development of socially-beneficial products and ideas.	N450,000/ $1,000

191	**Internal Audit and Control Best Practices Training**	22-26 Feb 31 may-4 Jun 23-27 Aug 1-5 Nov	Internal Audit & Control has become a vital component for any organization. It is an independent objective assurance and consulting activity designed to add value and improve an organization's operations. *'Internal Audit & Control Best Practices'* is a highly interactive training course designed to help participants acquire the knowledge and understand the Internal Controls environment and the roles of the respective stakeholders in monitoring, evaluating and implementation of internal controls best practices. By applying this knowledge, participants will develop the skill to perform an Internal Controls risk assessment to support the organization's strategic objectives, improve its sustainability and leverage its ability to face future challenges.	Internal Audit and Internal Control Officers in both the corporate sector and the public sector.	N550,000/ $1,500
192	**International and Strategic HR Management Training**	25-29 Jan 26-30 Apr 26-30 Jul 1-5 Nov	This Human Resource Management course will teach you about internationalization of companies, managing diverse workforces, and international labor laws. Striking a balance between effectively caring for employees and achieving company goals can often be difficult, especially for international organizations, but Human Resource Management techniques can assist you in fostering a productive and happy workforce.	HR Directors, Senior HR Managers, Professionals and Advisors of multinational corporations (MNCs) and international organizations.	N750,000/ $2,000

193	**International Transportation Training**	22-25 Mar 21-25 Jun 20-24 Sep	International transportation describes the method of delivering goods from one country of origin to a different country by air, land or sea as a destination point. This training course will present the opportunity for participants to learn the foundations of freight forwarding in the context of international trade; how to manage risks by selecting the appropriate ***incoterm*** for a shipment; how to calculate freight charges and load shipments; and how to move goods by land, air and ocean modes of transport. You will also learn about calculating freight charges, equipment and documentation.	Transport and Logistics Managers, Supervisors, Officers and Executives in Public and Private Sector Organizations.	N550,000/ $1,500
194	**Internet of Things for Business Professionals (IoTBIZ) Training**	11-15 Jan 5-9 Apr 26-30 Jul 4-8 Oct	IoTBIZ offers business leaders a streamlined course and associated credential to open collaboration and drive informed business decisions for their IoT strategy. IoTBIZ candidates will learn IoT terminology to understand the components of IoT infrastructure, uncover challenges for consideration, and discover the impact that IoT has on their organization. Leads to CertNexus IoTBIZ exam and credential.	Business leads in Project Management, Marketing, and Sales who are seeking to grow their organization through IoT technology.	N450,000/ $1,000
195	**Inventory, Store and Warehouse Logistics Management Workshop**	25-29 Jan 3-7 May 5-9 Jul 22-26 Nov	To gain an edge in today's competitive environment, your warehouse and inventory management system must be lean, mean and super-efficient. This comprehensive course will put participants at the forefront by examining those issues that are unique to the warehouse or store environment. They will learn fast, easy and cost-effective techniques being used by top warehouse/store managers around the world to get the most of warehouse space, sharpen forecasts, find optimal stock levels and achieve inventory accuracy.	Inventory, store/ warehouse and logistics managers, supervisors and officers desirous of making the continual changes required to keep their inventory running smoothly, eliminating outdated practices and squeezing the highest level of productivity out of employees and vendors.	N550,000/ $1,500

196	**Investment Analysis and Portfolio Management Training**	22-26 Feb 26-30 Jul 15-19 Nov	The course is an exploration of the three major investment vehicles: bonds, equity, and derivatives. The major objective of this course is to provide an exploration of the investment analysis and portfolio management discipline by equipping the participants with tools and techniques which they can use in analysis of investments and management of portfolios. At the end of the course the participants will be able to analyze investments and manage portfolios and make appropriate decisions in the area of investment analysis and portfolio management.	Investment analysts, portfolio managers, investment managers, investment officers, accountants and other executives responsible for strategic investment decisions and day-to-day investment activities.	N550,000/ $1,500
197	**Key Account Management Course**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The program focuses on developing a strategy to manage and develop a key account. The course takes delegates from the start of the relationship through to managing existing accounts and identifies ways that the relationship can be developed with a view to increasing sales. Techniques for increasing the penetration throughout the depth and breadth of the account are covered. In addition, the key issues of proposals, handling meetings, negotiation, building buyer needs and understanding emotional influencers which motivate people to buy for different reasons are examined and discussed.	Key Account Managers, Marketers, Supply Chain and Distribution Managers, Business Development, Sales and Customer Service Officers.	N450,000/ $1,000
198	**Know Your Customer (KYC) and Anti-Money Laundering (AML) Compliance Training**	1-5 Mar 28 Jun-2 Jul 27-30 Sep	By the end of the course delegates will: 1) Appreciate and understand the latest crime prevention regulation (national and international); 2) Understand the elements necessary to create the right corporate culture; 3) Recognize key elements of 'Know Your Client' (KYC) documentation; 4) Respond quickly to criminal behavior by introducing alert systems which	Compliance Officers, Financial Officers, Risk Officers, Internal Auditors, Operational Risk Managers, and Staff with roles & responsibilities in anti-money laundering (AML)	N450,000/ $1,000

			react appropriately and quickly to any potential criminal situations; 5) Recognize how to investigate more quickly and escalate suspicious activity, reducing the damage to the firm; 6) Protect the firm's reputation by avoiding the media spotlight created by high-profile incidents of firms being victims of financial crimes; and 7) Develop a solid overview of their firm's vulnerabilities and the controls and procedures needed to address them in an increasingly complex global industry.	and anti-terrorist financing activities.	
199	**Leadership Communication and Influence Management Workshop**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The workshop is an executive leadership development program designed to foster strategic thinking and logical analysis focused on creating solutions to leadership challenges. Participants in this program will gain knowledge of emerging technologies, conflict/crisis management, persuasion, intercultural communication effectiveness, leadership and influence management.	Company Secretaries, Chief Executive Officers, Executive Directors, General Managers, Heads of Departments or Divisions.	N550,000/ $1,500
200	**Leadership in Action: Positively Influencing and Inspiring Team Members Training**	30 Mar-2 Apr 24-28 May 6-10 Sep 6- 10 Dec	Being able to lead others – to positively inspire and motivate them to commit their energies and expertise to achieving the shared mission and goals of the team in particular and the organization generally – is a necessary and vital part of every manager supervising others' job. Delegates will understand the basic fundamentals of leadership influence and motivation in team building. Through group works and practical exercises, participants will benefit by learning tips and techniques that will increase their competence and confidence when managing, influencing and leading teams and individuals.	Designed to improve your leadership and influence skills.	N550,000/ $1,500
201	**Leadership Skills Training for Technical Supervisors**	30 Mar-2 Apr 24-28 May 6-10 Sep 6-10 Dec	This workshop is designed to: (1) Teach skills needed to lead projects, drive innovation, and influence others in a technical or engineering roles. (2) Differentiate between leadership,	Technical supervisors who want to improve their ability to effectively lead projects and teams	N450,000/ $1,000

			'leaderfulness' and management, and emphasize the most important supervisory leadership traits that apply to technical responsibilities. (3) Engage participants in exercises that assess their individual leadership abilities and provide guidance for further skills development.	as well as improve their organization's innovative ability; Mid-level and senior supervisors with team leadership responsibilities – unit and departmental heads; front-line supervisors and non-managerial officers who supervise the work of other staff.	
202	**Leadership Skills Workshop for Engineers and Project Managers**	11-15 Jan 26-30 Apr 2-6 Aug 1-5 Nov	This workshop is designed to: (1) Teach skills needed to lead projects, drive innovation, and influence others in an engineering role; (2) Differentiate between leadership, *'leaderfulness'* and management, and emphasize the most important leadership traits that apply to engineering responsibilities; and (3) Engage participants in exercises that assess their individual leadership abilities and provide guidance for further skills development.	Chief Engineers, Plant Managers, Software Developers, Project Leaders, Project Managers and Technical Managers who want to improve their ability to effectively lead projects and teams as well as improve their organization's innovative ability.	N450,000/ $1,000
203	**Leadership Skills Training for Supervisors – Communication, Coaching and Conflict Management**	15-19 Feb 10-14 May 23-27 Aug 8-12 Nov	This course provides Supervisors with both useful ideas and practical tools to improve their overall management effectiveness. Mid-level and senior operations supervisors and team leaders are the driving force for improving performance, productivity, quality, and innovation in today's organizations. Whatever pressures and opportunities face them, this program will provide them with useful new skills and insights.	Supervisors and line managers who desire to learn or improve their shop floor leadership skills.	N450,000/ $1,000
204	**Lean Process Management Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The program is based on leading research and presented in a format that is straightforward and easily understood. Participants will learn the foundation necessary to begin using Lean process improvement tools in their workplaces.	Process Analysts, Operations Managers, Quality Managers, Engineers and other executives interested in Lean process analysis as	N450,000/ $1,000

				a 'best business practice' in their organization.	
205	**Learning and Development (L&D) Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	This course presents an overview of best practices for creating effective training in your organization. You will learn different methods of identifying training needs and delivering training. You will also learn how to evaluate the effectiveness of training programs.	Human Resource, Training, Learning and Development Personnel.	N450,000/ $1,000
206	**Local Content Policy, Implementation and Compliance Training**	25-29 Jan 26-30 Apr 2-6 Aug 1-5 Nov	The Nigerian Oil and Gas Development Law defines local content as "the quantum of composite value added to or created in Nigeria through utilization of Nigerian resources and services in the petroleum industry resulting in the development of indigenous capability without compromising quality, health, safety and environmental standards". This course will comprehensively discuss the issues of local content policy, legislation, implementation and compliance in the oil and gas industry anywhere in the world.	Country, Local Content, HRD, Business Development Managers; IOCs & Oil Services Companies; Regulators; Analysts, Contract, Procurement & Supply Chain Managers; Governmental Relations Executives; Officials of State Petroleum Companies, Federal and State MDAs.	N550,000/ $1,500
207	**Logistics and Supply Chain Management Training**	15-19 Mar 14-18 Jun 27-30 Sep 13-17 Dec	The Supply Chain is the backbone of any organization. A well-managed Supply Chain is critical for a business to be successful. This course introduces the key concepts and core requirements to enable a business to organize and run an efficient Logistics and Supply Chain - from the supply end of goods and services to the distribution end. Successful logistics and supply chain management requires cross-functional integration. The challenge, which is addressed in this course, is to determine how to successfully accomplish this integration.	All levels of personnel who need the tools to map a process that will best suit their business, the disciplines required to enable the process, and advice on key performance indicators (KPIs).	N550,000/ $1,500
208	**Managing and Optimizing the**	8-12 Mar 21-25 Jun 20-24 Sep	Managing and staffing an Internal Audit Function is a vast and complex undertaking that remains	Chief Audit Executives/Chief Internal Auditors,	N550,000/ $1,500

	Internal Audit Function Training		relatively unexplored by rigorous research. Although many course programs with the title may exist, the uniqueness of this 5-day program is its research-based approach, discussing staffing and managing the internal audit function as a component of organizational governance. The course is designed as a focus group discussion with the framework adapted from a widely accepted, fundamental model of management – planning, organizing, staffing, leading, and controlling.	Chief Risk Officers, Chief Compliance Officers, Internal Audit Managers, Internal Control Managers, and Management Executives responsible for establishing and/or managing an internal audit function.	
209	**Managing Immigration Challenges, Expatriates and International Assignees**	30 Mar-2 Apr 24-28 May 6-10 Sep 6-10 Dec	Expatriate employment is fraught with so many immigration challenges. These challenges are multi-dimensional and often range from adapting to a new environment and culture to tax related issues, Expatriate quota, immigration and so much more. Managing immigration laws and tracking expatriates and employees on international assignment is more crucial than ever to ensure compliance with both local immigration and employment rules. This training will cover best practice approaches that can help you to overcome any immigration obstacles in employing, deploying and maintaining workers from a foreign country.	Corporate Communications Managers, Public Relations, Legal and Local Content Officers; Human Resources, Admin, Project & Logistics Managers; Accountants and other Executives responsible for Immigration and Expatriate matters.	N550,000/ $1,500
210	**Managing the Office of the Future**	1-5 Mar 24-28 May 23-27Aug 29 Nov-3 Dec	This program will focus on adopting a strategic mindset to perform at your peak. Administrative excellence requires boosting your image, communication skills, professional development and job satisfaction. In this valuable conference, participants learn new, practical skills that will enable them to manage their job and their career with new professionalism, new authority and new success.	Administrative, Logistics and Protocol Managers, Officers or Assistants in Government Ministries, Departments, Agencies (MDAs), Higher Institutions, Non-Governmental Organizations (INGOs), and other Public and Private Sector Organizations.	N450,000/ $1,000

