



********2021********



TRAINING PROGRAM

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Contents by Categories

Item	Accounting/Finance
1	Accounting Officers Course: Improving Accounting Skills
2	Account Receivables & Credit Policies Management Course
5	Advanced Accounting & Financial Analysis Skills Training
6	Advanced Accounts Payable Management
10	Advanced Budgeting, Budgetary Control & Monitoring Course
11	Advanced Budgeting, Forecasting, Cost Control & Monitoring Course
12	Advanced Cash & Treasury Operations Management Training
17	Advanced Corporate Tax Planning & Management Training
18	Advanced Cost Control & Management
22	Advanced Financial Management Course
261	Advanced Financial Statements Analysis Course
23	Advanced Fixed Assets Management
65	Advanced Treasury & Working Capital Management Training
71	Basic Accounting Course
75	Budgeting, Budgetary Control & Monitoring
76	Budgeting, Forecasting & the Planning Process Training
86	Cash & Treasury Operations Management
95	Comprehensive Course on IFRS Fundamentals
96	Comprehensive Course on IPSAS Implementation
105	Corporate Tax Planning & Management
106	Cost Control & Cost Reduction Strategies
108	Credit Control & Debt Recovery Course
127	Effective Account Receivables & Credit Policies Management Course
130	Effective Payroll Management & Statutory Deductions Training
141	Financial Analysis and Financial Reporting Skills Training
142	Financial Management Course
143	Fixed Assets Management Course
264	Fundamentals of Advanced Accounting Course
149	Grant & Donor Fund Management Training
172	Investment Analysis & Portfolio Management
185	Mastering Trade Credit & Debt Management
195	Organizing & Managing Accounts Payable Function Course
249	Treasury & Working Capital Management
271	Accounting & Finance for Non-Finance Managers Course
Item	Administrative/Secretarial
4	Administrative Office Management Course
8	Advanced Administrative Management
43	Advanced Office Practice & Administrative Duties Course
57	Advanced Secretarial Skills Training
118	Data & Records Management Workshop for Administrative/Registry Staff

122	Developing Personal Assistants (PA) Management Skills Course
125	Driver Safety Awareness & Defensive Driving Training
131	Effective Secretarial, Administrative & Office Management Training
147	Front Desk Management Training
154	High-Impact Training for Frontline People
183	Managing Your Boss “(Managing Up)”
191	Office Practice & Administrative Duties Course
203	Professional Advancement Course for Personal Assistants
217	Records Management & Archives Administration Training
224	Secretarial Skills Training
242	The Excellent Front Desk Officer Training
Item	Internal Audit/Control/Fraud
25	Advanced Forensic Accounting, Auditing & Investigation Course
26	Advanced Fraud Investigation, Detection & Deterrence Training
33	Advanced Internal Control & Fraud Prevention Course
53	Advanced Records Management & Archives Administration Training
69	Audit Evidence & Documentation Training
70	Auditing Your Human Resources Training
72	Behavioral & Communication Skills Training for Internal Auditors
93	Comprehensive Course on Internal Control, Compliance, Governance & Risk Management
145	Forensic Accounting, Auditing & Investigation Course
146	Fraud Investigation, Detection & Deterrence
161	Human Capital Audit Training
167	Internal Control & Fraud Prevention Course
180	Management Antifraud Programs & Controls
187	Modern Internal Auditing Practice Training
182	Managing & Optimizing the Internal Audit Function Training
204	Professional Audit Report Writing & Presentation Training
221	Risk Based Internal Auditing Training
244	Tools & Techniques for Modern Internal Auditors Training
251	Writing High-Impact Audit Reports Training
Item	Banking/Insurance/Cooperative
12	Advanced Cash & Treasury Operations Management Training
19	Advanced Credit Appraisal & Debt Management Training
47	Advanced Operational Risk Modelling Course in Banks & Insurance Companies
99	Co-operative Society Organization & Management Training
107	Credit Appraisal & Debt Management
109	Credit Risk Management & Loan Performance Course
123	Digital Finance for Financial Inclusion

172	Investment Analysis & Portfolio Management Training
	Communication/Media/Public Relations
14	Advanced Communication & Media Training
52	Advanced Project Reporting & Communication Management Training
58	Advanced Social Media Skills Training for Communication and PR
66	Advanced Workplace Communication Skills
67	Advanced Writing Skills Workshop
84	Business Writing That Works Course
94	Communication for Development (C4D) & Social Change Course
100	Corporate Communication & Media Training
170	Investigative Interviewing Training: Principles, Strategies & Techniques Training
210	Project Reporting & Communication Management Training
228	Strategic Communication Management
250	Effective Workplace Communication Training
252	Writing Technical Reports Training
267	Community Relations Strategy Training
268	Managing Immigration Challenges, Expatriates & International Assignees
Item	Customer Services/Relations
85	Call Centre Training for Call Centre Executives
112	Customer Care & Conflict Resolution
113	Customer Loyalty & Retention Strategies
114	Customer Relationship Management (CRM) Course: Beyond Customer Expectations
119	Data Mining & Customer Experience Management Training
128	Effective Front Desk Management & Customer Service Training
259	Healthcare Customer Service Course
154	High-Impact Training for Frontline People
173	Key Account Management Course
207	Professional Telephone Skills Training for the Help Desk
233	Superior Customer Service Training
Item	Entrepreneurship
121	Developing Entrepreneurship in the Oil and Gas Industry Training
220	Retiring to Entrepreneurship/Professional Practice Training
255	Identifying Business Opportunities Course
257	Entrepreneurship Workshop for Engineers
258	E-Entrepreneurship & Innovation Training
Item	Ethics/CSR
78	Business Ethics & Corporate Social Responsibility (CSR) Training
104	Corporate Social Responsibility (CSR) & the Triple Bottom-line Sustainability Training
205	Professional Etiquette & Business Ethics
267	Community Relations Strategy Training
Item	Governance/Risk Management
16	Advanced Corporate Governance Training
40	Advanced Maritime Logistics & Supply Chain Risk Management Training
44	Advanced Operational Risk Management Training in the Aviation Sector
45	Advanced Operational Risk Management Training in the Energy Sector

46	Advanced Operational Risk Management in the Oil & Gas Sector
47	Advanced Operational Risk Modelling Course in Banks & Insurance Companies
74	Boardroom Governance Workshop: Improving the Effectiveness of Audit Committees
102	Corporate Governance Training
103	Corporate Governance & Boardroom Politics
137	Enterprise Risk Management (ERM) Training
186	Measuring & Managing Operational Risk
192	Operational Risk Management Training in the Aviation Sector
193	Operational Risk Management Training in the Energy Sector
194	Operational Risk Management Training in the Oil & Gas Sector
222	Risk Management & Compliance Training
265	Cinematography, Editing & Graphics
Item	Healthcare Management
27	Advanced Hospital Operations Risk Management Training
29	Advanced Human Resources for Health (HRH) Training
151	Health Care Administration Course
259	Healthcare Customer Service Course
150	Healthcare Data Analytics & Records Management Course
260	Health Insurance Underwriting Course
152	Health, Safety & Environment (HSE)
153	Healthcare Utility Management Course
155	Hospital Management Course
157	Hospital Operations Risk Management
164	Human Resources for Health (HRH) Training
206	Professional Health, Safety & Environment (HSE) Certification Training
214	Quality Management in Healthcare Training
Item	Hospitality/Tourism Management
20	Advanced Diplomatic Protocol & Etiquette Training
156	Hospitality & Tourism Management Course
158	Hotel & Restaurant Management Training
211	Protocol, Travel Management & Diplomatic Etiquette Training
Item	Human Resources/Talent Management
30	Advanced Human Resource Business Partner (HRBP) Training
31	Advanced Human Resource Development (HRD) Training
54	Advanced Recruitment, Retention & Talent Management Training
59	Advanced Strategic HR Management
60	Advanced Talent Management Training: Planning, Acquisition, Retention & Analytics
70	Auditing Your Human Resources Training
73	Behavioral Interviewing Skills & Techniques
77	Building Critical Talent Pipelines Course
111	Critical HR Recordkeeping Course
130	Effective Payroll Management & Statutory Deductions Training
132	Effective Teamwork Training: Working Effectively with Others
134	Employee Engagement & Performance Management Training