211	**Managing Your Boss ("Managing Up") Training**	1-5 Feb 26-30 Apr 23-27 Aug 22-26 Nov	Provides practical skills participants need to stimulate better performance, improve their working life, job satisfaction and workload, which only the boss can guarantee. The course covers a whole lot of personal development and administrative skills including emotional intelligence, personal time and project management, and interpersonal skills.	Personal Assistants, Secretaries and others working with busy executives in forward-looking organizations.	N450,000/ $1,000
212	**Maritime Logistics and Supply Chain Risk Management Training**	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	In the marine industry most perceptions, methodologies and frameworks of dealing with hazards, risks, safety and security issues are for their assessment rather than their management. This trend reveals the fact that in different marine industry sectors such as logistics and shipping there is a lack of coherent risk management framework or methodology from which to understand the risk-based decisions especially for the purpose of design, construction, operation, management and even decommissioning of the marine related applications.	Any safety officer who wants a more effective, realistic approach to safety program management and to develop an effective safety management system; Managers and supervisors who have responsibility for controlling risk in the aviation sector.	N750,000/ $2,000
213	**Mastering Internal Control and Fraud Prevention Course**	22-26 Mar 21-25 Jun 20-24 Sep	Control is everyone's business. But how does your organization manage fraud risk associated with internal control? A company's internal control structure consists of management's policies and procedures which are designed to provide reasonable, but not absolute, assurance that specific entity objectives will be achieved. This workshop will provide greater insights on understanding fraud schemes, errors and abuses, and the design of internal controls as well as the key challenges in fraud management. Upon completion of this workshop, participants will be able to: (1) Understand the importance and the role of internal controls in fraud prevention and detection; (2) Appreciate and propose activities to manage various types of corruption; and (3) Understand key challenges in fraud	Everyone in the organization interested in internal control, fraud detection and prevention.	N450,000/ $1,000

			management and resources to contract these challenges.		
214	**Measuring and Managing Operational Risk in Financial Services Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	This extensive and very practical 5-day workshop is designed to build an understanding of the importance of operational risk management particularly within the Banking and Finance industry. Specifically, participants will be equipped to: (1) Identify the sources of operational risk and how these arise within the context of financial institutions' main business activities; (2) Understand the governance structures, systems, procedures and cultural aspects necessary for an organization to successfully manage operational risk; (3) Build a knowledge of the main techniques for the measurement and quantification of operational risk and their relative merits and drawbacks; (4) Appreciate the approaches available to a bank under Basel requirements for the calculation of regulatory capital for operational risk and the supervisory requirements for each approach.	Risk Managers/ Analysts, Operations Managers, Treasury Managers, Internal Control/Compliance Officers, Auditors, Accountants and Regulators.	N450,000/ $1,000
215	**Modern Internal Auditing Practice Training**	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Provides an opportunity for all levels of internal auditors to: (1) Plan, manage and implement an audit from beginning to end; (2) Identify, prioritize and measure risks and their role in auditing; (3) Understand how to identify, document and evaluate internal controls; (4) Use the preliminary survey to determine how and what to audit; (5) Discover the best techniques for gathering audit evidence and preparing working papers; (6) Enhance interpersonal and team-building skills throughout the audit; (7) Understand the importance of the audit communication process; (8) Develop effective channels of communication with the Chief Audit Executive and executive management; (9) Learn techniques for managing teams, assigning and delegating tasks,	Internal Auditors, Internal Controllers, Internal Check Managers and Business Risk and Assurance Officers.	N750,000/ $2,000

			and documenting & presenting audit results.		
216	**Monitoring and Evaluation (M&E) Course**	1-5 Feb 3-7 May 2-6 Aug 22-26 Nov	This monitoring and evaluation course considers important concepts and activities from inception through to outcome evaluation and additionally includes valuable project management and leadership techniques. The course includes a series of activities and assignments as part of the learning. Reference is made to case studies which are also considered during the course.	Individuals who are new to the field of monitoring and evaluation or those who wish to formalize their existing understanding which has been developed through work based experience.	N450,000/ $1,000
217	**Monitoring, Evaluation and Learning (MEL) for Communication Officers**	30 Mar-2 Apr 24-28 May 6-10 Sep 6-10 Dec	This training provides the opportunity for participants to think about communications monitoring, evaluation and learning (MEL), presenting sample questions, indicators and tools to do it. Communication MEL is, in many ways, straightforward. Yet organizations across the sector still grapple with how to embed it in their work. MEL is important to ensure that your communications are strategic, helping you to understand and learn from what works, what doesn't, when and for whom. It is also an important tool for accountability, helping you to demonstrate uptake, and that your work is of high quality and useful.	Communication Officers, Project Team, Technical Advisors and Monitoring and Evaluation (M&E) Staff of Program Implementing Partners.	N550,000/ $1,500
218	**Negotiation, Mediation and Conflict Management Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	Recent research reveals that 62% of salespeople make wonderful presentations but fail to close the deal. Why? Because they fail to ask for commitment at the right time. When is this? Besides sales and contracting, human resources and workplace leadership also require a great deal of day-to-day negotiating skills. In this workshop, participants will learn about the essential elements of negotiation including preparation, delivery, and techniques to develop their communication skills, with the goal of creating sustainable agreements with	B2B sales professionals, human resource, admin and program managers, and others involved in strategic relationships and ongoing business arrangements where closing deals is often complex and complicated.	N450,000/ $1,000

			clients, partners, communities and others.		
219	**Office Practice and Administrative Duties Course**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	In this valuable conference, participants will learn new, practical skills that will enable them to manage their job and their career with new professionalism, new authority and new success. To help them design their day to meet their unique needs, we've packed a lot of information into just one week...so they'll feel free to move in and out of these two tracks and 11 dynamic sessions. It's their course – don't allow them miss a thing!	Office Managers, Administrative Officers and Assistants.	N450,000/ $1,000
220	**Operational Risk Management (ORM) in the Aviation Sector Training**	30 Mar-2 Apr 24-28 May 6-10 Sep 6-10 Dec	The aviation industry is both complex and unique. The demands on employees are great and, in many cases, the requirements are not accurately communicated to upper management. The Operational Risk Management (ORM) approach will give your safety program the tools and methods necessary to meet the requirements of a Safety Management System (SMS) for identifying and controlling risk. This program introduces Risk Management as a systems-based approach that focuses on the identification of hazards involved in each aspect of the operation, whether it involves aircraft flight operations, cockpit procedures, aircraft maintenance, turn-around, ticketing, scheduling, or baggage handling. Operational Risk Management formalizes this approach by implementing a logic-driven process to analyze the degree of risk associated with identified hazards, recommending Risk-based solutions, and monitoring the effectiveness of these solutions.	Any safety officer who wants a more effective, realistic approach to safety program management and to develop an effective safety management system; Managers and supervisors who have responsibility for controlling risk in the aviation sector.	N550,000/ $1,500
221	**Operational Risk Management in the Energy Sector Training**	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	One of the most significant risks facing businesses in general and energy companies in particular is operational risk. This is so because operational risk affects	Enterprise Risk Managers in the Energy and related sectors.	N550,000/ $1,500

			productive assets that are susceptible to failure and thus to generating economic loss and personal injury or environmental damage, with a potentially significant impact on reputation. It is precisely because of the potentially fatal consequences it has in terms of economic loss, environmental impact and loss of human life that operational risk has been traditionally managed through prevention and contingency plans. This extensive and very practical workshop is designed to build an understanding of the importance of operational risk management particularly within the Energy Industry.		
222	**Operational Risk Management in the Oil & Gas Sector Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	Operational risk in the oil industry may lead to environmental disasters and to heavy loss of human lives. This program discusses models to analyze and to assess the operational risk at the drilling, primary transport and refining stage of the oil supply chain. For the drilling stage, three sub-methods, one for each period of the plant life cycle (design, construction and production) are considered. For the primary transport stage, two different risk management processes are presented: one for allowing the risks resulting from processes, procedures and physical components (other than oil-pipelines) to be identified, assessed and controlled, and the other for allowing risks arising from the pipeline breakdowns to be faced. Finally, for the refining stage, a preliminary phase is recommended to prioritize each equipment of the refinery, and several techniques and tools are suggested.	Risk Managers and Analysts in the Oil and Gas supply chain covering upstream, midstream and downstream operations.	N550,000/ $1,500
223	**Organizing and Managing Accounts Payable Function Course**	18-22 Jan 26-30 Apr 19-23 Jul 18-22 Oct	This seminar has condensed tons of information to get to the essentials -- the very latest proven accounts payable (AP) techniques, accepted best	AP professionals desiring skill-building instructions on “how-to’s” for organizing,	N450,000/ $1,000

			practices guaranteed to improve your accuracy and SAVE MONEY, and techniques, tips and shortcuts that will help you get more done in less time.	streamlining and managing enormous workload, crucial questions to ask about every invoice, secrets to setting up files that will hold up under scrutiny of an audit, a fail-safe system that eliminates duplicate payments and tips for getting approvals and authorizations – without getting headaches!	
224	**Payroll Management, Compensation and Benefits Administration Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	This course is designed for the accountant who is setting up a payroll system, wants to improve the efficiency of an existing system, or who needs answers to the inevitable variety of compensation, benefits, tax, deductions, and record-keeping issues associated with payroll. At the completion of the course, participants will be able to handle the headaches and hassles of payroll management, compensation and benefits administration by ensuring a consistent, streamlined payroll process, so their organizations can focus on running a profitable business.	Payroll Accountants, HR Personnel and Employee Benefits Administrators.	N550,000/ $1,500
225	**People Management and Business Savvy Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	This training course is designed to enable participants strengthen their conflict-management skills and learn how to become more effective in influencing others, by practicing techniques to engage in productive debates and to develop more flexible leadership styles. Moreover, research has shown that more than 90% of executives in business don't really know or understand the organization's key business metrics– key performance indicators that are important for success. The course will guide participants to the understanding	Business owners and Staff of business/commercial organizations with first level supervisory responsibilities desiring to make people management and business savvy a core competency.	N450,000/ $1,000

			of a business' mission, strategy, financials, competitiveness… and in using that knowledge to make smart and informed business decisions.		
226	**Performance Improvement Course**	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	Organizations that run at peak performance understand that improving employee performance must be an active, continuous, and structured process of valuable feedback and constructive assessment. In this course, participants learn how to successfully design and use an integrated performance improvement model to effectively set specific goals or targets that are tied to the organization's productivity and are a basis of ongoing feedback and periodic job evaluations.	Individuals at all levels desiring to improve their performance and productivity at work.	N450,000/ $1,000
227	**Personal Development and Productivity Course**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	At the end of the intensive motivational course, participants should be able to apply learned skills to their Personal Development; Personal Productivity; New Choices for Growth and Change; Understanding of Behavioral Styles; Use of Powerful Communication Tools; Effective Listening Skills; Personal Time Management. The objective is to help you in Managing Yourself for Success.	All levels of operative staff including administrative and technical officers and mid-level management executives.	N450,000/ $1,000
228	**Personal Effectiveness and Team Work Training**	25-29 Jan 17-21 May 26-30 Jul 15-19 Nov	This course is designed to: (1) Help you identify specific areas where you may need to improve your skills; (2) Create a forum for you to share thoughts with your peers on how to excel in this relentlessly innovating economy where challenges are great and opportunities abundant.	All levels of operative staff including clerical and non-clerical, marketing and mid-level officers.	N450,000/ $1,000
229	**Pre-Retirement Planning Workshop**	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Experts recommend that employees attend a pre-retirement training program at least three years prior to retirement. By doing so, those attending have time to prepare for the rainy day that must come someday soon rather than do everything at the last minute. We therefore urge employers to avail	Whether they are considering retiring to be business owners, professionals, brokers, agents or consultants, this pre-retirement training course has various topics that	N450,000/ $1,000

			their staff who are nearing retirement this opportunity to plan ahead. Allowing their intending retirees can be of maximum benefit. This is because retirement will affect those that they interact with.	will not only interest everyone but have practical value for the rainy day.	
230	**Principles of Commercial Contracting**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	In this program participants will learn: Legal issues in relation to commercial contract; Documents comprising an Agreement; Legal issues in commercial agreements; Types of commercial agreements; Specifications and Key Performance Indicators (KPIs); Content for specifications for procurement and KPI in contracts; Key clauses that are included in commercial contracts; Contract terms for contract with third parties; Contract terms incorporated into contracts and types of pricing arrangement in contract.	Contract Managers, Works Managers, Legal Officers and Procurement Executives	N450,000/ $1,000
231	**Private Sector Engagement (PSE) Training**	15-19 Mar 14-18 Jun 13-17 Sep	Changes in the global development context have increased the alignment of interests between the private sector and development actors. On their own, donor agencies are unable to fulfill their goals for sustainable development. There is growing recognition within the private sector of the need for, and benefits of, investing in the developing world. At the same time, governments are expanding efforts to diversify their economies and connect with capital for investment. In addition, the increasing scale, length, and frequency of disasters and conflicts around the world means that humanitarian actors alone can no longer address the complex needs of crisis affecting people. The confluence of these trends provides a watershed opportunity for development agencies such as USAID, their partner governments, and civil society to increase collaboration with the private sector to support countries on their Journey to Self-		N750,000/ $2,000

			Reliance. To capitalize fully on this opportunity and reach their goal - ending the need for assistance - it is imperative that they increase and deepen collaboration with the private sector.		
232	**Procurement and Supply Chain Management Course**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	This program helps you master the procurement and supply functions of integrated supply chain management. Critical insight is gained by using real-world case studies, time-tested strategies and the knowledge of leading professional doctoral level faculty with international exposure to teach you how to manage the flow of products and services from sourcing and acquisition through delivery to the customer. Using an analytical hierarchy process, you'll discover ways to effectively evaluate and select suppliers. You'll also discover how and when to build trust between participants across the supply chain.	This program benefits professionals working in all areas of supply chain management, including those in the procurement and sourcing area. The Procurement and Supply Chain Management training is open to anyone interested in gaining or improving their integrated supply chain management and strategic sourcing skills.	N750,000/ $2,000
233	**Procurement Planning, Management and Due Diligence Workshop**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	The strengthening of procurement and supply management processes especially in the public sector is considered a key component of an integrated strategy to ensure operational systems that meet international standards in quality, safety and efficacy. Four strategic lines of action are emphasized in this workshop: (1) promotion of coherent policy to ensure a greater level of competition in markets; (2) implementation of cost containment strategies focusing on issues relating to pricing and intellectual property regulation; (3) strengthening of supply systems to ensure continuous availability and affordability of essential goods and services; and (4) consolidation of mechanisms for joint price negotiations and pooled procurement.	Procurement, Purchasing & Supply Directors, Managers, Buyers and other Officers with procurement planning and management responsibilities in public and private sectors.	N450,000/ $1,000