136	Enterprise Compensation Management Course
148	Global Talent Management Leader (GTML)
159	HR Metrics & Analytics Training
160	HR Trends & Prospects Seminar
161	Human Capital Audit Training
163	Human Resource Business Partner (HRBP)
164	Human Resources for Health (HRH) Training
168	International & Strategic HR Management
218	Recruitment, Retention & Talent Management Training
225	Senior Talent Management Practitioner (STMP)
229	Strategic Human Resource Management (SHRM) Training
235	Talent Management Practitioner (TMP)
236	Talent Management Training
237	Target Setting, Productivity & Performance Appraisal Course
246	Training Methods & Presentation Skills
247	Train-the-Trainer Practical Training
266	Performance Improvement Course
268	Managing Immigration Challenges, Expatriates & International Assignees
Item	ICT/Emerging Technology/Security
68	Artificial Intelligence for Business Professionals (AIBIZ) Training
262	Big Data Analytics Course
87	Certified Artificial Intelligence Practitioner (CAIP) Training
88	Certified Ethical Emerging Technologist (CEET) Training
89	Certified Internet of Things Practitioner (CloTP) Training
90	Certified Internal Auditor (CIA) Training
91	Certified Internet of Things Security Practitioner (CloTSP) Training
115	CyberSafe Certification Training
116	Cyber Secure Coder (CSC) Training
117	CyberSec First Responder (CFR) Certification Training
120	Data Science for Business Professionals (DSBIZ) Training
166	Incident Response for Business Professionals (IRBIZ) Training
169	Internet of Things for Business Professionals (IoTBI) Training
226	Social Media Skills for Business Professionals Training
Item	Leadership/Management/Strategy
13	Advanced Change Management Strategies
35	Advanced Leadership Skills Workshop for Engineers & Project Managers
36	Advanced Leadership Skills Training for Senior Supervisors
39	Advanced Management Consulting Training
63	Advanced Team Building & Leadership Skills
80	Business Leadership Skills Training: Becoming Management Material
81	Business Management & Strategic Planning
83	Business Strategy Training
110	Critical Action Learning Workshop for Managers
129	Effective Leadership Skills Workshop

174	Leadership Skills Workshop for Engineers & Project Managers
175	Leadership Skills Training for Supervisors – Communication, Coaching & Conflict Management
181	Management Consulting Training
190	Office Politics Training: The Playing & Winning Strategies
227	Strategic Change Management Course
230	Strategic Innovation & Critical Thinking Skills Workshop
232	Strategic Thinking Skills Workshop
234	Sustainable Business Growth Strategies
238	Team Building & Leadership Skills Training
241	The Balanced Scorecard Training
255	Identifying Business Opportunities Course
256	Business Analysis Course
270	Critical Thinking Skills Training
Item	Legal/Compliance
15	Advanced Corporate Compliance Course
101	Corporate Compliance Course
Item	Logistics/Supply Chain/ Transport
24	Advanced Fleet Management Strategies
34	Advanced Inventory & Warehouse Logistics Management Workshop
38	Advanced Logistics & Supply Chain Management Training
40	Advanced Maritime Logistics & Supply Chain Risk Management Training
44	Advanced Operational Risk Management Training in the Aviation Sector
64	Advanced Transport & Logistics Business Management Training
263	Contemporary Issues in Fleet Management Training
98	Contract Management Training
125	Driver Safety Awareness & Defensive Driving Training
135	Engineering Spare-parts Inventory Management Course
139	Event Planning & Management Fundamentals Course
144	Fleet Management Essentials Course
171	Inventory, Store & Warehouse Logistics Management Workshop
179	Logistics & Supply Chain Management
184	Maritime Logistics & Supply Chain Risk Management Training
192	Operational Risk Management Training in the Aviation Sector
200	Procurement & Supply Chain Management
201	Procurement Planning, Management & Due Diligence Workshop
211	Protocol, Travel Management & Diplomatic Etiquette Training
216	Raw Materials Management & Stock Control
248	Transport & Logistics Business Management
Item	Marketing/Sales/Negotiation
9	Advanced Brand & Product Management
42	Advanced Negotiating, Mediation & Conflict Management Training
55	Advanced Sales Management & Sales Force Administration Course
56	Advanced Sales Relationship Building
97	Conducting Marketing Audit Training

124	Digital Marketing in Africa – Opportunities & Challenges Training
126	Dynamite Sales Presentations: A Practical
138	Essential Sales Skills Training
189	Negotiating, Mediation & Conflict Management Training
199	Practical Sales Pitch & Presentation
202	Product & Brand Management Training
223	Sales Relationship Building Course
231	Strategic Sales Management Course
240	Telemarketing & E-commerce Training
253	Writing Winning Proposals Course
254	Business Development Strategy Course
Item	Oil & Gas/Energy
46	Advanced Operational Risk Management in the Oil & Gas Sector
121	Developing Entrepreneurship in the Oil & Gas Industry Training
177	Local Content Policy, Implementation & Compliance Training
193	Operational Risk Management Training in the Energy Sector
194	Operational Risk Management Training in the Oil & Gas Sector
Item	Operations/Quality Management
21	Advanced Facilities Maintenance & Management Training
37	Advanced Lean Process Management & Six Sigma Training
49	Advanced Procurement, Contract & Vendor Management Workshop
82	Business Process Management (BPM)
98	Contract Management Training
140	Facilities Maintenance & Management Training
176	Lean Process Management Training
213	Quality Assurance & Quality Control (QA/QC) Training
214	Quality Management in Healthcare Training
215	Quality Management Systems (QMS) Certification Training
245	Total Quality Management (TQM) Training
Item	Project Management/ Evaluation
3	Action Research: Research & Practice
7	Advanced Action Research Practice Training
41	Advanced Monitoring & Evaluation Training
32	Advanced Impact Evaluation Practice
50	Advanced Project Cycle Management
51	Advanced Project Management Training
92	Community-Based Project Development & Management Training
165	Impact Evaluation Practice Training
174	Leadership Skills Workshop for Engineers & Project Managers

188	Monitoring & Evaluation (M&E) Course
198	PPP Cycle Training: Fundamentals, Strategies & Methods
208	Project Cycle Management Training
209	Project Management Training
210	Project Reporting & Communication Management Training
212	Public-Private Partnerships (PPP) Training
252	Writing Technical Reports Training
Item	Public Administration
20	Advanced Diplomatic Protocol & Etiquette Training
96	Comprehensive Course on IPSAS Implementation
149	Grant & Donor Fund Management Training
178	Local Government Councillors Development
198	PPP Cycle Training: Fundamentals, Strategies & Methods
211	Protocol, Travel Management & Diplomatic Etiquette Training
212	Public-Private Partnerships (PPP) Training
Item	Soft Skills/Self Development
28	Advanced Human Relations & Interpersonal Skills Training
48	Advanced Personal Development & Productivity Course
52	Advanced Project Reporting & Communication Management Training
61	Advanced Technical Reports Writing Course
62	Advanced Time, Task & Self-Management
66	Advanced Workplace Communication Skills
67	Advanced Writing Skills Workshop
79	Business Etiquette & Ethics Training
125	Driver Safety Awareness & Defensive Driving Training
132	Effective Teamwork Training: Working Effectively with Others
133	Emotional Intelligence & Creative Skills
162	Human Relations & Interpersonal Skills
183	Managing Your Boss “(Managing Up)”
190	Office Politics Training: The Playing & Winning Strategies
196	Personal Development & Productivity
197	Personal Effectiveness & Team Work
203	Professional Advancement Course for Personal Assistants
219	Retirement Planning Workshop
220	Retiring to Entrepreneurship/ Professional Practice Training
239	Teamwork Training - Working Effectively with Others
243	Time & Task Management Training
266	Performance Improvement Course

	Program	Date	Course Objective	Target Audience	Fee
1	Accounting Officers Course: Improving Accounting Skills	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	To improve their accounting skills, the course aims to teach participants basic, practical accounting skills from A-Z, how to create accounting ledgers, classify and post accounting data to appropriate books, produce reports, and how to use computer software in the accounting environment.	This course is especially designed for those who need to perform routine accounting duties such as transactional data entry, accounts payables/receivables, bank relations, account reconciliations, payroll, journals, bookkeeping, purchases and sales, and preparation of financial reports.	N175,000/ \$750
2	Account Receivables & Credit Policies Management Course	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	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.	N175,000/ \$750
3	Action Research: Research & Practice Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	Action research is an orientation to knowledge creation that arises in a context of practice and requires researchers to work <i>with</i> practitioners. Unlike conventional social science, its purpose is not primarily or solely to understand social arrangements, but also to effect desired change as a path to generating knowledge	Academics, Researchers, Research and Development (R&D) Managers and Practitioners in public, private and non-governmental organizations or institutions.	N175,000/ \$750

			and empowering stakeholders. At the end of the program, participants will be able to publish or co-publish the result of their learning in an international Business Research or Practice journal.		
4	Administrative Office Management Course	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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 reengineering, 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.	N175,000/ \$750
5	Advanced Accounting & Financial Analysis Skills Training	8-12 Feb 10-14 May 9-13 Aug 8-12 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.	Accounting Executives & Supervisors; Senior Accounting Officers; Accounting & Finance Personnel; Bursars, Managers and Directors heading the Finance or Accounts department or involved in Financial Decision Making in the organization, institution, ministry, commission or agency.	N250,000/ \$1,000
6	Advanced Accounts Payable Management Course	26 Apr-7 May 25 Oct-5 Nov	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	Professionals desiring to hone their skills on “how-to’s” for organizing, streamlining and managing enormous	N250,000/ \$1,000

			best practices guaranteed to improve your accuracy and SAVE MONEY, and techniques, tips and shortcuts that will help you get more done in less time.	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!	
7	Advanced Action Research Practice Training	31 May-11 Jun 6-17 Dec	Action research is an orientation to knowledge creation that arises in a context of practice and requires researchers to work <i>with</i> practitioners. Unlike conventional social science, its purpose is not primarily or solely to understand social arrangements, but also to effect desired change as a path to generating knowledge and empowering stakeholders. At the end of the extended program, participants will be able to publish or co-publish the result of their learning in an international Business Research or Practice journal.	Academics, Researchers, Research and Development (R&D) Managers and Practitioners in public, private and non-governmental organizations or institutions.	N250,000/ \$1,000
8	Advanced Administrative Management Training	8-12 Mar 7-11 Jun 13-17 Sep 13-17 Dec	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	Senior Administrative, Logistics and Protocol Officers/Managers of Government Departments, Ministries, Agencies, Institutions, NGOs, and other Organizations.	N250,000/ \$1,000

			administrative officer or manager.		
9	Advanced Brand & Product Management Training	22 Feb-5 Mar 23 Aug-3 Sep	This comprehensive and contemporary course on brand management reveals, through practical exercises and world class examples, how to use brand strategy to create a successful brand. The course takes a holistic view of branding from brief to creation and implementation. Delegates will consider the importance of determining the personality and character of the brand and how it influences the customer experience through employees and external audiences.	Brand Managers, Product Managers, Marketing Executives, Marketing Directors, Business Owners, Graphic Designers and Design Managers from start-ups to established enterprises.	N305,000/ \$1,250
10	Advanced Budgeting, Budgetary Control & Monitoring Course	19-30 Apr 18-29 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 centres, 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 information if the technique is to be used to its fullest advantage.	Senior Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	N305,000/ \$1,250
11	Advanced Budgeting, Forecasting, Cost Control & Monitoring Course	15-26 Feb 16-27 Aug	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.	Senior Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	N395,000/ \$1,650
12	Advanced Cash & Treasury	3-14 May 1-12 Nov	Business analysts report that poor cash management is the main reason for business	Ideal for Senior Cash Operations Managers,	N305,000/ \$1,250

	Operations Management Training		<p>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.</p>	Treasury Operations Managers, Supervisors/Officers; Accounting and Finance Staff involved in Treasury, Cash Operations; Accounts Payable and Receivable Officers and Internal Control/Audit Staff.	
13	Advanced Change Management Strategies Training	5-16 Apr 4-15 Oct	<p>Today's leaders are constantly being challenged to evolve their organizations or departments if they are to survive and prosper. Nowhere is this more apparent than in the public sector where, under pressure to demonstrate value for money and maximum efficiency, organizations are required to do more with less. Forced to modernize, leaders are increasingly looking to change programs to streamline processes and modernize working practices. Competition and harsh economic conditions are also driving similar desire in the private sector. Participants on this course will explore two different but equally important elements of the change process.</p>	Executives from public and private sector organizations.	N305,000/ \$1,250
14	Advanced Communication & Media Training	17-28 May 15-26 Nov	<p>Getting interviewed and projecting your image in the right media - print, electronic and new media services - increases your visibility, builds your brand and sets</p>	Senior Media Aids. Press Secretaries, Directors of Press, Corporate Communication Managers, Public	N395,000/ \$1,650

			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.	Affairs Managers, Media and other Public Relations Officers and Corporate Executives in Public and Private organizations.	
15	Advanced Corporate Compliance Course	31 May-11 Jun 6-17 Dec	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, Senior Internal Control/Audit Personnel, Legal Advisers and other executives responsible for control, ethics and compliance practices in the organization.	N305,000/ \$1,250
16	Advanced Corporate Governance Training	10-21 May 8-19 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 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.	Chairmen, Company Secretaries and members of Board of Directors & Audit Committees; Chief Audit Executives; Chief Risk Officers; Compliance Officers; Internal Auditors.	N395,000/ \$1,650
17	Advanced Corporate Tax Planning & Management Training	15-26 Mar 20-30 Sep	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	Senior Corporate Tax Advisors, Tax Consultants, Senior Accountants and Auditors from Corporate Organizations irrespective of country or region.	N305,000/ \$1,250

			when it gets taxed. It also provides participants with knowledge of the difference between tax avoidance and tax planning.		
18	Advanced Cost Control & Management Training	25 Jan-5 Feb 26 Jul-6 Aug	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.	Senior Accounting, Finance and Administrative Officers, Internal Auditors and other executives responsible for cost control, cost containment, and due diligence.	N250,000/ \$1,000
19	Advanced Credit Appraisal & Debt Management Training	18-22 Jan 19-23 Apr 19-23 Jul 18-22 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 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.	Suitable for Managers, officers and executives involved in the Credit Management Cycle: Credit Promotion/ Marketing; Credit Evaluation/Appraisal, Credit Approval/ Authorization; Loan Disbursement/Lending, 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.	N250,000/ \$1000

20	Advanced Diplomatic Protocol & Etiquette Training	12-23 Apr 11-22 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.	N305,000/ \$1,250
21	Advanced Facilities Maintenance & Management Training	1-12 Feb 2-13 Aug	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.	Senior or experienced facilities managers, operations supervisors, chief 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.	305,000/ \$1,250
22	Advanced Financial Management Course	1-12 Mar 6-17 Sep	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.	N395,000/ \$1,650

23	Advanced Fixed Assets Management Course	11-22 Jan 12-23 Jul	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. Conversely, suboptimal fixed asset practices can threaten the accuracy of financial reports and negatively impact your bottom line.	Senior Corporate accountants managing fixed assets; CFOs striving to optimize business efficiencies and plan capital budgets; Government asset managers complying with IPSAS standards; Public accountants providing tax, depreciation, and auditing services to clients; and Nonprofit executives seeking to gain maximum leverage from already strained resources.	N395,000/ \$1,650
24	Advanced Fleet Management Strategies Training	1-12 Mar 6-17 Sep	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.	N305,000/ \$1,250
25	Advanced Forensic Accounting, Auditing & Investigation Course	10-21 May 8-19 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 and other non-fraud situations such as settling monetary	Senior Forensic Auditors, Forensic Accountants and other investigators, inspectors or examiners in public institutions and high-profile private organizations.	N395,000/ \$1,650

			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.		
26	Advanced Fraud Investigation, Detection & Deterrence Training	8-19 Mar 13-24 Sep	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.	Chief and senior Internal auditors, bank inspectors, internal control, risk and compliance officers, business assurance managers and other monitoring agents in private and public organizations.	N305,000/ \$1,250
27	Advanced Hospital Operations Risk Management Training	22 Feb-5 Mar 23 Aug-3 Sep	Our current economic climate is continuing to force healthcare organizations to evaluate operational efficiencies. Maximizing profits, or at least not operating at a loss, has long been at the forefront of business objectives. Very few organizations can survive in the long run without meeting their expenditures. But how much risk can or should be taken to achieve this objective? While tolerance for risk varies with the culture of the organization, has it come to a point where our assumption of risk is at the expense of our customers?	Senior Hospital Managers, Risk Managers, Medical Directors, Clinical Managers, Facility Managers, etc.	N250,000/ \$1,000

			Can more healthcare medical errors be averted by proactive risk management? This two-pronged course provides participants a grounding of actionable knowledge in clinical (human factor) and facility management (physical factor) risks and their management.		
28	Advanced Human Relations & Interpersonal Skills Training	29 Mar-9 Apr 27 Sep-8 Oct	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 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.	Experienced individuals and personnel who want to understand their communication style and use that to improve their human relations and interpersonal skills: whether at interpersonal, group, intra-group, or organizational level.	N250,000/ \$1,000
29	Advanced Human Resources for Health (HRH) Training	26 Apr-7 May 25 Oct-5 Nov	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 services, particularly at the primary health care level,	HRH Desk Managers in Governments at all levels and Public and Private Health Institutions, Agencies and Organizations.	N305,000/ \$1,250

			are critical to Maternal, Newborn and Child Health (MNCH), and can be only as effective as the persons responsible for delivering them.		
30	Advanced Human Resource Business Partner (HRBP) Training	5-16 Apr 4-15 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 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.	Senior HR Business Partners, Business Owners, Senior Managers, HR Generalists and Support Staff desirous of making HR decisions that are both effective and legal.	N305,000/ \$1,250
31	Advanced Human Resource Development (HRD) Training	21 Jun-2 Jul 29 Nov-10 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. (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.	N305,000/ \$1,250

32	Advanced Impact Evaluation Practice Training	1-12 Feb 2-13 Aug	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, monitoring and evaluating major projects, development programs and intervention strategies.	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.	N305,000/ \$1,250
33	Advanced Internal Control & Fraud Prevention Course	1-12 Mar 6-17 Sep	Control is everyone's business. But how does your organization manage fraud risk associated with internal control? This five-day workshop will provide greater insights on understanding fraud schemes, 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 management and resources to contract these challenges.	Senior Internal Control Managers, Internal Auditors and Fraud Examiners.	N250,000/ \$1,000
34	Advanced Inventory & Warehouse Logistics Management Workshop	10-21 May 8-19 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	Senior 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	N305,000/ \$1,250