234	**Professional Advancement Course for Personal Assistants**	22-26 Mar 21-25 Jun 20-24 Sep	The course provides an ample opportunity for delegates to develop or sharpen essential leadership, management, administrative, secretarial and communication skills that will enable them to meet the challenges of their many, but usually not clearly described, job functions satisfactorily – irrespective of previous education, training and experience.	Personal Assistants (PAs) and Confidential Secretaries to Chairmen, CEOs, EDs, GMs and other top corporate executives, educational institutions and government agencies such as Permanent Secretaries or Directors-General.	N450,000/ $1,000
235	**Professional Audit Report Writing and Presentation Training**	22-26 Mar 21-25 Jun 20-24 Sep	The course will enhance skills to present your results clearly, concretely, convincingly, and concisely. It will show you how to avoid costly edits and rewrites. You will learn to compose efficiently, review your own writing thoroughly, and produce polished, professional reports. You will also understand how to determine what your readers expect of your documents and how to display the value of your audit work through your written communication.	All Auditors who need to use Audit Reports to show management or clients how they can help decipher the meaning of numbers, recommend appropriate accounting methods, analyze risks, controls or operating systems, detect and deter fraud, or conclude on the correctness of information	N550,000/ $1,500
236	**Professional Health, Safety and Environment (HSE) Certification Training**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	Organizations are highly motivated to avoid the huge costs associated with occupational and environmental accidents and mishaps. HSE personnel need to constantly update their knowledge and skills to plan and implement strategies to control and manage potential problems, and motivate proactive behavior change. Leads to any of NEBOSH, OSHA, OSHAcademy, IADC, HLO, HLA, RSO, and SIIRSM training &certification.	HSE managers, supervisors and officers; Safety inspectors and other professionals who are responsible for identifying, evaluating, and communicating information about workplace and environmental conditions that may have adverse impacts on human health.	N750,000/ $2,000

237	**Professional Telephone Skills for the Help Desk Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	The help desk is a place where the relentless ringing of the phone can slowly drive a perfectly sane, patient and skilled help desk operator into a frazzled shell of their former self. In a world where the ubiquitous telephone plays such an important role in the customer service that an organization provides, it is worthwhile to review a few of the basics when it comes to using the phone, especially from the perspective of the help desk officer.	Help Desk Executives, Call Centre Executives, Receptionists, Secretaries, Customer Service Officers and other frontline people.	N450,000/ $1,000
238	**Professional Training on FOIA for IT and Legal Officers**	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	The Freedom of Information Act 2011 (FOIA) enjoins public institutions to use modern technology to inform citizens of what is known and done by their government. Accordingly, agencies should readily and systematically post information online in advance of any public request. Providing more information online reduces the need for individual requests and may help reduce existing backlogs. This training will address all the concerns anticipated by the FOIA including the requirement that all public institutions shall keep, organize and maintain their records in a manner that make them accessible to the public and also proactively disclose certain categories of information through the use of multimedia formats (print, electronic and online media).	FOI Desk Officers, Legal and IT Officers of Public Institutions	N450,000/ $1,000
239	**Project Accounting and Cost Management Training**	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	*Project Accounting* describes the role of the accountant in designing a cost collection system for a project, charging expenses to it, and measuring the amount of revenue to be recognized. *Project Cost Management* includes processes in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget . The course also		N550,000/ $1,500

			addresses the management of change orders, allowances, and contingencies, while noting the impact of GAAP and IFRS requirements on specific project issues, including interest capitalization, the treatment of research and development costs, and the controls and measurements used for projects.		
240	**Project Cycle Management Training**	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	This practical training course is designed for development practitioners who want to know how all the stages of a project can be structured, managed and communicated more effectively to enhance results. It is a project management body of knowledge (PMBOK) based course which identifies key project management skills required to not only give participants an understanding of project management theories and techniques, but also equip them with tools and techniques crucial for managing projects successfully.	Project Coordinators, Project Advisors and Project Managers desiring thorough and practical knowledge of any project cycle.	N750,000/ $2,000
241	**Project Monitoring and Evaluation Training**	8-12 Mar 9-13 Aug 8-12 Nov	This course builds on participants' understanding and skills of how to develop sustainable and cost effective monitoring and evaluation processes and practices within their own projects, programs and organizations. It is also relevant for those trying to improve and enhance current monitoring and evaluation (M&E) systems, or supporting partners to develop and implement effective M&E. The course provides an overview of all aspects of M&E from planning to M&E and impact assessment, with a focus on ensuring that M&E contributes towards improving organizational learning and accountability.		N750,000/ $2,000
242	**Project Management Training**	25-29 Jan 26-30 Apr 26-30 Jul 22-26 Nov	Making missed deadlines, budget over-runs, missed deliverables, unsatisfied customers, unrealistic expectations and negative scope-creep a thing of the past will take more than Microsoft Project or any other project management	Whether you are a Certified Project Manager responsible for dozens of projects or only manage an occasional project	N450,000/ $1,000

			software. At the end of this program participants will be able to: (1) Eliminate the sleepless nights spent worrying about looming deadlines. (2) Juggle multiple projects with ease without dropping balls. (3) Reduce overall project cost while increasing quality. (4) Plan better & fail less. (5) Explore the three most common causes of project failure and how to insure you don't fall victim. (6) Prioritize and plan to get more done every day with less stress. (7) Explore common project management tools like Gantt, PERT and Resource Load Sheets that can make your projects more efficient.	of any sort, you need the cutting-edge advantages already enjoyed by others who are attending this practical project management training.	
243	**Project Reporting and Communication Management Training**	22-26 Feb 24-28 May 23-27 Aug 4-8 Oct	Projects are the way of doing business and organizations need skilled people who can manage communication and operate effectively in a project environment. As more organizations adopt Project Management as the tool for the implementation of work, these skills are becoming ever so in demand. This program has been drawn from International Project Management Best Practice and developed to meet the requirements of the relevant competence in understanding and applying Project Communications. This course is delivered in a practical real world context and whilst it is supported by theory it focuses on delivering the practical skills you can apply directly to your projects.	Communication Officers and anyone managing projects, working in a project team or affected by projects in one way or another.	N450,000/ $1,000
244	**Proposal Development, Monitoring and Evaluation Course**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	This course covers all aspects of developing proposals from pre-sales conversations through to developing the offer, identifying the requirement, the order winning criteria, unique selling points, to presenting the argument for your offer and securing the contract. It also offers current and aspiring development practitioners the opportunity to take multiple perspectives,	Research and Proposal Writers,M&E Officers, Managers and Coordinators in a range of areas including health, education, etc.	N550,000/ $1,500

			paradigms and disciplines into account when developing, implementing, monitoring and evaluating major projects, development programs and intervention strategies.		
245	**Public Health Surveillance Course**	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	"The Africa Region has had to deal with outbreaks of cholera, meningococcal meningitis, typhoid and influenza among other diseases in the last decade, and lately Ebola virus disease. It is known that countries with weak surveillance systems or without community-based surveillance systems are not able to promptly detect and respond in a timely fashion to public health threats or events. There is a need then to strengthen disease surveillance at all levels and especially at the community level." – *WHO Regional Office for Africa*	Public Health Surveillance Officers and Assistants at all levels – individual, community, local government, state, national, regional and international.	N395,000/ $1,000
246	**Public-Private Partnerships (PPP) Training**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	This course is designed for participants to understand the role PPPs and shared-value partnerships play as a tool for policy makers. It will also examine the benefits to corporate and NGO partners (including exposure to new markets, revenue generation, positive public relations, sustainable supply chains, and leveraging limited resources) in PPPs and shared-value partnerships. The program will cover recent applications and utilize practical case studies. Emphasis will be placed on the utilization of international best practices to local projects covered by the Infrastructure Concession Regulatory Commission (ICRC) Act.	Participants will be drawn from government ministries, departments and agencies (MDAs), NGOs, institutional investors and private sector operators.	N450,000/ $1,000
247	**Public Relations Course**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Public relations (PR) involves using all forms of media and communication to build, maintain and manage the reputation of your organization or client. These may range from public bodies or services to businesses, institutions and voluntary organizations. This course will	Public Relations Officers and all who desire to work as part of an account team or as the sole PR lead or work as an agency PR officer where they will plan, develop	N450,000/ $1,000

			equip you with everything you need to become an expert public relations professional.	and implement PR strategies.	
248	**Quality Assurance and Quality Control (QA/QC) Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The program introduces the eight quality management principles on which the quality management system (QMS) standards of the ISO 9000 series are based. It also covers the six practical quality tools required by quality inspection agencies such as SON, NAFDAC, NCAA, DPR, etc., supplier capabilities, process capabilities (including statistical process control (SPC), *humansigma*, total supply chain, customer service and overall system quality, and provides complete guidance – quality common body of knowledge (CBOK) – for international professional quality certifications.	QA/QC Directors, Chiefs, Managers and Supervisors; Process Analysts, Quality Inspectors, Auditors, Engineers, Technicians and anyone who would like to improve their knowledge in QA/QC to achieve international quality standards and awards.	N450,000/ $1,000
249	**Quality Management in Healthcare Training**	25-29 Jan 26-30 Apr 26-30 Jul 22-26 Nov	This specialist program clarifies the idea and summarizes the concepts, principles and standards of quality management in healthcare, thus creating the foundation for understanding the role and importance of quality of life in this field. Therefore, special attention will be paid to the quality management concepts within the ISO 9000:2015 and the ISO 9001:2018 will be especially considered in the context of implementation in the healthcare industry.	The course is designed to support professionals involved in planning and implementing healthcare quality management and who are already in supervisory or management roles across health programs, projects, agencies and institutions.	N450,000/ $1,000
250	**Records Management, Library and Archives Administration Training**	8-12 Feb 10-14 May 9-13 Aug 29 Nov-3 Dec	This course provides a survey of principles and practices that archivists and records managers apply, as well as issues that they confront. We will discuss the nature of documentation and recordkeeping in contemporary society and the different types of institutions with responsibility for records. We will also examine the archival profession, its internal diversity and its relationships with allied professions.	The program is designed for two types of participants: (1) Participants working in archives administration or records management; (2) Participants working in related information professions.	N450,000/ $1,000

251	**Recruitment, Retention and Talent Management Training**	30 Mar-2 Apr 7-11 Jun 6-10 Sep 6-10 Dec	HR plays a pivotal role in both being competitive today and planting the foundations of future growth and success. This makes managing top talent increasingly important as companies want to make the most of their money and get maximum value from their staff. The course has been specifically designed to help you attract, recruit, retain and manage the talent that you need to fulfill your strategic plans. It will address current challenges in recruitment, placement, retention, and talent management.	HR Personnel responsible for recruitment, retention, talent development or training, learning and development.	N450,000/ $1,000
252	**Regulatory Compliance and Public Engagement Training**	1-5 Feb 26-30 Apr 2-6 Aug 1-5 Nov	Best practices in regulatory compliance and public engagement involve a commitment to core principles of transparency, accountability, risk management, and meaningful stakeholder participation throughout the entire policy cycle. This training program focuses on embedding these principles into organizational culture and decision-making processes. The aim is to equip officials with the technical knowledge of regulatory compliance tools and the soft skills needed for collaborative, ethical, and transparent interaction with regulators, the public and other stakeholders.	Compliance and Administrative Officers in Public and Private Corporations and Regulatory Agencies.	N650,000/ $1,700
253	**Regulatory Governance and Public Engagement Training**	18-22 Jan 26-30 Apr 23-27 Aug 25-29 Oct	Over the last two decades demands for greater public engagement have emerged in policy circles, particularly when it comes to risk-related decision-making, or risk governance. Best practices in regulatory governance and public engagement involve a commitment to core principles of transparency, accountability, risk management, and meaningful stakeholder participation throughout the entire policy cycle. This training program focuses on embedding these principles into organizational culture and decision-making processes. The aim is to equip officials with the	Governance, Risk and Compliance Officers in Public and Private Corporations and Regulatory Agencies.	N650,000/ $1,700

			technical knowledge of regulatory tools and the soft skills needed for collaborative, ethical, and transparent interaction with the public and other stakeholders.		
254	**Resource Mobilization and Proposal Development Training**	22-26 Mar 21-25 Jun 20-24 Sep	For sustainable and effective implementation of project interventions, it is essential that organizations have the capacity to design, write and deliver high quality project proposals and reports. The course will not only help the participants to identify the current gap in resources for sustainable program intervention and understand the various sources and methods to mobilize resources but will also equip participants with skills in writing and presenting effective and successful proposals.	This course is aimed at managers, program/project coordinators and other project staff whose roles involve mobilizing resources and developing proposals for fundraising and report writing for their organization.	N450,000/ $1,000
255	**Result Based Project Management Monitoring and Evaluation Course**	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	Monitoring and evaluation, as key results based management tools, are increasingly called upon within public service, non-governmental sectors and multi-lateral development agencies to help ensure that resources are put to optimum use and that citizens and beneficiaries are ensured of receiving the benefits that are committed to them. This project management course is designed to address the growing demand for managers who can use results-based approaches to design, implement and manage an ever-growing range of programs and projects.	Project Managers and Coordinators, Monitoring and Evaluation Officers desiring to learn how to use a results-based approach to design and manage public sector programs that deliver tangible benefits and optimize the use of resources.	N550,000/ $1,500
256	**Retirement Planning and Real-Estate Management Training**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	The purpose of the training is to 1. Assist prospective retirees in preparing their Personal Retirement Plan for a healthy, secure and fulfilling life upon retirement. 2. Create awareness of challenges in life after retirement. 3. Assist retirees to make a smooth transition from their current working lifestyle to that of life after retirement 4. Equip retirees with enough information on managing important aspects of their lifestyle. 5. Overcome anxiety and	Retirees and Prospective Retirees, especially who desire to focus on Property Management as a career, profession or business upon retirement.	N750,000/ $2,000

			concerns about this major change in their lives 6. Identify issues that need to be addressed for a fulfilling retirement. 7. Approach retirement positively and enthusiastically as an event to be looked forward to, welcomed and enjoyed. 8. Prepare a Personal Retirement Plan for practical implementation. 9. Focus on Property Management as a career, profession or business to be profitably engaged in upon retirement.		
257	**Risk Assessment Training**	22-25 Mar 21-25 Jun 27-30 Sep	Risk assessment is at the forefront of ensuring risk management, internal control and internal audit's value to its stakeholders. Effective risk assessments help ensure any of these functions is deploying its resources in a way that fulfills its mission within the organization. Hence, risk assessments are widely used in risk management, reporting audit issues, and designing internal controls. The course is designed with the special interests of participants from a wide variety of organizations and industries in view: 1. To introduce the concept of risk assessment and its role in risk management. 2. To explore the principal components of risk management. 3. To outline advanced risk assessment methodologies for use in QRA's and other scientific processes. 4. To outline a practical risk assessment process and enable participants design a plan suitable for their organizations.	This advanced practices course is designed for experienced operational managers, internal auditors and risk managers and analysts.	N450,000/ $1,000
258	**Risk Based Internal Auditing Workshop**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	Internal auditors play a key role in providing assurance to the board, generally through the audit committee, that governance, risk and control are adequate and effective within their organization. To discharge this duty effectively and efficiently, internal auditors need to adopt a risk based approach to their work. This workshop provides the		N750,000/ $2,000

			opportunity for participants to: (1) Learn how to use a risk based approach to redefine and refocus their audit activities; (2) Understand the emergence of risk management, its link with corporate governance and how to audit risk processes; (3) Learn how to incorporate management's view of risk with internal audit's expertise in risk management to boost auditor productivity and build "bullet-proof" audit plans; and (4) Get guidance on how to write risk-based, high-impact audit reports.		
259	**Risk Management and Compliance Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	Risk assessment is at the forefront of ensuring risk management, internal control and internal audit's value to stakeholders. Effective risk assessments help ensure any of these functions is deploying its resources in a way that fulfills its mission within the organization. Hence, risk assessments are widely used in risk management, reporting audit issues, and designing internal controls. The critical roles of governance, risk and control (GRC) frameworks in risk assessment are covered and the 2-week course includes a simple, practical approach to using the most recent COSO internal control framework in auditing and risk management.	Risk Analysts, Risk Officers, Compliance Officers, Internal Control and Internal Audit Personnel in Banks, Insurance Companies and other organizations.	N750,000/ $2,000
260	**Sales Planning and Forecasting Course**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	Sales planning and forecasting involves using sophisticated methods and tools to predict future sales, go beyond basic historical data analysis, and make more accurate predictions. It also integrates sales planning with other business functions like quota planning, compensation, and marketing.	Sales and Marketing Directors, Managers and Supervisors; Divisional, Area and Branch Managers, and Sales Professionals in Product or Service industries.	N550,000/ $1,500
261	**Sales Relationship Building Course**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	If you are in the business of sales, then you are in the business of building relationships. In this course, participants will discover that the business of all sales professionals is making friends	Key Account Managers, Business Development Officers and Sales Executives.	N450,000/ $1,000

			and building relationships, no matter how big the company or the type of market.		
262	**Secretarial Skills Training**	22-26 Mar 21-25 Jun 20-24 Sep	This intensive course focuses on skill enhancement and training to become, or consolidation of skills for, Secretary position in any sector. We also look at building confidence through improving interpersonal and self-developmental skills – providing a sounder footing on your secretaries' career development path.	Secretaries, Personal and Administrative Assistants handling secretarial duties.	N450,000/ $1,000
263	**Security Planning, Development and Management Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Security planning process addresses the modern challenges of studying Risk Analysis, Security Surveys, Financial Planning and Decision Making for the development of security programs and countermeasures for securing the country and maintaining its citizens' rights. This training course provides participants with simple understanding of the role of the Security Manager in the identification, analysis and response to a variety of human and natural crisis. They will develop constructive minds and use situational analysis, case studies and other learning approaches to buttress arguments in learning about security management situations.	Security Officers, Supervisors, and Personnel in Federal, State and Corporate Security Outfits.	N650,000/ $1,700
264	**Sexual and Gender-Based Violence (SGBV) Grievance Redress in Community Development Projects Training**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	Projects bring people and social change to the communities in which they operate and, in doing so, may exacerbate existing risks of Sexual and Gender-based violence (SGBV) – any harmful act perpetrated against a person's will because of their sex or gender. At the end of the program, participants will be able to: 1) Develop an organizational standard on gender equality that addresses, among other issues, SGBV risks that may arise in the context of a development project. 2) Discover ways to adhere to the principles of non-discrimination	Gender and Social Safeguard Officers, Public Health Officers, Project Development Managers and other Health and Social Workers.	N550,000/ $1,500

			and gender equality for all persons affected by the project and to the objectives of this performance standard. 3) Assess and prevent SGBV risks related to the project, addressing incidents promptly and appropriately.		
265	**Stakeholder Engagement and Management Course**	15-19 Mar 14-18 Jun 23-27 Aug 13-17 Dec	So far, one of the most vital but problematic areas within organizations seems to be stakeholder management. Stakeholders have the power to be a threat or a benefit to an organization. This course will thus focus on building fruitful relationships with them. You will learn the skills to analyze stakeholders and engage them productively by using effective communication techniques. In addition, the tips on managing conflicts will provide an effective management tool, making this a valuable course for budding managers, entrepreneurs and customer relationship community-corporate relations officers.	Corporate Affairs Managers, Entrepreneurs and Customer Relationship, Community-Corporate Relations Officers.	N450,000/ $1,000
266	**Stock Audit and Reconciliation Skills Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	How are businesses able to keep up or provide the demand of their goods or products in the market? Inventory or stocking of goods or products is done so that the demand for such goods or products can be supplied without having to wait for a long period of time. This course covers ***stock auditing*** – the process of checking and verifying the physical inventory of a business – and ***stock reconciliation***. The program focuses on various methods used for stock verification for assessing losses, errors, discrepancies, obsolescence, fraud, waste and abuses in stores/warehouses.	Internal Auditors, Accounting, Inventory, Store and Warehouse Personnel.	N450,000/ $1,000
267	**Strategic Communication Management Training**	25-29 Jan 26-30 Apr 26-30 Jul 15-19 Nov	The program is designed to foster strategic thinking and logical analysis focused on creating solutions to communication challenges. Participants in this program will gain knowledge of emerging technologies, program measurement, conflict/crisis	The program is well-suited to individuals with professional experience or career interests in corporate communications,	N450,000/ $1,000

			management, persuasion, intercultural communication effectiveness, industry innovation and leadership.	public relations, operations management, strategic planning, communication consulting, or other general management functions such as human resource management, etc.	
268	**Strategic Fleet Management Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	This course program presents best practices and cost savings for running an efficient and effective fleet operation. After the training participants will be able to apply best practices to effectively manage and control your fleet – both cost and time – as well as understand the external influences affecting your fleet and the impact your fleet has on the environment.	Administrators and managers who have the responsibility but not necessarily the experience or specialist knowledge of running a fleet of vehicles, as well as fleet professionals who require an update on new legislation, a refresher on best practice and new developments and a crash course in effective cost management and reduction associated with managing a fleet of vehicles.	N550,000/ $1,500
269	**Strategic Human Resource Management (SHRM) Training**	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Strategic human resource management is the link between a company's human resources and its strategies, objectives and goals. The aim is to advance flexibility, innovation and competitive advantage as well as to develop a fit for organizational culture. This course will help you learn about the tools and techniques used in drafting and developing HR strategies. It will also equip you with the knowledge and skills you need to translate such strategies into actions. Furthermore, the course will enable you to link the HR strategy to that of the organization and provide real value-adding HR	Human resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden their knowledge and improve their skills in the key functions of HR as well as those who are responsible for evaluating HR and its effectiveness in the organization. This course is also	N550,000/ $1,500

			solutions that you can present in a language organizational management understands.	suitable for those employees who are targeted for development or promotion within the HR function.	
270	**Strategic Innovation and Critical Thinking Skills Workshop**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	Strategic thinking is about unraveling the mysteries of the chaotic world around us and harnessing powerful forces to our own ends. It means utilizing tools of analysis and tactics to take decisive and prudent action that gives us the best possible chance of achieving our objectives – whether those objectives are personal or professional. In this course, we learn what the finest strategic minds of history can teach us and how their insights can transform us into decisive, capable strategic thinkers. The framework is a series of powerful analytical tools that enables us to make sense of a complex world and can transform the way we think, behave, and interact with others.	Suitable for all Directors, Senior Managers, Executives and Professionals who need the same strategic thinking tools that inform both corporate strategy staffs and military intelligence units in accomplishing scenario development, strategic choice, and tactical execution.	N750,000/ $2,000
271	**Strategic Sales Management Course**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	Strategic Sales Management emphasizes active skills training exercises and follows up with skill application to specific work environments. This 9-part program covering Selling & Sales Management, Strategic Sales Management, Strategic Sales Management Process and Sales Force Management is designed to give you a continuing opportunity to learn, grow and develop to your full potential as a manager. The course is designed to prove you with the tools and skill kit to give your sales team the guidance they deserve, including: Vision and leadership that will unite them; Trust and autonomy that will motivate them as individual; Expertise and guidance that will teach and lead the team; Validation and equity that will reward them; and Courage and integrity that will discipline them.	Sales and Marketing Directors, Managers and Supervisors; Divisional, Area and Branch Managers, and Sales Professionals in Product or Service industries.	N550,000/ $1,500

272	**Strategic Thinking Skills Workshop**	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	Strategic thinking is about unraveling the mysteries of the chaotic world around us and harnessing powerful forces to our own ends. It means utilizing tools of analysis and tactics to take decisive and prudent action that gives us the best possible chance of achieving our objectives – whether those objectives are personal or professional. In this course, we learn what the finest strategic minds of history can teach us and how their insights can transform us into decisive, capable strategic thinkers. The framework is a series of powerful analytical tools that enables us to make sense of a complex world and can transform the way we think, behave, and interact with others.	Suitable for all Directors, Managers, Executives and Professionals who need the same strategic thinking tools that inform both corporate strategy staffs and military intelligence units in accomplishing scenario development, strategic choice, and tactical execution.	N550,000/ $1,500
273	**Superior Customer Service Training**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	The purpose of the program is to develop customer service skills that increase value to the participant's company and career, recognizing that service delivery is an "individual response value" and that one's own behaviour impacts others. Participants will also develop more confidence and skill as problem-solvers and make customer service a team approach.	Consumer Affairs Managers, Customer Care Managers, Customer Service Representatives, indoor/show-room Sales Officers and Call Center Executives.	N450,000/ $1,000
274	**Supply Chain Management Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	The Supply Chain is the backbone of any organization. A well-managed Supply Chain is critical for a business to be successful. This Supply Chain Management course is designed to introduce the key concepts and core requirements needed to enable a business to organize and run an efficient Supply Chain - from the supply end of goods and services to the distribution end. Participants will be provided with the tools to map a process that will best suit their business, the disciplines required to enable the process and advice on appropriate key performance indicators and emerging technologies.	Supply Chain Personnel	N450,000/ $1,000

275	**Suspense Account Reconciliation and Handling Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	This course explores the processes required to manage Bank Account Clearing Operations including cash receipts, cash disbursements, and other transactions that affect checkbook balances. It also shows you how to perform the Suspense Account Reconciliation process in the, ensuring accuracy of your financial data and its relation to your financial institution statements.	Accounting Officers, Account Reconciliation Officers, Bank Relations Officers in Banking, Financial Institutions Operations, Cash and Treasury Departments	N450,000/ $1,000
276	**Sustainable Business Growth Strategies Training**	22-26 Feb 24-28 May 23-27 Aug 25-29 Oct	If your company is satisfied with its current rate of growth (even if it's zero) you might not have a need to innovate. Sustainable business growth strategy is a practical approach to achieving top-line growth and bottom-line results. The organizational capability approach of this highly interactive management training will nurture three of the most critical factors essential to achieving superior, sustainable results – strategic focus, organizational alignment, and operating discipline – thus developing participants' capability thinking for business innovation.	Business owners, Managing Directors, Executive Directors, General Managers, Operations Managers, Senior Managers, subsidiary, divisional and branch heads, strategic/corporate planners and other key decision-making executives of corporate organizations.	N650,000/ $1,700
277	**Sustainable Business Strategy Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	This executive development program provides participants with the knowledge and tools to become purpose-driven business leaders. This course explores the different business models that companies can use to drive change and explains why purpose-driven businesses are particularly well-positioned to tackle the world's biggest problems. You will learn how to influence management and other key stakeholders on the competitive advantages of being a purpose-driven firm, and how to integrate your values into your work so that you can help transform firms into catalysts for system-level change.	Leaders and Entrepreneurs desiring to take a values-driven approach to business and learn how to succeed financially while also playing a role in solving some of the world's most pressing problems.	N550,000/ $1,500