			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.	and squeezing the highest level of productivity out of employees and vendors.	
35	Advanced Leadership Skills Workshop for Engineers & Project Managers	18-29 Jan 19-30 Jul	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.	N395,000/ \$1,650
36	Advanced Leadership Skills Training for Senior Supervisors	15-26 Feb 16-27 Aug	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.	N395,000/ \$1,650
37	Advanced Lean Process Management & Six Sigma Training	15-26 Mar 20-30 Sep	The advanced 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.	Senior Process Analysts, Operations Managers, Quality Managers, Engineers and other executives interested in Lean process analysis as a 'best business practice' in their organization.	N250,000/ \$1,000

38	Advanced Logistics & Supply Chain Management Training	22 Mar-2 Apr 29 Nov-10 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.	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).	N305,000/ \$1,250
39	Advanced Management Consulting Training	5-16 Apr 4-15 Oct	Changes in the domestic economy, the economies and politics of other countries, social legislation and the impact of new technologies all bring challenges and opportunities calling for knowledge and expertise not always readily available within an organization. To meet these challenges and grasp the opportunities, organizations often call in Management Consultants to undertake specific assignments as part of good management practice. The purpose of this program is to explore the role of a professional consultant. It considers the skills, knowledge and professional behaviour required by an effective consultant. It looks at ethical standards and codes of conduct and will give you a framework to evaluate your current knowledge, skills and behavior, to plan your future development.	Those responsible for change within their organization who want to know the pre-requisites for successful project delivery; those involved in consultancy projects; those involved in supply chain improvement activity; those wanting an introduction to the skills and knowledge needed in the field of management consultancy; and those wanting to broaden their management skills for facilitating change.	N305,000/ \$1,250
40	Advanced Maritime Logistics & Supply Chain Risk	31 May-11 Jun 6-17 Dec	In the marine industry most perceptions, methodologies and frameworks of dealing with hazards, risks, safety	Senior safety officers who want more effective, realistic approach	N305,000/ \$1,250

	Management Training		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.	to safety program management and to develop an effective safety management system; Senior level managers and supervisors who have responsibility for controlling risk in the aviation sector logistics and supply chain.	
41	Advanced Monitoring & Evaluation Training	15-19 Feb 17-21 May 16-20 Aug 15-19 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.	Senior or experienced M&E Officers, Managers and Project Coordinators in public, private, international and non-governmental organizations (NGOs)	N250,000/ \$1,000
42	Advanced Negotiating, Mediation & Conflict Management Training	7-18 Jun 13-24 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,	Senior 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.	N305,000/ \$1,250

			delivery, and techniques to develop their communication skills, with the goal of creating sustainable agreements with clients, partners, communities and others.		
43	Advanced Office Practice & Administrative Duties Course	15-26 Feb 16-27 Aug	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!	Principal and Senior Administrative Officers and Assistants.	N250,000/ \$1,000
44	Advanced Operational Risk Management Training in the Aviation Sector	15-26 Mar 20-30 Sep	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	Senior safety officers who want more effective, realistic approach to safety program management and to develop an effective safety management system; Senior level managers and supervisors who have responsibility for controlling risk in the aviation sector.	N305,000/ \$1,250

			hazards, recommending Risk-based solutions, and monitoring the effectiveness of these solutions.		
45	Advanced Operational Risk Management Training in the Energy Sector	12-23 Apr 11-22 Oct	This extensive and very practical workshop is designed to build an understanding of the importance of operational risk management particularly within the Energy Industry. Precisely, the program is intended to explore the practical application of operational risk models and techniques in the industry and how the use of advanced methodologies for operational risk management may contribute to adequate operational risk quantification.	Senior Risk Managers, Risk Analysts, Operations Managers, Treasury Managers, Internal Control/Compliance Officers, Auditors, Accountants and Regulators in the Energy/Power sector.	N305,000/ \$1,250
46	Advanced Operational Risk Management in the Oil & Gas Sector	12-23 Apr 11-22 Oct	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 analyse 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 stage, a preliminary phase is recommended to prioritise each equipment of the refinery, and several techniques and tools are suggested.	Senior Risk Officers and Managers in any of the upstream, midstream, and downstream subsectors of the oil and gas industry.	N395,000/ \$1,650

47	Advanced Operational Risk Modelling Course in Banks & Insurance Companies	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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.	N250,000/ \$1,000
48	Advanced Personal Development & Productivity Course	15-26 Feb 16-27 Aug	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	Senior level staff including administrative, technical, and management executives.	N250,000/ \$1,000

			Skills; Personal Time Management. The objective is to help you in Managing Yourself for Success.		
49	Advanced Procurement, Contract & Vendor Management Workshop	21 Jun-2 Jul 29 Nov-10 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.	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.	N395,000/ \$1,650
50	Advanced Project Cycle Management Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	Managing projects effectively can be challenging, even for experienced managers, and implementing effective responses to complex emergencies requires exceptional project management skills. The ability to deliver quality outputs on time, even under extreme circumstances, is crucial to any humanitarian response. This PMBOK based course 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. This practical	Senior Project Directors, Project Coordinators, Project Advisors and Project Managers irrespective of previous education, training/ certifications or experience.	N250,000/ \$1,000

			training course is therefore 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.		
51	Advanced Project Management Training	1-12 Feb 2-13 Aug	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 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.	Certified or Experienced Project Managers, Project Coordinator responsible for dozens of projects or only manage an occasional project of any sort and need the cutting-edge advantages provided by this advanced project management training.	N305,000/ \$1,250
52	Advanced Project Reporting & Communication Management Training	1-12 Mar 6-17 Sep	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	Senior Communication Managers/Officers and anyone managing projects, working in a project team or affected by projects in one way or another.	N305,000/ \$1,250

			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.		
53	Advanced Records Management & Archives Administration Training	15-26 Feb 16-27 Aug	This advanced course extends discussions on 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.	Senior Archives Administrators, Records Managers or other personnel experienced in working in related information professions.	N305,000/ \$1,250
54	Advanced Recruitment, Retention & Talent Management Training	15-26 Mar 20-30 Sep	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.	Senior HR Managers responsible for recruitment, retention, talent development or training, learning and development.	N250,000/ \$1,000
55	Advanced Sales Management & Sales Force Administration Course	22 Feb-5 Mar 23 Aug-3 Sep	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-	Marketing & Sales Directors, Professionals, Coordinators, Managers and Supervisors in charge of teams of business development officers (BDOs), marketing executives, sales	N395,000/ \$1,650

			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.	officers and representatives at Headquarters, Regional, Area or Branch levels.	
56	Advanced Sales Relationship Building Course	21 Jun-2 Jul 29 Nov-10 Dec	If you are in the business of sales, then you are in the business of building relationships. In this advanced course, participants will discover that the business of all sales professionals is making friends and building relationships, no matter how big the company or the type of market.	Senior Key Account Managers, Business Development Officers and Sales Executives.	N250,000/ \$1,000
57	Advanced Secretarial Skills Training	22-26 Mar 26-30 Jul 30 Aug-3 Sep 29 Nov-3 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.	N195,000/ \$800
58	Advanced Social Media Skills Training for Communication and PR	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	This advanced course is a social media skills masterclass 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	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	N250,000/ \$1,000

			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.	tools and now want to deepen their expertise.	
59	Advanced Strategic HR Management Training	25 Jan-5 Feb 26 Jul-6 Aug	The Advanced Strategic HR Management training course focuses on human resource strategy, its integration with corporate planning and the growth of human resource policies. Human resource management (HRM) is concerned with the personnel policies and supervisory practices and systems that manipulate the workforce. In broader terms, all decisions that affect the workforce of the organization are covered under this function. This course gives you a knowledge of this function to better adapt and apply to your organization.	Senior HR Managers, Professionals, Specialists, Team Leaders and Business Partners desiring to advance Strategic Human Resource Planning and maximize their organization's human capital effectiveness.	N305,000/ \$1,250
60	Advanced Talent Management Training: Planning, Acquisition, Retention & Analytics	8-19 Feb 9-20 Aug	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 Recruitment Professionals, Human Resource Managers, Line Managers, Team Leaders and Supervisors.	N395,000/ \$1,650

61	Advanced Technical Reports Writing Course	29 Mar-9 Apr 25 Oct-5 Nov	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. This advanced course will hone the skills of participants to produce clear, concise, and professionally presented technical reports.	All senior level staff in Oil & Gas, Energy, Aviation, Engineering, IT and similar organizations who wish to hone their professional for writing and presenting technical and incident reports.	N305,000/ \$1,250
62	Advanced Time, Task & Self-Management Training	15-26 Mar 20-30 Sep	This advanced course is 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 – even at senior levels.	Specially designed for Senior level managers, officers and other executives who must balance the demands of busy work schedules with people and technology on the ever-limited resource – Time!	N305,000/ \$1,250
63	Advanced Team Building & Leadership Skills Training	7-18 Jun 13-24 Dec	The advanced 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.	Senior Managers and Experienced 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.	N305,000/ \$1,250
64	Advanced Transport & Logistics Business Management Training	5-16 Apr 4-15 Oct	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	The course is designed to support senior level professionals involved in planning logistics and transport operations and who are already in supervisory or operational management	N395,000/ \$1,650

			necessary to obtain your requirements in all of these areas.	roles. It's also ideal for managers with non-business degrees moving into the logistics field.	
65	Advanced Treasury & Working Capital Management Training	29 Mar-9 Apr 27 Sep-8 Oct	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.	Senior Treasury and Working Capital Managers, Finance Managers and Accountants facing the challenges of improving visibility and control, generating more liquidity based on working capital, etc.	N305,000/ \$1,250
66	Advanced Workplace Communication Skills Training	22 Feb-5 Mar 23 Aug-3 Sep	This training course teaches the essential communication skills for success in life and work. One major goal of this training course is to help participants understand the impact that their communication skills have on other people, while they explore how improving these skills can make it easier for them to get along in the workplace, and in life.	All levels of staff	N305,000/ \$1,250
67	Advanced Writing Skills Workshop	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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 responsibilities. Fortunately, there are some ways of making it a relatively painless process. Trainees will devote time to writing	This training course is for those who already are good writers but seek improvement, especially in technical or legal areas.	N195,000/ \$800

			letters of recommendation, of persuasion, of refusal, or of action, that reflect current word usage and up-to-date formats. They will also learn techniques for writing business cases, proposals, and reports. After completing the week-long practical training accompanied by sample materials and practical exercises, participants should be able to master the professional requirements for writing and presenting clear, concise, complete and correct business documents, technical reports, incident reports etc. of world-class standard.		
68	Artificial Intelligence for Business Professionals (AIBIZ) Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	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.	N175,000/ \$750

69	Audit Evidence & Documentation Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	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.	N175,000/ \$750
70	Auditing Your Human Resources Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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) 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.	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.	N250,000/ \$1,000
71	Basic Accounting Course	5-16 Apr 4-15 Oct	The aims of the course is 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	Accounts Personnel with little or no previous accounting education and Non-accounting Managers.	N305,000/ \$1,250

			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.		
72	Behavioral & Communication Skills Training for Internal Auditors	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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.	N175,000/ \$750
73	Behavioral Interviewing Skills & Techniques Training	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	Finding the right person to recruit is important for business growth, and it can be a very expensive undertaking. This workshop program will help managers develop the skills and techniques to ask appropriate questions to draw out the passion, experience, and fit of potential candidates.	Designed for teaching Hiring Managers how to refine their interview skills and techniques and choose the right candidate for the job.	N175,000/ \$750
74	Boardroom Governance Workshop: Improving the Effectiveness of Audit Committees	8-12 Mar 7-11 Jun 13-17 Sep 13-17 Dec	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	Chairmen, Company Secretaries and Members of Audit Committee of the Board of Directors of Public and Private Organizations, Non-Governmental Organizations,	N250,000/ \$1,000

			a useful forum for understanding the expectations of their constituencies, determining their responsibilities, and assisting them in fulfilling those responsibilities.	Cooperative Societies, etc.	
75	Budgeting, Budgetary Control & Monitoring Course	18-22 Jan 19-23 Apr 19-23 Jul 18-22 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 centres, 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 information if the technique is to be used to its fullest advantage.	Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	N195,000/ \$800
76	Budgeting, Forecasting & the Planning Process Training	15-19 Feb 17-21 May 16-20 Aug 15-19 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.	N250,000/ \$1,000
77	Building Critical Talent Pipelines Course	8-12 Feb 10-14 May 9-13 Aug 8-12 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	Human resource managers/ directors, recruitment officers, and training/learning managers responsible for human capital development and	N175,000/ \$750

			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.	talent management.	
78	Business Ethics & Corporate Social Responsibility (CSR) Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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 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.	CEOs, Executive Directors, General Managers, Corporate Affairs Managers, Public Relations Officers and other Senior Management Executives.	N250,000/ \$1,000
79	Business Etiquette & Ethics Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	The course demonstrates how a professional is characterized not only by his or her technical skills but also by the way in which he or she interacts with people. For organizations and employees alike, recognizing the critical link between business protocol and profit is key to success. The training will align participants' understanding of professionalism with the desired expectations of your company. Your staff will learn	All levels of staff who need to conduct themselves more professionally, communicate more effectively, acquire the tools to create that all important first impression for your organization.	N175,000/ \$750

			to conduct themselves more professionally, communicate more effectively and acquire the tools to create that all-important first impression. They will also understand the concepts of business etiquette and learn how to apply etiquette rules in a wide variety of typical business situations.		
80	Business Leadership Skills Training: Becoming Management Material	22-26 Feb 24-28 May 23-27 Aug 22-26 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.	N195,000/ \$800
81	Business Management & Strategic Planning Course	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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.	N195,000/ \$800
82	Business Process Management (BPM) Course	29 Mar-2 Apr 28 Jun-2 Jul 27-30 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 analysts, quality analysts, supervisors and managers.	N175,000/ \$750
83	Business Strategy Training	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	This course comprises interactive three-part workshops designed to give	Business or Finance Managers with responsibility	N195,000/ \$800

			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.	for developing plans and budgets and reporting business results to management team or provide business/ financial advice and decision support to the business team.	
84	Business Writing That Works Course	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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.	N175,000/ \$750
85	Call Centre Training for Call Centre Executives	9-13 Mar 8-12 Jun 14-18 Sep 14-18 Dec	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 flexible telephone skills and customer	Call Centre, Front Desk and Phone Sales Executives	N175,000/ \$750

			service solutions that fit the demands of fast-paced call centers, help desks, and phone sales centers.		
86	Cash & Treasury Operations Management Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	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.	N195,000/ \$800
87	Certified Artificial Intelligence Practitioner (CAIP) Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	CAIP and the corresponding training program is designed for information technology practitioners entering the field of artificial intelligence who are seeking to build a vendor-neutral, cross-industry foundational knowledge of AI concepts, technologies, algorithms, and applications that will enable them to become a capable practitioner in a wide variety of AI-related job functions. Leads to CertNexus CAIP exam and certification.	IT Practitioners	N175,000/ \$750
88	Certified Ethical Emerging Technologist (CEET) Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	CEET is designed for individuals seeking to demonstrate a vendor neutral, cross-industry, and multidisciplinary understanding of applied technology ethics that will enable them to navigate the	IT Professionals	N175,000/ \$750

			processes by which ethical integrity may be upheld within emerging data-driven technology fields such as artificial intelligence (AI), Internet of Things (IoT), and data science. Leads to CertNexus CEET exam and certification.		
89	Certified Internet of Things Practitioner (CloTP) Training	22-26 Mar 26-30 Jul 30 Aug-3 Sep 29 Nov-3 Dec	IT professionals often have little or no experience working with embedded systems, sensor networks, actuators, real-time systems, and other components that are common to IoT. This course provides an understanding of how these components work with other systems that IT professionals typically have more experience working with - such as networks, cloud computing, applications running on servers, desktop computers, and mobile devices. Students will learn general strategies for planning, designing, developing, implementing, and maintaining an IoT system through various case studies and by assembling and configuring an IoT device to work in a sensor network. Leads to CertNexus CloTP exam and certification.	IT Professionals	N175,000/ \$750
90	Certified Internal Auditor (CIA) Training	29 Mar-9 Apr 28 Jun-9 Jul 27 Sep-8 Oct	As the only globally recognized internal audit certification, becoming a Certified Internal Auditor® (CIA®) is the optimum way to communicate knowledge, skills, and competencies to effectively carry out professional responsibilities for any internal audit, anywhere in the world. Leads to the Institute of Internal Auditors CIA exam and certification.	Internal Audit Practitioners.	N395,000/ \$1,650
91	Certified Internet of Things Security Practitioner (CloTSP) Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	Cybersecurity for IoT is vastly different from traditional cybersecurity - it's not simply IT or OT, Cloud or device security, it is about data in	IT Practitioners who are seeking to demonstrate a vendor-neutral,	N250,000/ \$1,000

			<p>motion and a landscape of security challenges across an entire ecosystem. Up-skilling and validating skills of your IT and OT departments in IoT security removes barriers to IoT. This exam is designed for practitioners who are seeking to demonstrate a vendor-neutral, cross-industry skill set that will enable them to design, implement, operate, and/or manage a secure IoT ecosystem. Leads to CertNexus CIoTSP exam and certification.</p>	<p>cross-industry skill set that will enable them to design, implement, operate, and/or manage a secure IoT ecosystem.</p>	
92	Community-Based Project Development & Management Training	<p>1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec</p>	<p>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.</p>	<p>Project managers, community activists, project coordinators and leaders, M&E officers and others involved or interested in community-based project development and management.</p>	<p>N195,000/ \$800</p>
93	Comprehensive Course on Internal Control, Compliance, Governance & Risk Management	<p>11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct</p>	<p>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 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</p>	<p>All levels of Internal Control and Audit staff, Compliance Officers, Enterprise Risk Managers, Members of Audit 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</p>	<p>N250,000/ \$1,000</p>

			preventing and detecting fraud.	Agencies, NGOs, etc.	
94	Communication for Development (C4D) & Social Change Course	15-19 Mar 14-18 Jun 20-24 Sep 20-24 Dec	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).	N250,000/ \$1,000
95	Comprehensive Course on IFRS Fundamentals	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	This comprehensive course provides a rigorous and detailed overview of all major technical IFRS requirements, and includes illustrative financial statements, case studies, examples, coverage of the most significant IFRSs, and interactive participation from the delegates. In addition to a review of current IFRSs, course delegates also receive an update on the major new standards on revenue, leases, and financial instruments and the probable impact of their adoption in the local environment.	All levels of Accountants, Finance managers and Accounting Officers in Private Sector Organizations.	N250,000/ \$1,000