278	**Talent Management Training: Planning, Acquisition, Retention and Analytics**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	Companies today face formidable talent challenges. The ability to sustain a steady supply of critical talent is a challenge facing all organizations — worldwide. Among the issues impacting the "next generation" workforce are impending skill shortages, an increasingly cross-generational and diverse workforce, the need for knowledge transfer from retiring baby boomers, and significant leadership gaps. Intense cost pressure from both traditional and emerging competitors, new markets, and more demanding customers are additional elements that give a new sense of urgency to the concept of talent management.	Senior HR Managers responsible for recruitment, retention, talent development or training, learning and development.	N550,000/ $1,500
279	**Team Building and Leadership Skills Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The program is designed to improve leadership skills and allow delegates to be able to lead successful and high performing teams. The workshop is packed full of useful teamwork training exercises, tips and techniques that both new and experienced managers will find essential in showing how to lead effectively. Those who desire to improve the direction, motivation and goal achievement of their team will find this training of immense benefit.	Managers and supervisors whose main responsibilities include analyzing the strengths and weaknesses of their team in relation to their goals and providing the motivation and skills to achieve those goals.	N550,000/ $1,500
280	**Teamwork Training - Working Effectively with Others**	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	The course explores the characteristics, challenges, and pitfalls of teams at any stage of growth from forming, storming, norming, performing to mourning or adjourning It helps participants to understand the skills needed to be a better team member and part of a successful team.	Every member of staff, irrespective of type of team membership, who desires to be a good team player by seeking, joining and building winning teams.	N450,000/ $1,000
281	**The Excellent Front Desk and Customer Interface Officer Training**	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	How does the person manning the front desk of your office handle several people simultaneously with professionalism and poise? This fast-paced course is specifically designed to answer this and other important questions for those who work as an organization's first-impression representatives at the	Front Desk Officers or Receptionists, Customer Service Representatives and any frontline employee in search of excellence on the job.	N550,000/ $1,500

			front desk office. In addition to learning the elements of effective verbal and visual communication, participants will find out how to expertly satisfy even the most demanding, difficult people without jeopardizing their health, safety or customer relationship.		
282	**Time and Task Management Training**	30 Mar-2 Apr 24-28 May 6-10 Sep 6-10 Dec	Designed to help people become more effective at time and task management, to be efficient, and organized. This training is founded in the principle that knowing what we want and setting concrete, clear, and motivating goals are essential steps to success, as is getting tasks done.	Specially designed for all levels of managers, officers and other executives who must balance the demands of busy work schedules with people and technology on the ever-limited resource – Time!	N450,000/ $1,000
283	**Tools and Techniques for Modern Internal Auditors Training**	8-12 Mar 7-11 Jun 6-10 Sep 6-10 Dec	Provides an opportunity for all levels of internal auditors to: (1) Plan, manage and implement an audit from beginning to end. (2) Identify, prioritize and measure risks and their role in auditing. (3) Understand how to identify, document and evaluate internal controls. (4) Use the preliminary survey to determine how and what to audit. (5) Discover the best techniques for gathering audit evidence and preparing working papers. (6) Enhance interpersonal and team-building skills throughout the audit. (7) Understand the importance of the audit communication process. (8) Develop effective channels of communication with the Chief Audit Executive and executive management. (9) Learn techniques for managing teams, assigning and delegating tasks, and documenting & presenting audit results. (10) Create an environment of trust, teamwork, accountability and responsibility and develop strategies to increase participation & cooperation of the audit staff.	Internal Auditors, Internal Controllers, Internal Check Managers and Business Risk and Assurance Officers.	N550,000/ $1,500

284	**Total Quality Management Best Practices for Stores Officers**	11-15 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Total Quality Management (TQM) is a customer-oriented philosophy that ensures all members strive to achieve improvement of the organization through ongoing participation of all employees. Organizations adopting TQM often work out their own definitions, so that the general model is relevant and clear to their management and employees. This course is designed to provide you with an understanding of TQM principles and practice in order to incorporate them into your organization's framework. It is essential for officers, supervisors and managers who are responsible for facilitating continuous improvement in their organization's Stores and Inventory Management.		N555,000/ $1,500
285	**Total Quality Management (TQM) Training**	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	TQM is a customer-oriented philosophy that ensures all members strive to achieve improvement of the organization through ongoing participation of all employees. This course is designed to provide understanding of TQM principles and practices across participants' industries and operations.	Essential for officers, supervisors and managers who are responsible for facilitating continuous improvement in their organization.	N450,000/ $1,000
286	**Train-the-Trainer Practical Training**	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	You probably want to train an employee or employees to deliver your own training because having your own in-house trainer can be cost-effective for company-specific training (e.g. products), needs that change with different delegates, and delegate availability that is unpredictable or limited. In this program, participants will examine the techniques and disciplines required for a training role, and develop communication and key tutoring skills. The focus will be on the practical aspects of being a trainer. Learning is linked to workplace needs, with tips and techniques being shared at each stage of the program. Participants will be well-equipped to deliver	The course is suitable for anyone new to a training position, who has been asked to take on training responsibilities within their existing role, or even experienced trainers wishing to refresh skills. No prior experience is necessary.	N450,000/ $1,000

			quality training sessions that get the best results from delegates.		
287	**Training Needs Assessment (TNA) Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	Training Needs Assessment (TNA) is acknowledged as a critical starting point to identify capacity gaps of organizational staff and functionaries, and then determine the nature or design of training and development interventions. The quality of TNA, therefore, not only determines the quality of the training materials to be produced in response to the TNA results, but also helps in determining suitable pedagogic approach to be used to deliver the training content to a specific group of employees and functionaries. Furthermore, it has implications for monitoring of L&D program, and in assessing their impact. This also helps in making the L&D program demand driven. This course elaborates various methodologies for conducting a robust TNA.	HR Managers, Training Managers, Learning and Development (L&D) Managers, Project Managers, Program Managers, etc.	N450,000/ $1,000
288	**Transport and Logistics Business Management Training**	30 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	This training is focused on the most modern techniques for the improved management of the flow of materials into and through the organization. It is concerned with all the areas responsible in the logistics process including procurement, inventory management, warehousing and transportation. It also covers the negotiation skills necessary to obtain your requirements in all of these areas.	The course is designed to support professionals involved in planning logistics and transport operations and who are already in supervisory or operational management roles. It's also ideal for graduates with non-business degrees moving into the logistics field.	N450,000/ $1,000
289	**Travel, Transportation and Logistics Management Training**	1-5 Mar 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The quality of operations in the travel, transportation, fleet and logistics functions has a direct impact on the operating performance of an organization. This Business Travel, Transportation and Logistics Management training course is focused on the most modern techniques for the improved management of the movement of people, vehicles and flow of	The course is designed to support professionals involved in planning travel, transportation and logistics operations or who are already in supervisory or operational management roles.	N750,000/ $2,000

			materials into and through the organization. It is concerned with all the areas responsible in the logistics process including procurement, inventory management, warehousing and transportation. It also covers the negotiation skills necessary to obtain your requirements in all of these areas.		
290	**Treasury and Working Capital Management Training**	22-26 Feb 21-25 Jun 20-24 Sep 13-17 Dec	Never before were treasurers under so much pressure to improve their efficiency and cash flow and to optimize working capital. The most important drivers for this are cost reduction, value creation and increased transparency. The course will draw on practical experience to outline the entire process of treasury and working capital management and the impact within the organization of each participant. In doing so, we will not just look at partial elements, but also maintain a broad overview. We emphatically and pragmatically involve participants and examine how new technologies such as data mining and process mining can also make a difference.	Treasury and working capital managers facing the challenges of improving visibility and control, generating more liquidity based on working capital, etc.	N450,000/ $1,000
291	**Warehouse Safety and Management Training**	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	This comprehensive course will put participants at the forefront by examining those issues that are unique to the warehouse environment. They will learn fast, easy and cost-effective techniques being used by top warehouse managers around the world to get the most of warehouse space, sharpen forecasts, find optimal stock levels, maintain the highest standards of safety and overcome every inventory management challenge that comes your way.	Inventory, Stores, Warehouse, Logistics, Depot and Distribution Managers, Supervisors, Officers and Executives.	N450,000/ $1,000
292	**Writing Effective Incident Reports Training**	8-12 Feb 31 may-4 Jun 30 Aug-3 Sep 29 Nov-3 Dec	Nobody likes writing reports. Nobody really likes writing anything; this applies to professional writers as much (if not more) than to the rest of us who have to write to communicate, on top of our other	Technical, Engineering, Security, Safety, Investigative and similar report writers.	N450,000/ $1,000

			responsibilities. Fortunately, the program demonstrates some practical ways of making it a relatively painless process – and a good thing too, because writing the incident report is absolutely crucial to any investigation.		
293	**Writing High-Impact Audit Reports Training**	15-19 Mar 14-18 Jun 13-17 Sep 13-17 Dec	The course will enhance skills to present your results clearly, concretely, convincingly, and concisely. It will show you how to avoid costly edits and rewrites. You will learn to compose efficiently, review your own writing thoroughly, and produce polished, professional reports. You will also understand how to determine what your readers expect of your documents and how to display the value of your audit work through your written communication.	All Auditors who need to use Audit Reports to show management or clients how they can help decipher the meaning of numbers, recommend appropriate accounting methods, analyze risks, controls or operating systems, detect and deter fraud, or conclude on the correctness of information.	N450,000/ $1,000
294	**Writing Technical Reports Training**	22-26 Feb 21-25 Jun 23-27 Aug	Technical report is the conventional format for reporting results of research, investigations, and design projects. They are read by managers, clients and construction engineers responsible for building from your designs. The course will hone the skills of participants to produce clear, concise, and professionally presented technical reports.	All levels of staff in Oil & Gas, Energy, Aviation, Engineering, IT and similar organizations who wish to master the professional requirements for writing and presenting technical and incident reports.	N450,000/ $1,000
295	**Writing Winning Proposals Course**	22-26 Mar 21-25 Jun 20-24 Sep	Proposals, bids and tenders are some of the most important business documents you will write. In the competition for new business there is no room for 'average' – your proposals need to be the best they can be and provide the information that allows the recipient to select your product or service. This course covers all aspects of developing proposals from pre-sales conversations through to developing the offer, identifying the requirement, the order winning criteria, unique selling	This course is specifically aimed at sales and business professionals who are competing for contracts and seeking to improve their win rate.	N750,000/ $2,000

			points, to presenting the argument for your offer and securing the contract.		

*****All Courses Customizable for Physical Classroom (Lagos and Abuja), Online and In-house Training**



Profile of Capacity for Africa

Year of First Incorporation and Commencement of Business: 1994

Incorporation No: RC 1555704
Tax Identification No: TIN 21236781-0001
Nature of Business: Management Training, Research and Consultancy

Office/Lagos Learning Centre:

1A Unity Road, off Bank Anthony Way, Ikeja, Lagos
Telephone/WhatsApp: +2348034963464
E-mail: training@capacityforafrica.com
E-mail: info@capacityforafrica.com
E-mail: capafrica19@gmail.com
Website: www.capacityforafrica.com
Facebook.com/capacityforafrica **Twitter:** @capacity_for **Instagram:** #capacity_for_africa

Abuja Learning Centre: Enterprise Technology Centre, Federal Secretariat, CBD, Abuja FCT

*(Open course fees are quoted for **Lagos** and **Abuja** venues)*

Bank Details:

Zenith Bank Plc Account No: 1016198459 ***(NG Naira)***
Account No: 5071029521 ***(US Dollar)***

Faculty:

Dr. Gosim Martin, DBA, MBA, MPH, ACCA (Director of Program/CEO)
Mr. A. C. Peter, FCA, ACCA, ACTI, ACIS, CISA (Consultant/Facilitator)
Mr. Michael Oladunjoye, BSc, LLB, MSc, MBA, CMI (Consultant/Facilitator)
Mrs. Rosemary Okonkwo, HND, MBA, ACE, ACIPM, LHRP (Consultant/Facilitator)
Surv. Mohammed Ibrahim, B. Eng., MBA (Abuja Coordinator/Facilitator)
Dr. Kennedy Ononaeke, MBBS, MSc, MBA (Consultant/Facilitator)
Engr. Mayokun C. Ilo, BSc, PGD, MSc, MBA (Consultant/)
Mr. Samuel Inikori, HND, MBA, FCA, FCTI (Consultant/Facilitator)
Mr. Segun Cadmus, BSc, MSc, ACIPM, AHRP, ANIPR (Facilitator)
Mr. Chris Ukasoanya, BSc, MBA, FCA, FCTI (Facilitator)
Mr. Patrick Odimfe, BSc, ACA (Facilitator)
Mr. Temitope Durojaye, BSc, MFM (Consultant/Facilitator)

Capacity for Africa

Brief Profile of Facilitators



Dr. Gosim Martin, DBA, MBA, MPH, ACCA

Competency Areas: Human Resource Development (HRD), Management Consultancy, ICT/ Emerging Technology, Public Health, Accounting and Finance, General and Strategic Management, Team Leadership, Human Resources Management (HRM), Healthcare Finance, Administrative Management, Healthcare Management, Health Insurance, Project Management, Artificial Intelligence, Data Science, Internet of Things, Logistics/Supply Chain/Quality Management, Communication, Media and Soft Skills.



Mr. Michael Oladunjoye, **BSc, MSc, MBA, LLB**

Competency Areas: Corporate Governance and Risk Management, Legal, Corporate Compliance, General Management and Strategic Management, Leadership, Human Resources Management, Project and Operations Management, Construction, Energy, Emerging Technology Certifications, International Relations, Diplomacy and Soft Skills. .



Dr. Kennedy Ononaeke, MBBS, MSC, MBA
Competency Areas: Entrepreneurship, Healthcare Finance and Management, Ethics, Healthcare Customer Service, Laboratory Quality Management (LQMS), Quality Assurance and Quality Control (QA/QC), International NGOs, Hospitality and Tourism, Community Relations, Soft Skills.



Mr. Asa Peter, **FCA, ACCA, ACTI, ACIS**
Competency Areas: Accounting and Finance, General and Strategic Management, Leadership, Human Resources Management, Healthcare Finance and Management, Mergers & Acquisitions, Public Private Partnerships (PPP) and ICT/Emerging Technology Certifications.



Mr. Samuel Inikori, **HND, MBA, FCA, FCTI**
Competency Areas: Healthcare Finance and Management, Accounting and Finance, General and Strategic Management, Leadership, Human Resources Management (HRM), Banking and Insurance, Oil and Gas, Project Management, Tax Management and Strategic Communication.