96	Comprehensive Course on IPSAS Implementation	8-12 Mar 7-11 Jun 13-17 Sep 13-17 Dec	This comprehensive course considers the current state of the adoption of <i>International Public Sector Accounting Standards</i> (IPSAS) across the world. It starts with the examination of different countries to suggest IPSAS adoption is beginning to provide significant and common advantages across the public sector, yet important challenges remain in the roadmap to full adoption.	Federal, State and Local Government Accountants, Accounting & Finance Personnel and Bursars in Government Ministries, Departments, Agencies and International Development Institutions.	N250,000/ \$1,000
97	Conducting Marketing Audit Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	A very important step in shaping marketing strategy is to audit the marketing function and related strategy. The marketing audit process helps your company analyze and evaluate your B2B marketing strategies, activities, goals and results. The results can be enlightening and include: (1) Focusing your communication of a consistent message to the right customers. (1) Revealing new, unknown or neglected markets. (3) Help fine-tuning current strategies and plans to help increase market share.	Selection of the appropriate people to perform the marketing audit is also crucial to its success. The auditor(s) must have experience, know-how, and creative imagination if they are going to be able to discover the problems and foresee opportunities.	N175,000/ \$750
98	Contract Management Training	1-5 Feb 3-7 May 2-6 Aug 1-5 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 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.	Project managers, contract managers and other professionals involved in the contract management life cycle. This course also benefits all stakeholders involved in the buying and selling roles.	N175,000/ \$750
99	Co-operative Society	18-22 Jan 19-23 Apr 19-23 Jul	The basic objective of this program is to train the	Founders, Board, members,	N175,000/ \$750

	Organization & Management Training	18-22 Oct	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.	managers and personnel of Multi-purpose Cooperatives, Thrift & Credit Cooperatives, Consumer Cooperatives, Industrial Cooperatives, Agricultural Cooperatives, etc.	
100	Corporate Communication & 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.	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.	N195,000/ \$800
101	Corporate Compliance Course	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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.	N175,000/ \$750

102	Corporate Governance Training	8-12 Feb 10-14 May 9-13 Aug 8-12 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 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.	Chief Audit Executives; Chief Risk Officers; Compliance Officers; Internal Controllers and Internal Auditors.	N175,000/ \$750
103	Corporate Governance & Boardroom Politics Training	7-18 Jun 13-24 Dec	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 responsibilities, and assisting them in fulfilling those responsibilities.	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.	N395,000/ \$1,650
104	Corporate Social Responsibility (CSR) & the Triple Bottom-line Sustainability Training	14-25 Jun 20-31 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 proposition of spheres of morality that combine with CSR to inform the role of the executive in	Designed for CEOs, Executive Directors, General Managers and other Senior Management Executives responsible for Business Ethics, CSR, Sustainability and the "Triple Bottom Line".	N305,000/ \$1,250

			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.		
105	Corporate Tax Planning & Management Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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.	Corporate Tax Advisors, Tax Consultants, Accountants and Auditors from Corporate Organizations irrespective of country or region.	N175,000/ \$750
106	Cost Control & Cost Reduction Strategies Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	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.	N175,000/ \$750
107	Credit Appraisal & Debt Management Training	22-26 Feb 24-28 May 23-27 Aug 22-26 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 awareness of the information contained within financial statements; how that information is presented; and	Banking and Financial Markets, Corporate Finance, Corporate Treasury, Documentation, Retail Banking, Risk and Credit Staff.	N175,000/ \$750

			how that information is interpreted.		
108	Credit Control & Debt Recovery Course	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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 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.	N175,000/ \$750
109	Credit Risk Management & Loan Performance Course	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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.	N250,000/ \$1,000
110	Critical Action Learning Workshop for Managers	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	Action learning is an approach to problem solving and learning in groups to bring about change in individuals, teams, organizations and systems. Critical action learning (CAL) involves drawing from critical perspectives to make connections between managers' learning and work experiences, to understand	The forum is designed to provide practical introduction to critical thinking and action learning and help managers and professionals think through the workplace issues they face and how action learning	N175,000/ \$750

			and change interpersonal and organizational practices.	ideas might help in resolving them.	
111	Critical HR Recordkeeping Course	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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.	N175,000/ \$750
112	Customer Care & Conflict Resolution Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	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 will learn the right ways to care for your valued customers by viewing scenarios in actual business settings.	Customer Care, Customer Service, Customer Relationship Officers and Call Centre Executives.	N175,000/ \$750
113	Customer Loyalty & Retention Strategies Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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 <i>improve loyalty and retention</i> which, if focused on the appropriate customers, will <i>improve profitability</i> !	Customer Relationship Managers, Customer Service Officers, Public Relations Officers, Customer Care Centre Executives, Marketing and Sales Executives.	N175,000/ \$750

114	Customer Relationship Management (CRM) Course: Beyond Customer Expectations	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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 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/Client Relationship Managers, Marketing and Sales Managers, Business Development Officers, and Customer Service/Support Executives.	N195,000/ \$800
115	CyberSafe Certification Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	CyberSAFE™ will enable candidates to identify the most common risks involved in using conventional, mobile, and cloud technologies, as well as how to protect themselves and organizations from cyber threats.	IT Professionals	N175,000/ \$750
116	Cyber Secure Coder (CSC) Certification Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	With Cyber Secure Coder (CSC), candidates will learn about vulnerabilities that undermine security, and how to identify and remediate them in projects. Also, they will learn general strategies for dealing with security defects and misconfiguration, how to design software to deal with the human element in security, and how to incorporate security into all phases of development.	IT Professionals	N195,000/ \$800
117	CyberSec First Responder (CFR) Certification Training	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	CFR is a comprehensive certification designed to validate the knowledge and skills required to protect critical information systems before, during, and after an incident. This exam will certify that candidates have the knowledge and abilities to combat the changing threat landscape and are able to assess risks/vulnerabilities, acquire data, perform	IT Professionals	N195,000/ \$800

			analysis, continuously communicate, determine scope, recommend remediation actions, and accurately report results. <i>CFR has been developed in compliance with ANSI/ISO/IEC 17024 standards and is approved by the U.S. Department of Defense (DoD) to fulfill Directive 8570/8140 requirements.</i>		
118	Data & Records Management Workshop for Administrative/ Registry Staff	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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, Office and Personal Assistants who need to develop and improve their record and data management techniques and systems.	N175,000/ \$750
119	Data Mining & Customer Experience Management Training	17-28 May 15-26 Nov	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 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.		N250,000/ \$1,000
120	Data Science for Business	8-12 Feb 10-14 May 9-13 Aug	DSBIZ offers business leaders, sales and marketing managers, project managers,	Business leaders and Decision makers including	N175,000/ \$750

	Professionals (DSBIZ) Training	8-12 Nov	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.	C-level executives, Project managers, HR leaders, Marketing and sales leaders, and Technical sales consultants.	
121	Developing Entrepreneurship in the Oil and Gas Industry Training	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	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), 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.	All interested in developing entrepreneurial skills or honing already acquired skills, especially in the Oil and Gas industry.	N250,000/ \$1,000

122	Developing Personal Assistants (PA) Management Skills Course	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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; Effectively self-manage. (4) Be a good team player. (5) Explore the nature of modern management. (6) Learn the application of management principles and theories to work organizations. (7) Review the models of managers and discover what type of manager your boss is. (8) Understand the functions of managers. (9) 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.	N175,000/ \$750
123	Digital Finance for Financial Inclusion Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	The program is designed to identify the impact of digital finance (including Internet banking, Mobile banking, Mobile Wallets/apps, Credit and debit cards) in bringing about financial inclusion among people. Financial inclusion covered are Convenience, Adaptability, Affordability, Security, User-friendly, Low Service charge, Accurate timing, Online Monthly statement, Quick financial decision-making, Easy interbank account facility, Internet Connectivity, and Usability.	Financial institutions personnel providing access to financial products and services like banks accounts, insurance, remittance & payment services, financial advisory services, etc.	N250,000/ \$1,000

124	Digital Marketing in Africa – Opportunities & Challenges Training	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	This course examines how digital tools, such as the Internet, smartphones, and 3D printing, are revolutionizing the world of marketing by shifting the balance of power from firms to consumers. Participants will learn: (1) How new digital tools are enabling customers to take a more active role in promotional activities. (2) How new digital tools are dramatically altering the distribution of products and revolutionizing the retail landscape. (3) How new digital tools are enabling customers to take a more active role in both evaluating and setting the prices they pay for the products they buy.		N195,000/ \$800
125	Driver Safety Awareness & Defensive Driving Training	8-12 Mar 7-11 Jun 13-17 Sep 13-17 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.		N175,000/ \$750
126	Dynamite Sales Presentations: A Practical Training	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	The best sales presentations effectively demonstrate product/service knowledge as well as an understanding of what problems the client has, and the solutions they need. This one-week training course will teach participants how to create a winning proposal and how to turn it	Aspiring Sales Stars who need to understand that a great sales presentation does not demand that you have bells and whistles to impress a client.	N175,000/ \$750

			into a dynamite sales presentation.		
127	Effective Account Receivables & Credit Policies Management Course	3-14 May 1-12 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.	N305,000/ \$1,250
128	Effective Front Desk Management & Customer Service Training	19-30 Apr 18-29 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.	Front Desk Officers or Receptionists	N250,000/ \$1,000
129	Effective Leadership Skills Workshop	8-12 Feb 10-14 May 9-13 Aug 8-12 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	Team Leaders, Senior Management Staff and other Top Level Executives who desire to be	N250,000/ \$1,000

			<p>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 higher levels of achievement and fulfillment.</p>	<p>equipped with the strategies and techniques to become highly successful leaders as well as exceptional managers.</p>	
130	Effective Payroll Management & Statutory Deductions Training	<p>15-19 Feb 17-21 May 16-20 Aug 15-19 Nov</p>	<p>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.</p>	<p>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.</p>	<p>N195,000/ \$800</p>
131	Effective Secretarial, Administrative & Office	<p>29 Mar-9 Apr 27 Sep-8 Oct</p>	<p>This multiple-roles training course focuses on skill enhancement and training to become, or consolidation of skills for, Secretary position in</p>	<p>Chief, Principal and Senior Secretarial Staff of Government Ministries,</p>	<p>N305,000/ \$1,250</p>

	Management Training		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.	Agencies and Departments, Institutions, Corporate & Non-governmental/Non-profit Organizations.	
132	Effective Teamwork Training: Working with A Winning Team	19-30 Apr 18-29 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.	N305,000/ \$1,250
133	Emotional Intelligence & Creative Skills Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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.	N175,000/ \$750
134	Employee Engagement & Performance Management Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 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 their skills.	Offers inspiration and solid tools for individuals responsible for measuring performance management and managing employee performance: HR managers, departmental heads, line supervisors, etc.	N175,000/ \$750
135	Engineering Spare-parts Inventory Management Course	25-29 Jan 26-30 Apr 26-30 Jul 25-29 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	Spare Parts Management, Inventory Management and Maintenance Store Room Personnel.	N175,000/ \$750

			the Maintenance Repairs & Overhauls, discusses the ABC classification scheme, and elaborates on the role of maintenance storeroom as service provider.		
136	Enterprise Compensation Management Course	22-26 Feb 24-28 May 23-27 Aug 22-26 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.	N175,000/ \$750
137	Enterprise Risk Management (ERM) Training	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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.	N250,000/ \$1,000
138	Essential Sales Skills Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	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.	Salespersons desiring to improve their "go-getter" skills and meet or even exceed their sales quota in a competitive market environment.	N175,000/ \$750

			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.		
139	Event Planning & Management Fundamentals Course	4-8 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 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.	Event Planners, Logistics Managers, Corporate Affairs Managers, Administrative Managers, Secretaries and other executives responsible for corporate events planning and administration in the organization.	N175,000/ \$750
140	Facilities Maintenance & Management Training	1-5 Feb 3-7 May 2-6 Aug 1-5 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.	N175,000/ \$750
141	Financial Analysis and Financial	10-21 May 8-19 Nov	The course focuses on current practices in corporate financial reporting and	Finance and Accounting Professionals, All	N395,000/ \$1,650

	Reporting Skills Training		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 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	levels of Accounting & Finance Personnel in the organization.	
142	Financial Management Course	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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.	N250,000/ \$1,000

143	Fixed Assets Management Course	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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. Conversely, suboptimal fixed asset practices can threaten the accuracy of financial reports and negatively impact your bottom line.	Corporate accountants managing fixed assets; CFOs striving to optimize business efficiencies and plan capital budgets; Government asset managers complying with IPSAS standards; Public accountants providing tax, depreciation, and auditing services to clients; and Nonprofit executives seeking to gain maximum leverage from already strained resources.	N250,000/ \$1,000
144	Fleet Management Essentials Course	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 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.	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.	N175,000/ \$750
145	Forensic Accounting, Auditing & Investigation Course	8-12 Feb 10-14 May 9-13 Aug 8-12 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 and other non-fraud situations	Forensic Auditors, Forensic Accountants and other investigators, inspectors or examiners in public institutions and high-profile private organizations.	N250,000/ \$1,000

			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.		
146	Fraud Investigation, Detection & Deterrence Training	8-12 Mar 7-11 Jun 13-17 Sep 13-17 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.	N175,000/ \$750
147	Front Desk Management Training	18-22 Jan 19-23 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	Front Desk Officers or Receptionists	N175,000/ \$750

			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.		
148	Global Talent Management Leader (GTML) Program	8-12 Mar 7-11 Jun 13-17 Sep 13-17 Dec	CEOs and CHROs expect their HR professionals and leaders to equip themselves with latest perspectives, insights and the tool-kits in Talent Management to provide velocity to high-impact organizational Talent Management initiatives today. TMI partnership helps us meet these expectations by enriching our HR training solutions with TMI's global curricula and credentials.	The next leap for global HR & Talent Management professionals; Powerful endorsement of the mettle of a senior HR professional for meeting the global challenge; All participants pre-qualify directly for the TMI-Wharton University Associate & Global fellow programs in Talent Management.	N250,000/ \$1,000
149	Grant & Donor Fund Management Training	15-19 Feb 17-21 May 16-20 Aug 15-19 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	Finance staff, Contracts and Grants staff, Procurement staff, Program staff, and Senior project leaders.	N250,000/ \$1,000

			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.		
150	Healthcare Data Analytics & Records Management Course	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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-effectiveness, space utilization, optimum retrieval, ensured security, and meaningful use of technology.	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.	N175,000/ \$750
151	Health Care Administration Course	22-26 Feb 24-28 May 23-27 Aug 22-26 No	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 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	CEOs, COOs, CFOs, Administrators and other senior managers of public and private health maintenance organizations (HMOs), hospitals, clinics, maternity homes, doctors' offices, etc.	N250,000/ \$1,000

			budgets, financial forecasts, assess investment alternatives, and leverage capital structures within healthcare organizations.		
152	Health, Safety & Environment (HSE) Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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.	N195,000/ \$800
153	Healthcare Utility Management Course	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	When it comes to healthcare utility management, medical facilities are faced with a growing number of questions and challenges. With each passing day, resource productivity and sustainability become more important to companies throughout the world. This is particularly true within the healthcare industry, with hospitals constantly seeking ways to save money while becoming more efficient. This is a strategy medical facilities employ as a means of monitoring, managing and reducing costs and requirements associated with utilities such as drugs, water, food and electricity. It covers Compliance and accreditation; Reduction measures; and Monitoring and targeting.	Utility Management Nurses and Administrators in healthcare facilities such as Hospitals, Clinics and HMOs.	N175,000/ \$750
154	High-Impact Training for Frontline People	25-29 Jan 26-30 Apr 26-30 Jul 25-29 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	Front Desk Officers, Call Centre Executives, Booking and Reservation Officers, Frontline	N195,000/ \$800

			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.	Sales and Customer Support/ Interface Officers.	
155	Hospital Management Course	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Managing hospital for growth and profitability involves an unwavering focus on patient experience. This in turn requires a thorough understanding of who the hospital customer is and how to customize and optimize hospital offerings. This program will provide critical insights into setting patient centered growth strategies that include managing both internal and external publics. Active learning of critical concepts such as customer orientation, integrated marketing communications and branding strategies will be encouraged. The program culminates with a practicum experience where participants will be exposed to best practices in managing hospital growth both from India and abroad and will engage in a creative exercise of designing a growth trajectory for their own hospitals.	Medical Directors, CEO's, COO's, Senior Hospital Administrators, Senior Manager of various functions in hospitals /health centres, Marketing Director and Marketing Managers of health care companies.	N175,000/ \$750
156	Hospitality & Tourism Management Course	22-26 Mar 26-30 Jul 30 Aug-3 Sep 29 Nov-3 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 managers who work in restaurants, hotels, guest houses, holiday	N175,000/ \$750

				reports, catering companies, events planning companies, and in public sector organizations such as public parks, hospitals, universities.	
157	Hospital Operations Risk Management Training	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	Our current economic climate is continuing to force healthcare organizations to evaluate operational efficiencies. Maximizing profits, or at least not operating at a loss, has long been at the forefront of business objectives. Very few organizations can survive in the long run without meeting their expenditures. But how much risk can or should be taken to achieve this objective? While tolerance for risk varies with the culture of the organization, has it come to a point where our assumption of risk is at the expense of our customers? Can more healthcare medical errors be averted by proactive risk management? This two-pronged course provides participants a grounding of actionable knowledge in clinical (human factor) and facility management (physical factor) risks and their management.	Hospital Managers, Risk Managers, Medical Directors, Clinical Managers, Facility Managers, etc.	N175,000/ \$750
158	Hotel & Restaurant Management Training	19-30 Apr 20-30 Sep	Upon completion of the program, students will be able to: (1) Understand the trends and traits of the hospitality industry (2) Identify the five stages of the marketing cycle, the concept of target marketing, and how the Internet is affecting the hospitality industry (3) Comprehend the processes for recruiting and interviewing prospective employees and managing employees (4) Understand how to forecast	Hospitality staff who work in or desire to pursue career in restaurants, bars, hotels, guest houses, catering companies, etc.	N305,000/ \$1,250