Mrs. Rosemary Okonkwo, **HND, MBA, ACE, ACIPM, LHRP**

Competency Areas: Human Resource Management (HRM) Consultancy, Recruitment and Talent Management, Marketing & Sales, Customer Service, Administrative Management, Cooperatives, Secretarial and Soft Skills.



Mr. Segun Cadmus, **BSc, MSc, AHRP, ANIPR**
Competency Areas: Leadership, Strategic Management, Critical Thinking, Teamwork, Learning & Development, Marketing & Sales, Human Resources, Communication/Media & Public Relations.



Mr. Chris Ukasoanya, **BSc, MBA, FCA, FCTI**
Competency Areas: Accounting and Finance, Internal Control and Audit, Healthcare Finance, Insurance, General and Strategic Management, Leadership, Human Resources Management, Credit Management and Tax Management.



Mohammed Ibrahim, **B. Tech, MBA**
Competency Areas: Leadership, Arts and Culture, Communication and Media Strategy, Diplomacy, Logistics/Supply Chain Management, Presentation Skills, Corporate Social Responsibility (CSR), Public Administration, Economic Management, Community Relations, Sports Administration and Soft Skills.



Mrs. Justina Obute, **BSc (Econs), AAT, ACA**
Competency Areas: Accounting and Finance, Internal Control and Audit, General and Strategic Management, Asset Management, Credit Management, Customer Service and Tax Management.



Engr. Mayokun Ilo, BSc, PGD, MSc, MBA
Competency Areas: Engineering, Oil & Gas, Energy, ICT/Emerging Technology Certifications, General Management, Human Resources Management, Financial Management, Cyber Security, Artificial Intelligence, Data Protection, Real Estate, Hospitality Management, Internet of Things, Access Control, Management Consultancy, Communication, Media and Soft Skills.

Tailored In-House Training



All the programs described in this brochure can be tailored for in-house training for your organization. Some of the advantages our in-house training guarantees are as follows:

Meeting your needs – We will deliver one of our world-class seminars to your company in order to enhance learning and the overall human capital development.

Conducted by leading practitioners – Our instructors are on the cutting-edge and possess a wide breadth of expertise and hands-on experience.

Convenience – Located at your chosen site and on your schedule.

Comprehensive – Your employees will enhance their skills in a wide range of areas.

Cost-effective – There is a reduced cost per person compared to an individual off-site training event of a similar scope.

Dynamic – Your employees will experience an interactive learning environment where their specific concerns and questions will be addressed in a positive atmosphere.

Motivating – The shared learning experience provides a valuable opportunity for team building and increasing staff motivation and morale.

IN-HOUSE TRAINING CLIENTS

- **ALUKO & OYEBODE, LP**
- **ANIMAL CARE CONSULT LTD**
- **ARCO PIPELINE SOLUTIONS LTD**
- **BAOBAB MICROFINANCE BANK**
- **BRISTOW HELICOPTERS**
- **CADBURY NIGERIA PLC**
- **CLEANSERVE INTGRATED ENERGY**
- **COSCHARIS GROUP**
- **DANGOTE GROUP**
- **EKO SUPREME RESOURCES NIG LTD**
- **FEDERAL INLAND REVENUE SERVICE**
- **FIDELITY BANK PLC**
- **FINEPRO MANUFACTURING CO.**
- **FINLAB NIGERIA LTD**
- **FIRST GURANTY PENSIONS LTD**
- **GRAN IMPERIO GROUP**
- **HALOGEN SECURITY CO. LTD**
- **HARVESTFIELD INDUSTRIES LTD**
- **HAYAT KIMYA NIGERIA LTD**
- **HIGH FLYERS MEDIA LTD**
- **INDUSTRIAL CARTONS LTD**
- **INTERCONNECT CLEARINGHOUSE**
- **KRISORAL GROUP**
- **LEADWAY ASSURANCE CO. LTD**
- **MEDPLUS PHARMACY**
- **MOODY INTERNATIONAL LTD**
- **NAGODE INDUSTRIES LTD**
- **NATIONAL AGENCY FOR SCIENCE & EN**
- **NATURAL PRIME RESOURCES NIG LTD**
- **NIG ELECTRICITY REGULATORY COMM**
- **NIGERIA ENERGY SUPPORT PROGRAM**
- **SIMBA GROUP (NIGERIA)**
- **THE EKO HOSPITALS**
- **THE NATIONAL ASSEMBLY**
- **TITIS GROUP**
- **TOTAL HEALTH TRUST**
- **UNIC INSURANCE PLC**
- **WECO GROUP**
- **ZENITH BANK PLC**

We offer Tailored Training Courses to cover your every need from location to class to size to content. So basically, whatever you need to know, however and whenever you need it, we can provide it for you.

Previous Participating Organizations

More than 10,000 individuals have benefited – many repeatedly – from our empirical research-based, practical training programs from the following 760+ organizations:

1. A.G. Leventis Plc
2. Abbey Mortgage Bank Plc
3. ABC Transport Plc
4. ABG Plastics, Kano
5. ABEX Express Parcel Service
6. Abia State IMPACT Project, Umuahia
7. Abia State Ministry of Health
8. Abia State Primary Health Care Dev Agency
9. ABJ Consolidated Nigeria Ltd.
10. Abuja Electricity Distribution Co.
11. Abuja Investments Co. Ltd.
12. Abuja Markets Management Co. Ltd.
13. Academy Press Plc
14. Accord Savings & Loans Ltd.
15. Accugas Ltd
16. Achieving Health Nigeria Initiative(AHNi)
17. Achilles Information Ltd., Abuja
18. Actis Africa
19. Adamawa State Contributory Health Mgt Agency
20. Adegbemile, Agangan, Akinlosotu & Co.
21. Adeniran Ogunsanya College of Education
22. Adgozo Ltd
23. ADIC Insurance Plc
24. Addrosser Microfinance Bank
25. Administrative Staff College of Nigeria (ASCON)
26. Advanced Logistics & Procurement Services
27. Aelex, Legal Practitioners
28. Aerocontactors Company of Nigeria Ltd.
29. AES Nigeria Barge Ltd.
30. Afe Babalola University, Ado Ekiti (ABUAD)
31. Afribank Bureau de Change
32. Afribank Estate Company Ltd.
33. Afribank Nigeria Plc
34. Afribank Trustee & Investments Ltd.
35. Africa Oilfield Services Ltd.
36. African Petroleum Plc
37. Afrocommerce (W. A.) Ltd.
38. Aiico Insurance Plc
39. Aiico Pension Managers Ltd.
40. AKK/NNPC Joint Venture, Kano
41. Akwa Ibom Hotels & Tourism Board
42. Alfred James Holdings Ltd.
43. Alicorn Capital Managers Ltd.
44. All Best Cargoes, Haulage & Logistics Services
45. All Seasons Mediacom
46. Allied Techno Systems Ltd.
47. Alpha Mead Facilities & Mgt Services Ltd.
48. Aluko & Oyebode
49. ALUMACO Plc
50. Amadeus Marketing Nigeria Ltd.
51. Amaiden Energy Nigeria Ltd.
52. Amana Consortium Ltd.
53. Amazon Energy Services Ltd.
54. American University of Nigeria (AUN)
55. Anambra State SLOGOR Project, Awka
56. Ananda Marga Universal Relief Team (AMURT)
57. Animal Care Services Konsult
58. AOS-Allwell Oil Services Ltd
59. Apel Capital Limited
60. Aquila Capital Ltd.
61. Arab Contractors Nigeria Ltd.
62. Arco Pipeline Solutions Ltd.
63. Arik Air Limited
64. Arin Manufacturing Ltd.
65. Ark Insurance Brokers Ltd.
66. Arksego Nigeria Ltd.
67. Ascon Oil Company Ltd.
68. Ashaka Security Company Ltd.
69. Asharami Synergy Ltd
70. Associated Discount House Ltd.
71. Association of Uganda Oil & Gas Providers
72. Astral Waters Ltd.
73. Atlas Copco Nigeria
74. Avery Nigeria Ltd.
75. Avidor Oil & Gas Co. Ltd.
76. AXA Mansard Pensions Ltd.
77. A-Z Petroleum Products Ltd.
78. B2Gold Mining, Bamako, Mali
79. Babcock University, Ilisan-Remo, Ogun State
80. Balogun Badejo & Company
81. Bank of Industry Ltd.
82. Baobab Microfinance Ltd.
83. Bayero University Kano (BUK)
84. Beamco Nigeria Ltd.
85. Bel Impex Ltd.
86. Bel Papyrus Ltd.
87. Beneprojecti Nigeria Ltd.
88. Benue Investment & Property Co. Ltd, Makurdi
89. Berger Paints Plc
90. B.G. Technical Ltd.
91. Bint & Prattel
92. Bio-Organics Nutrient Systems Ltd.
93. Bi-TraxAxxent Company Ltd.
94. Bitts Travels & Tours Ltd.
95. Bizzdesk Global Solutions
96. BJ Bison Ventures Ltd., Sapele
97. Bluebird Communications Ltd.
98. BNL Engineering & Construction Ltd.
99. Bobo Food & Beverages Ltd.
100. Bokku Super Stores
101. Bollore Africa Logistics Nig. Ltd.
102. Bosan Resources Investment
103. Boulos Enterprises Ltd.
104. Boulos Food & Beverages Ltd.
105. Brian Munro Ltd.
106. Brickhouse Construction Co. Ltd.
107. Briscoe Technologies Ltd.
108. Bristow Helicopters (Nig.) Ltd.
109. BUA Cement Plc
110. BUA Cement Medical Laboratory, Obu
111. BUA Flour Mill Ltd.
112. BUA Foods Plc
113. BUA Sugar Refinery
114. Buono Nigeria Limted
115. Bureau of Public Enterprises (BPE)
116. Business Contracting Ltd.

117. BusinessDay Media Ltd.
118. C & I Leasing Plc
119. CA Consultants Ltd.
120. Cable Mission Television
121. Cadbury Nigeria Plc
122. Cakasa Nigeria Co. Ltd.
123. Calag Capital Ltd.
124. Capital Bancorp Ltd.
125. Capital Express Assurance Ltd.
126. Capital Media Ltd.
127. Capital Trust Brokers Ltd.
128. Caraway Foods International Ltd.
129. Cards Technology Ltd.
130. Cashcraft Asset Management Ltd.
131. Caslat Nigeria Ltd.
132. Catholic Caritas Nigeria, Abuja
133. Caverton Marine Ltd.
134. Cement Co. of Northern Nig. Plc,
135. Central Bank of Liberia, Monrovia
136. Central Bank of Nigeria (CBN)
137. Central Securities Clearing System
138. Centre for Dryland Agriculture (CDA)
139. CFAO Motors Nigeria Ltd.
140. Chams Nigeria Plc
141. Champion Newspapers Ltd.
142. Charles Adebiyi & Company
143. Chase Executive Business Services
144. Chemical & Allied Products Plc
145. Chevron Nigeria Ltd.
146. Chi Limited
147. Chibek Instruments Ltd.
148. Chicason Group of Companies
149. Chief Cornerstone Nig. Ltd.
150. Chisco Group of Companies
151. Chisco Transport (Nig.) Ltd.
152. Chris Ejik Group of Companies
153. Christ Embassy Rhapsody
154. Cititrust Private Equity
155. Civil Aviation Authority (CAA) Rwanda
156. Cleanjohn Nigeria Ltd.
157. Cleanserve Integrated Energy Solut
158. Clearline International Ltd.
159. Clinical Research Centre, Abuja
160. CMC Connect Ltd.
161. Cneico Nigeria Ltd.
162. Cobranet Ltd.
163. Codix Pharma Ltd.
164. College of Education, Azare
165. Colours in Africa Ltd.
166. Combined Energy Technical Solutions
167. Comprehensive Project Mgt Services
168. Compuleb Nigeria Ltd.
169. Computer Warehouse Group
170. Conoil Plc
171. Consolidated Discount House Ltd.
172. Consolidated Media Associates Ltd.
173. Contemporary Group Ltd.
174. Continental Reinsurance Plc
175. Coop Energy & Gas Ltd.
176. Cornerstone Asset Mgt Ltd.
177. Corporate Rentals Ltd.
178. Coscharis Group
179. Coscharis Motors Ltd.
180. Coscharis Technologies Ltd.
181. Cosmos Trade Nigeria & Ghana
182. COURE Software & Systems Ltd.
183. Credit Direct Ltd.
184. Credit Swift Ltd.
185. Creseada International Ltd.
186. CRIB Pension Fund Managers Ltd.
187. Critical Rescue International
188. Cross Country Ltd.
189. Cross River SLOGOR Project, Calabar
190. Crossworld Securities Ltd.
191. Crown Flour Mills Ltd.
192. Crystal Life Insurance Co. Ltd
193. CSL Stockbrokers
194. Custodian Insurance Plc
195. Daar Communications Plc
196. Daily Times of Nigeria Plc
197. DajCom Limited
198. Dalewares Ltd.
199. Dana Motors
200. Danex Medical Centre Ltd.
201. Dangote Agro Sacks Ltd.
202. Dangote Group
203. Dataflex Nigeria Ltd.
204. Datamax Registrars Ltd.
205. Datlex Nigeria Ltd.
206. Daystar Christian Centre
207. DBL Securities Ltd.
208. Delattre Bezons Nigeria Ltd.
209. De-Lords Securities Ltd.
210. Delta State Contributory Health Comm
211. Delta State University
212. DEME Group
213. Depthwize Nigeria Ltd.
214. De-Tastee Fried Chicken Ltd.
215. Development Bank of Nigeria (DBN)
216. DHL International Nigeria Ltd.
217. Diamond Bank Plc
218. Digital Reality Prints Ltd.
219. Directorate of Petroleum Resources
220. Diversey West Africa Ltd (SealedAir)
221. Diya, Fatimilehin & Company
222. Dizengoff West Africa Ltd.
223. DLM Capital Group
224. DN Meyer Plc
225. Dorman Long Engineering Ltd.
226. Doyin Group of Companies
227. Dredging International Services Ltd.
228. Drum Cussac Nigeria
229. DSV Pipetronix Ltd, Port Harcourt
230. Dtools International Co. Ltd.
231. Eagle Packaging Ltd.
232. Eastern Distillers & Food Ind. Ltd.
233. Ebunoluwa Foundation
234. Edo Geographic Information System
235. Edumark Consult
236. EFT Insurance Brokers Ltd.
237. Egbin Power Plc
238. Ekiti State Minstry of Health & Social W
239. Ekiti State Ministry of Justice
240. Eko Supreme Resources Nig. Ltd

241. Electricity Management Services Ltd.
242. Elektrint (Nigeria) Ltd.
243. Elim Motors Nigeria Ltd.
244. Elizade Nigeria Ltd.
245. Emerging Platforms Ltd.
246. Embassy Drycleaners Ltd.
247. Empire Securities Ltd.
248. Emzor Hesco Ltd.
249. Emzor Pharmaceuticals Ltd.
250. ENCON Plc
251. Energia Ltd., Kwale, Delta State
252. Engineering & Technical Co.
253. Enugu Electricity Distribution Co. EEDC
254. Equinox International Resources Ltd.
255. Equitorial Trust Bank Ltd.
256. Equity Assurance Plc
257. Ernst & Young
258. Estate Links Ltd.
259. Eteh Luckyman Graham
260. Eterna Plc
261. Eternit Nigeria Ltd.
262. Etisalat Nigeria
263. EU-MPP9 Cedar for Development
264. Eureka Metals Ltd.
265. Eurocomm Securities Ltd.
266. Evans Medical Plc
267. Evans Publications Ltd.
268. Excel Scan Services, Kaduna
269. Eyeware Limited
270. FA Legal Consultants
271. Falcon Petroleum Ltd.
272. Famfa Oil Ltd.
273. Fan Milk Plc
274. FBN Holdings Plc
275. FBN Insurance Brokers Ltd.
276. FCMB Asset Management Ltd.
277. Federal Inland Revenue Service (FIRS)
278. Federal Ministry of Power (FMoP)
279. Federal Mortgage Bank of Nig.
280. Federal Radio Corporation of Nig.
281. Federal University, Otuoke, Bayelsa
282. FedEx Redstar Express Plc
283. Femab Properties Ltd.
284. Fengate Insurance Brokers Ltd.
285. FGN Power Company (FGNPC)
286. Fidelity Bank Plc
287. Fidson Healthcare Plc
288. Filmo Realty Ltd.
289. Financial Reporting Council (FRC)
290. Financorp Building Society Ltd.
291. FinBank Plc
292. Finepro Manufacturing Co. Ltd.
293. Finlab Nigeria Ltd.
294. First Alliance Pension & Ben. Ltd.
295. First Aluminum Nigeria Plc
296. First Bank of Nigeria Plc
297. First Guarantee Pension Ltd.
298. First Independent Power Ltd.
299. First Pension Custodian Ltd.
300. First Securities Discount House
301. Five Star Travel Ltd.
302. Fleet Masters Group
303. Flour Mills of Nigeria Plc
304. Flying Eagle Shipping Ltd.
305. Fohdot Creative Resources
306. Food Choices Ltd.
307. Fortifiers Petroleum Services Ltd.
308. Fountain Insurance Brokers
309. Friesland Foods Wamco Nig. Plc
310. FSS Gases Limited
311. Full Life Foundation, Uyo, Akwa Ibom
312. Future Unity Glanvills Pensions Ltd.
313. Galaxy Backbone Ltd., Abuja
314. Gambia Inv. & Exp. Promotion Agency
315. Garment Care Ltd.
316. G. Elias & Co. (Solicitors & Advocate)
317. Gbenga Olaniyan & Associates Ltd.
318. General Telecom Plc
319. Geodetec Positioning Service Ltd.
320. Geometric Synergy Services Ltd.
321. Germaine Auto Centre Ltd.
322. Glanvill Enthoven & Co. (Nig.) Ltd.
323. Glaxosmithkline Consumer Nig. Plc
324. Global Credit Rating Agency Co. Ltd.
325. Global Energy Co. Ltd.
326. Global International College
327. Globe Motors Holdings Ltd.
328. Globestar Engineering Co. Ltd.
329. Gold Cross Hospital
330. Gran Imperio Group
331. Grants Management Office, LSMOH
332. Graylink Flexfreight Services Ltd.
333. Grimaldi Agency Nig. Ltd.
334. Grooming Centre NGO
335. Guaranty Trust Assurance Plc
336. Guaranty Trust Bank Plc
337. Guaranty Trust Holding Co Plc (GTCO)
338. Guardian Newspapers Ltd.
339. Gulf Coast Marine Nig. Ltd.
340. Gulf Treasures Ltd.
341. Haldane McCall Plc (Suru Exp)
342. Halogen Security Co. Ltd.
343. Harbury Nigeria Ltd.
344. Harmony Securities Ltd.
345. Harval Nigeria Ltd.
346. Harvestfield Industries Ltd.
347. Havenhill Synergy Ltd.
348. Hayat Kimya Nigeria Ltd.
349. Healing School
350. Healthcare International Ltd.
351. Healthcare Security Ltd., Abuja
352. Heartbeat Investments Ltd.
353. Heliconia-EAN AeroLtd.
354. Henan Petroleum Nigeria
355. Henkel Chemical Co. Ltd.
356. Henry Jackson Foundation (HJF)
357. Heritage Capital Markets Ltd.
358. Hewlett-Packard (HP)
359. High Flyers Media Ltd.
360. Hiqos Technologies Ltd.
361. Home Gyms Equipment Ltd.
362. Honeywell Flour Mills Plc
363. Howard Roark Group
364. Hudson Offshore Ltd.

365. Hygeia HMO Ltd.
366. Hydrocarbon Pollution (HYPREP)
367. Hydrodive Nigeria Ltd.
368. Hydro Marine Engineering Co. Ltd.
369. Ibadan Electricity Distribution Co. Plc
370. Ibile Holdings Limited
371. IBTC Chartered Bank Plc
372. Ibom Power Company Ltd, Uyo
373. Indemnity Finance Ltd.
374. Industrial & General Insurance Co.
375. Industrial Cartons Limited
376. Industrial Training Fund (ITF) Jos
377. Insight Communications Ltd.
378. Institute for Peace & Conflict Resolution
379. Inst of Estate Surveyors & Valuers
380. Insurance PHB Ltd.
381. Integrated Corrosion Service Co. Ltd.
382. Intercellular Nigeria Plc
383. Intercon Partnership Ltd.
384. Interconnect Clearinghouse Nig Ltd.
385. Intercontinental Wapic Insurance Plc
386. Interkel Nigeria Ltd.
387. International Energy Insurance Plc
388. International Energy Services Ltd.
389. International Health Mgt Services Ltd.
390. Int'l Inst of Tropical Agric (IITA)
391. International Standard Securities Ltd.
392. International Tools Ltd.
393. Interior Specifics Ltd.
394. Interior Woodworks Ltd.
395. Interstate Securities Ltd.
396. Inventmedia Ltd.
397. IO Furniture Ltd.
398. IPNX Nigeria Ltd.
399. IPWA Plc
400. Ismail & Partners
401. ISN Products Ltd.
402. Jackson, Etti & Edu
403. Jagal Nigeria Ltd.
404. James Cubitt Architects
405. Jawachi Oilfield Services Ltd.
406. Jendol Superstores
407. Jetlink Ltd.
408. Jide Taiwo & Company
409. Jigawa State SLOGOR Project, Dutse
410. JK Gadzama LLP
411. JKK Holdings Ltd.
412. JMG Ltd.
413. John Holt Plc
414. John Snow, Inc. Nigeria
415. Joint Admin & Matric Board (JAMB)
416. Jubaili Bros. Engineering Ltd.
417. Jumbo Sports Mart Ltd.
418. Julius Berger Nigeria Plc
419. Kaduna Livestock Productivity (LPRES)
420. Kakanfo Inn & Conf Centre, Ibadan
421. Kakawa Asset Management Ltd.
422. Kamgam Consult
423. Kandaval Communications Ltd.
424. Keves Global Integrated Services Ltd.
425. Kibo Graphics Ltd.
426. Kings Care Hospital, Abuja
427. Kings Guards Security Services Ltd.
428. Knightsbridge Ltd.
429. Kresta Laurel Ltd.
430. Krisoral Group of Companies, Onitsha
431. Kwara IVTEC
432. Kwara State Internal Revenue Service
433. Lafarge Africa Plc
434. Lagoon Home Savings & Loans Ltd.
435. Lagoon Hospital
436. Lagos State Electricity Commission
437. Lagos State Ministry of Health, GMO
438. Lagos State Dev & Property Corp.
439. Legacy Pension Managers Ltd.
440. Legacy Realties Ltd.
441. Lagos Channel Management Ltd.
442. Lasaco Assurance Plc
443. Laterna Ventures Ltd.
444. Law Union & Rock Ins. Plc
445. Leadway Assurance Co. Ltd.
446. Leadway Pensure PFA
447. Leatherworld Ltd.
448. Lift Above Poverty Organization NGO
449. Linkage Assurance Plc
450. Linkso Nigeria Ltd.
451. Literamed Publications Ltd.
452. Livestock Feeds Plc
453. Logic Sciences Ltd.
454. Lonestar Drilling Nigeria Ltd.
455. Longman Nigeria Plc
456. Loveworld International
457. Lucky Stationery Ltd.
458. Lugaco Nigeria Ltd.
459. MacAdams Baking System
460. Mainstream Energy Solutions Ltd.
461. Mainstreet Bank Bureau de Change
462. Maldini Granite & Marbles Ltd.
463. Mandilas Enterprises Ltd.
464. Mane Limited
465. Manifold Computers Ltd.
466. Mantrac Nigeria Ltd.
467. Manufacturers Association (MAN)
468. Maple Group Ltd.
469. Marketing & Media Ltd.
470. May & Baker Nigeria Plc
471. Mayfield Finance Ltd.
472. Mechanical Systems Ltd, Port Harourt
473. Mediaplus International Ltd.
474. Medical Lab Science Council of Nigeria
475. Medical Research International (MRI)
476. Medplus Pharmacy Ltd.
477. Mega Lifesciences Nigeria
478. Metro Mortgages Ltd.
479. Micro Access Ltd.
480. Midwestern Oil & Gas Company Ltd.
481. Mikano International Ltd.
482. Ministry of Budget & National Planning
483. Min. of Energy & Nat Res, Uganda
484. Ministry of Finance Inc. (MOFI)
485. Minnesota Nigeria Ltd (3M)
486. Momentum Media Ltd.
487. Moni Pulo Ltd.
488. Moody International Nig. Ltd.

489. Mopson Pharmaceuticals Ltd.
490. Morgan Omonitan & Abe Ltd.
491. Morison Industries Plc
492. Motayo Foods & Health Ltd.
493. Mozyk Ventures Ltd.
494. MTN Nigeria Communications Ltd.
495. Multichoice Nigeria
496. Multimesh Communications
497. Multinational Technologies
498. Multisub Energy Ltd
499. Murphy Shipping & Comm. Serv. Ltd.
500. Mutual Benefits Assurance Plc
501. Nagode Industries Ltd.
502. Nampak Cartons Ltd., Ibadan
503. Nampak Nigeria Plc
504. Nasarawa State Min of Youth&Sports
505. National Agency for Science (NASENI)
506. National Environment Agency, Gambia
507. National Hajj Commission of Nigeria
508. National Health Ins. Scheme (NHIS)
509. National Ins. Commission (NAICOM)
510. National Judicial Institute, Abuja
511. National Minerals Agency (NMA) S/L
512. Nat Power Training Institut (NAPTIN)
513. Natural Prime Resources Nig. Ltd
514. Neimeth International Pharm Plc
515. NEPZA-Calabar Free Trade Zone
516. NetcoDietsmann Nigeria Ltd.
517. Netcom Africa Limited
518. Network Exploration & Production Nig.
519. Nicon Insurance Plc
520. Niger Delta Power Holding (NDPHC)
521. Niger Insurance Plc
522. Niger RAAMP
523. Nigeria Communications Comm (NCC
524. Nigeria Electricity Liability Management
525. Nigeria Energy Support Prog (NESP)
526. Nigeria Inter-Bank Setllement Plc
527. Nigeria NLG Ltd, Port Harcourt
528. Nigeria Police Academy, Wudil-Kano
529. Nigeria Reinsurance Corporation
530. Nigerian Agric Insurance Corp (NAIC)
531. Nig. Aviation Handling Co. (NAHCO)
532. Nigerian Bag Mfg Co. (BAGCO)
533. Nig. Bulk Electricity Trading (NBET)
534. Nigerian Comms Commission (NCC)
535. Nig. Content Dev & Monitoring Board
536. Nigerian-Danish Chamber of Commerc
537. Nigerian Governors' Forum (NGF)
538. Nig Elect Regulatory Comm (NERC)
539. Nigerianet Communications Ltd.
540. Nigerian Export Import Bank (NEXIM)
541. Nigerian Foundries Ltd.
542. Nigerian-German Chemicals Plc
543. Nigerian Institute of Management (NIM)
544. Nigerian Law Reform Comm (NLRC)
545. Nigerian Metorological Agency (NiMet)
546. Nigerian National Petrol Corp (NNPC)
547. Nigerian Ropes Plc
548. Nigerian Soverein Inv. Authority (NSIA)
549. Nig. Universities Pension (NUPEMCO)
550. Nigerite Ltd.
551. NLNG Shipping & Marine Services Ltd
552. NLNG Staff Coop Inv & Credit Society
553. NNPC Pension Fund Ltd.
554. Nobleserve Capital Management Ltd.
555. Nomase Microfinance Bank Ltd.
556. NOV Oil & Gas Services Nig. Ltd.
557. Nova Internet Solutions Nig. Ltd.
558. Noor Takaful Insurance Ltd
559. NSIA Insurance Ltd
560. Nutech Telecoms & Technical Services
561. OAN Overseas Agency Nigeria
562. Oando Plc
563. Oasis Group Ltd.
564. Oasis Insurance Plc
565. Ocean Marine Solutions Ltd.
566. Odu'a Telecoms Ltd.
567. Odudu & Company
568. Odujinrin & Adefulu, LP
569. O'La-Kleen Nigeria Plc
570. Olaiwon Ajayi LP
571. Olam Nigeria Ltd.
572. Olisa Agbakoba & Associates
573. Omotosho Electric Energy Co. Ltd.
574. Ondo State House of Assembly, Akure
575. Onward Paper Mill Ltd.
576. Optimum Exposures Ltd.
577. Ora Egbunike & Associates
578. Orangeline Design & Dev. Ltd.
579. Orwell International (Oil & Gas) Ltd
580. Osun Rural Access Marketing Project.
581. Osun State SLOGOR Project, Osogbo
582. Overere Services Ltd., Effurun
583. Owel-Linkso Group
584. Oxbridge Tutorial College
585. Pacific Energy Company Ltd.
586. Pahek Security Services Ltd.
587. Palm Line Agencies Nig. Ltd.
588. Pamol Nigeria Ltd.
589. Panat Nigeria Ltd.
590. Pan African Airlines
591. Pan Ocean Oil Corporation
592. Papilon Industry Ltd.
593. Paradigm Initiative Nigeria
594. Paramount Frozen Food Ltd.
595. Pareto Associates Ltd (ParetoPay)
596. Parliament of Uganda (Liberary)
597. Partnership Initiative in the Niger Delta
598. Paul Allotey, Ghana
599. Pavilion Technology Ltd.
600. Peacegate Oil & Gas Ltd.
601. Peaktrust Insurance Brokers Ltd.
602. Pecuniary & Trust Insurance Brokers
603. Penman Pensions Ltd.
604. Pension Fund Operators of Nigeria
605. Peso Energy Services Ltd.
606. Petro Base Ltd.
607. Petroleum Commission, The Gambia
608. Petrostuff Ltd.
609. Peugeot Automobile Nigeria Ltd.
610. Pharmabase Nigeria Ltd.
611. Phase 3 Telecom
612. PHB HealthCare Ltd.

613. Pillar Oil Limited
614. PIND Foundation, Asokoro, Abuja
615. Pinnacle Insurance Brokers Ltd.
616. Pipeline Infrastructure Nigeria Ltd.
617. Pivot Engineering Co. Ltd.
618. Planet Earth Nigeria Ltd.
619. Platform Petroleum Ltd.
620. Platinum Mortgage Bank Ltd.
621. Popham Walter Odusote Ltd.
622. Polo Limited
623. Port Harcourt Water Corporation
624. Premier Petroleum Ltd.
625. Premium Pension Ltd.
626. PRESCO Plc
627. Primecare Fertility Clinic, Abuja
628. Primera Food Nigeria Ltd
629. Printpro Projects Ltd.
630. Priority Communications Ltd.
631. Private Networks Nigeria Ltd.
632. Pro-Natural International (Nigeria)
633. ProsperFunds Ltd.
634. Providence Hospitals Ltd.
635. Punch Nigeria Ltd.
636. Punuka Attorneys & Solicitors
637. P.W. (Nigeria) Ltd.
638. Pyramids
639. PZ Cussons Nigeria Plc
640. Quantum Securities Ltd.
641. Quintessence Ltd.
642. Quinn Mcgrath Ltd.
643. Rabbonitech Ltd.
644. Radial Circle Telecoms Ltd.
645. Rainoil Ltd.
646. Rapid Vigil Security Co. Ltd.
647. Real Time Technology (Nig.) Ltd.
648. Reals Pharma Ltd.
649. REAN Finance Company Ltd.
650. Reckitt Benckiser Nigeria Ltd.
651. Reddington Hospital
652. Remlords Tours & Car Hire Services
653. Research International
654. Resource Intermediaries Ltd.
655. Resourcery Plc
656. Restral Ltd.
657. Rockson Engineering Co. Ltd.
658. Rosabel Leo Burnett
659. Royalsec Securities Ltd.
660. Rural Access & Agric Marketing Project
661. Rwanda Airports Company Ltd, Kigali
662. Rwanda Civil Aviation Authority, CAA
663. Rwanda Utility Regulatory Authority
664. Saje Marine
665. SAGETO Ltd.
666. Sahara Group
667. Sahara Power Group
668. SAHCO Plc
669. Sapid Holdings Ltd.
670. SATCO Consultancy & Energy Service
671. Savannah Energy Stubb Creek Ltd
672. Savannah Petroleum Plc
673. Save the Children International NGO
674. SCIB Nigeria & Co. Ltd.
675. SPDC West Multipurpose Coop Socie
676. SDV Nigeria Ltd.
677. SecTrust Finance Ltd.
678. Securities & Exchange Commission
679. SEPCO Pacific Energy Partners
680. Servetek Engineering Ltd.
681. SFA Logistics Ltd.
682. SGS Inspection Services Ltd.
683. Shongai Packaging Ltd.
684. Shoreline Power Company
685. SIAT Group
686. Sidmach Technologies Nig. Ltd.
687. SIFAX Group
688. Sigmund Engineering Works Ltd.
689. Silverbird Group
690. Silverbird Communications Ltd
691. Simba Agric & Power Products Ltd.
692. Simba Group (Nigeria)
693. Simba Industries Ltd.
694. Simba Motors Ltd.
695. Simba Technology Ltd.
696. Simbanet Nigeria Ltd.
697. Siotel Nigeria Ltd.
698. SKG-Pharma Ltd.
699. Skybright Industries Ltd.
700. Skyway Aviation Handling (SAHCOL)
701. Skyview Estates Ltd.
702. Smile360 Dental Specialists
703. Smoothway Ins. Brokers Ltd.
704. Soc Sec & Hsing Fin. Corp. Gambia
705. Socket Works Ltd.
706. Sofisticat Ltd.
707. Sofitam Nigeria Ltd.
708. Sofunde Osakwe Ogundipe & Belgore
709. Soft Solutions Ltd.
710. Sojitz Global Trading Nigeria Ltd.
711. Solar Energy Adv Power System
712. Solarmate Engineering Ltd.
713. Somotex Nigeria Ltd.
714. Sonnex Packaging Nig. Ltd.
715. SOS Children's Village Nigeria
716. Sovereign Trust Insurance Plc
717. SPA Ajibade & Co., LP
718. SPL Business Solutions Nig. Ltd.
719. Sparklight Group
720. Spring Bank Plc
721. Staco Assurance Plc
722. Stallion Home Savings & Loans Ltd.
723. Stanbic IBTC Bank Ltd.
724. Standard Alliance Group
725. Standard Alliance Insurance Plc
726. Standards Organisation of Nigeria
727. Starcom Media Ltd.
728. Starcomms Plc
729. STB MacCann Lagos
730. STI Consulting Ltd.
731. Sterling Bank Plc
732. St. Nicholas Hospital
733. Strachan Partners
734. Suburban Trust S & L Ltd.
735. Sunbeth Energies Ltd.
736. Sunbeth Global Concepts Ltd.

737. Supercard Ltd.
738. Survival Systems Int. WA (SSIWA)
739. Swap Technologies & Telecoms
740. Swifttalk Ltd.
741. Swiss Pharma Nigeria Ltd.
742. Synergy Systems Ltd.
743. Syngenta Nigeria Ltd.
744. Systemspecs Ltd.
745. Systemtech Services Ltd.
746. Tabson Gases Ltd., Abuja
747. TaijoWonukabe Ltd.
748. Tangerine Africa
749. Tangerine Life Insurance Plc
750. Tantalizers Plc
751. Task Systems Ltd.
752. Tavia Technologies Ltd.
753. TBWA/Concept
754. Technocrime Security Ltd.
755. Technology Distributions Ltd.
756. Technovatives Engineering Ltd.
757. Teco Limited
758. Teledom International Ltd.
759. Telnet Nigeria Ltd.
760. Tenece Professional Services
761. Terra Energy Services Ltd.
762. TG Arla Dairy Products LFTZ Ent.
763. The Arab Energy Fund (TAEF), Riyadh
764. The Chair Centre Ltd.
765. The Eko Hospitals
766. The National Assembly
767. The Nigerian Stock Exchange (NSE)
768. The Okomu Oil Palm Co. Plc
769. The Polytechnic Ibadan
770. The Quadrant Company
771. The Rose of Sharon Foundation
772. The Tent Event Ltd.
773. Ticon Technologies Ltd.
774. Tijegab Oil & Gas Ltd/Tijegab Homes
775. TNT/IAS Express
776. Toptech Engineering Ltd.
777. Total Health Trust Ltd.
778. Total E&P CPFA
779. Total Nigeria Plc
780. Total Telecom Solutions Ltd.
781. Toyota Nigeria Ltd.
782. Tradeways Express Ltd.
783. Tranex Express Plc
784. Trans Africa Financial Services
785. Transmission Company of Nig (TCN)
786. Transnational Corporation of Nig. Plc
787. Tranter IT Infrastructure Services
788. Trevi Foundations Ltd.
789. Tri Continental Oil Services Ltd.
790. Tripple 'A' Outdoor Ltd.
791. Triple 'E' Systems Associates
792. Trustfund Pensions Plc
793. TV Continental
794. TY Danjuma Foundation,Taraba State
795. UAC Foods Ltd.
796. UAC of Nigeria Plc
797. UBA Metropolitan Life Ins. Ltd.
798. UBA Pension Custodian Ltd.
799. Udo Udoma & Belo-Osagie
800. UHY Maaji & Company
801. Umugini Pipeline Infrastructure Ltd.
802. Unic Insurance Plc
803. Unilever Nigeria Plc
804. Union Assurance Company Plc
805. Union Bank of Nigeria Plc
806. Union Homes Savings & Loans Plc
807. Union Registrars Ltd.
808. United Bank for Africa Plc
809. United Geophysical Nigeria Ltd.
810. United Nations Office for Human Affairs
811. United Parcel Service (UPS)
812. United States Embassy, Abuja
813. Unity Bank Plc
814. UnityKapital Assurance Plc
815. Universal Energy Resources Ltd, Uyo
816. University of Benin, Benin City
817. University of Ife
818. USAID Maternal & Child Care Project
819. USAID/Nigeria, Abuja
820. US Centers for Disease Control (CDC)
821. Vanguard Media Ltd.
822. VDT Communications Ltd.
823. VFD Bridge Ltd.
824. VFD Group Plc
825. Ventures & Trust Ltd.
826. Viadaz FD Ltd.
827. Vigeo Holdings Ltd.
828. Virgin Nigeria Airways Ltd.
829. Vitafoam Nigeria Plc
830. Waltersmith Petroleum Oil Ltd.
831. Wandel International Nigeria
832. Washaman Nigeria Ltd.
833. Wayne (West Africa) Ltd.
834. Weco Engineering & Const. Co. Ltd.
835. Weco Systems Group
836. Wema Bank Plc
837. West Africa Offshore Ltd.
838. West African Taxation Forum
839. West Plastics Ltd.
840. Westoil Petroleum Services Ltd.
841. World Bank Malaria IMPACT Project
842. Wytak Press Ltd.
843. Xerox H. S. Nigeria Ltd.
844. XL Africa Group
845. Yobe State SLOGOR Project, Damaturu
846. Yola Electricity Distribution Company
847. Zamam Offshore Services Ltd
848. Zain Nigeria Ltd.
849. Zenith Bank Plc
850. Zenith Medical Centre
851. Zenith Medicare Ltd.
852. Zinox Technologies Ltd.

What participants are saying about our programs…



Thank you Capacity for Africa for professionalism and affable atmosphere that promoted learning and sharing of experience.
Jerome K. Olowoyeye, AGM (PR&D), Nigerian Agricultural Insurance Corporation, Abuja

Please keep the flag flying. You people are a very professional team.
Obed Nworgu, Station Manager, Arik Air Ltd., Benin Airport, Benin City

I will definitely recommend this course. I think it is perfect like that for the moment.
Gaoussou Baba Traore, Local Content Specialist, B2Gold Mining Corporation, Bamako, Mali

On behalf of my team, I'm satisfied and grateful for both the coordination and support received at the facilities.
Honey Malinga, Ag. Director, Directorate of Petroleum, Ministry of Energy & Mineral Development (MEMD), Kampala, Uganda

I really enjoyed this training and look forward to attending more training with you.
Haruna Rasheed Abubakar, Legal/Secretariat Officer, Abuja Investments Company Ltd.

The training is good. Please attend and acquire the knowledge.
Ziade Rugarama, Finance Expert, Rwanda Airports Company Ltd., Ligali, Rwanda

I would highly recommend the training at Capacity for Africa.
Opemipo Akin-Williams, Senior Accountant, Silverbird Communication Ltd., Victoria Island

The training is good and exposes a lot of talent in short time. Thanking the facilitators.
Ebrima Jallow, Procurement Assistant, Gambia Investment & Export Promotion Agency, Banjul, The Gambia

Highly encouraged. Keep up the coordinated synergy.
Esther Onyia, Travel & Shipping Supervisor, USAID Nigeria
The facilitators are professional and well-equipped.
Emmanuel Asiyanbola, Revenue Officer, Kwara State Internal Revenue Services, Ilorin

The course was quite insightful. A lot of new innovations in HR practices were learnt.
Christian Uwakwe, Head, Career & Performance Management, Egbin Power Plc

I highly recommend the course. It is highly structured.
Klahn-Gboloh Jarbah, Senior Risk Analyst, Central Bank of Liberia (CBL), Monrovia, Liberia