			<p>hotel occupancy and revenue</p> <p>(5) Identify how to determine staffing and scheduling of responsibilities</p> <p>(6) Understand the executive housekeeper's responsibilities and how current technologies affect the housekeeping department</p> <p>(7) Understand how the engineering and maintenance departments operate the vital engineering systems, such as electricity, heating, and ventilation and</p> <p>(8) Understand the terminology and methods of hospitality accounting and the ways computers relate to hospitality accounting.</p>		
159	HR Metrics & Analytics Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	<p>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.</p>	<p>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.</p>	N175,000/ \$750
160	HR Trends & Prospects Seminar	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 Dec	<p>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</p>	<p>Professional Human Resource Managers, Directors or Consultants, Employee Benefits Administrators,</p>	N195,000/ \$800

			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.	Training/ Learning Managers and other corporate executives.	
161	Human Capital Audit Training	31 May-11 Jun 6-17 Dec	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. Benchmark internal auditors' approaches and supporting tools and techniques; and 5. Build a foundation for increasing the effectiveness of their audit and HRM strategies and delivering value-added results.	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.	N395,000/ \$1,650

162	Human Relations & Interpersonal Skills Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 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 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.	Individuals and personnel who want to understand their communication style and use that to improve their human relations and interpersonal skills: whether at interpersonal, group, intra-group, or organizational level.	N175,000/ \$750
163	Human Resource Business Partner (HRBP) Training	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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.	N195,000/ \$800

164	Human Resources for Health (HRH) Training	25-29 Jan 26-30 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 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.	HRH Desk Managers in Governments at all levels and Public and Private Health Institutions, Agencies and Organizations.	N175,000/ \$750
165	Impact Evaluation Practice Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	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, monitoring and evaluating major projects, development programs and intervention strategies.	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.	N175,000/ \$750
166	Incident Response for Business Professionals (IRBIZ) Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	IRBIZ covers incident response methods and procedures which are taught in alignment with industry frameworks such as US-		N175,000/ \$750

			CERT's NCISP (National Cyber Incident Response Plan), and Presidential Policy Directive (PPD) 41 on Cyber Incident Coordination Policy. It is ideal for candidates who have been tasked with managing compliance with state legislation and other regulatory requirements regarding incident response, and for executing standardized responses to such incidents. Leads to CertNexus IRBIZ exam and credential.		
167	Internal Control & Fraud Prevention Course	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	Control is everyone's business. But how does your organization manage fraud risk associated with internal control? This five-day workshop will provide greater insights on understanding fraud schemes, 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 management and resources to contract these challenges.	Everyone in the organization interested in internal control, fraud detection and prevention.	N175,000/ \$750
168	International & Strategic HR Management Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	This Human Resource Management course will teach you about internationalization of companies, managing diverse workforces, and international labour 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	HR Directors, Senior HR Managers, Professionals and Advisors of multinational corporations (MNCs) and international organizations.	N395,000/ \$1,650

			fostering a productive and happy workforce.		
169	Internet of Things for Business Professionals (IoTBIZ) Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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.	N175,000/ \$750
170	Investigative Interviewing Training: Principles, Strategies & Techniques	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	The program describes differences between general and investigative interviewing in terms of: (1) Approach, strategy and questioning technique; (2) Factors that can make interviewing relationships adversarial and how to handle these; (3) Techniques for dealing with deceit, 'spin', trauma, reluctance and fear in interviews; (4) Risks reporters face in investigative interviews and tactics for dealing with these.	Communication & Media Officers, Investigative Journalists, Monitoring and Evaluation (M&E) and Compliance Officers, Loss Prevention Agents, Detectives, Auditors, Inquiry Commission Members and other Investigators.	N175,000/ \$750
171	Inventory, Store & Warehouse Logistics Management Workshop	8-12 Feb 10-14 May 9-13 Aug 8-12 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.	N195,000/ \$800

172	Investment Analysis & Portfolio Management Training	22-26 Feb 24-28 May 23-27 Aug 22-26 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.	N195,000/ \$800
173	Key Account Management Course	8-12 Mar 7-11 Jun 13-17 Sep 13-17 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.	N175,000/ \$750
174	Leadership Skills Workshop for	18-22 Jan 19-23 Apr	This workshop is designed to: (1) Teach skills needed to	Chief Engineers, Plant Managers,	N250,000/ \$1,000

	Engineers & Project Managers	19-23 Jul 18-22 Oct	lead projects, drive innovation, and influence others in an engineering role; (2) Differentiate between leadership, ' <i>leaderfulness</i> ' 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.	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.	
175	Leadership Skills Training for Supervisors – Communication, Coaching & Conflict Management	15-19 Feb 17-21 May 16-20 Aug 15-19 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.	N250,000/ \$1,000
176	Lean Process Management Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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 a 'best business practice' in their organization.	N175,000/ \$750
177	Local Content Policy, Implementation & Compliance Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	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,	Country, Local Content, HRD, Business Development Managers; IOCs & Oil Services Companies; Regulators; Analysts, Contract, Procurement & Supply Chain	N250,000/ \$1,000

			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.	Managers; Governmental Relations Executives; Officials of State Petroleum Companies, Federal and State MDAs.	
178	Local Government Councillors Development Workshop	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	Being a councillor provides an exciting opportunity to make a difference in your local community. One of the challenges that all councillors face to "hit the ground running" is finding time for learning and development while managing a large workload. This workshop offers a range of professional development opportunities to assist councillors in their roles and provide skills and shared experiences that enhance learning and understanding throughout the journey as a Councillor. The workshop offers newly elected and returning councillors training pathways, with a range of workshop topics to choose from: 1. Performing the Role of a Councillor; 2. Decision-Making/Strategic Planning & Effective Meetings; 3. Understanding Council Finances; 4. Practical Public Speaking; 5. Land Use, Planning & Building; 6. Negotiation & Influencing Capabilities; 7. Managing Communications; 8. Rapid Reading; 9. Building Leadership; 10. Conflict of Interest for Councillors.	Newly Elected and Returning Local Government/Local Authority Councillors.	N250,000/ \$1,000
179	Logistics & Supply Chain Management Training	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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	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	N195,000/ \$800

			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.	performance indicators (KPIs).	
180	Management Antifraud Programs & Controls Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	Some organizations have significantly lower levels of misappropriation of assets and are less susceptible to fraudulent financial reporting than other organizations because these organizations take proactive steps to prevent or deter fraud. It is only those organizations that seriously consider fraud risks and take proactive steps to create the right kind of climate to reduce its occurrence that have success in preventing fraud. The conference identifies the key participants in this antifraud effort, including the board of directors, management, internal and independent auditors, and certified fraud examiners.	Members of board of directors and management, Internal auditors, bank inspectors, risk managers, internal control and business assurance managers in private and public organizations.	N175,000/ \$750
181	Management Consulting Training	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Changes in the domestic economy, the economies and politics of other countries, social legislation and the impact of new technologies all bring challenges and opportunities calling for knowledge and expertise not always readily available within an organization. To meet these challenges and grasp the opportunities, organizations often call in Management Consultants to undertake specific assignments as part of good management practice. The purpose of this program is to explore the role of a professional consultant. It considers the skills,	Those responsible for change within their organization who want to know the pre---requisites for successful project delivery; those involved in consultancy projects; those involved in supply chain improvement activity; those wanting an introduction to the skills and knowledge needed in the field of management consultancy; and those wanting to	N175,000/ \$750

			knowledge and professional behaviour required by an effective consultant. It looks at ethical standards and codes of conduct and will give you a framework to evaluate your current knowledge, skills and behaviour to plan your future development.	broaden their management skills for facilitating change.	
182	Managing & Optimizing the Internal Audit Function Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 Dec	Managing and staffing an Internal Audit Function is a vast and complex undertaking that remains 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 Audit Executives/Chief Internal Auditors, Heads of internal audit/internal control/risk functions and management executives responsible for establishing or managing an internal audit function.	N250,000/ \$1,000
183	Managing Your Boss “(Managing Up”) Training	1-5 Feb 3-7 May 2-6 Aug 1-5 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.	N175,000/ \$750
184	Maritime Logistics & Supply Chain Risk Management Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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	Any safety officer who wants a more effective, realistic approach to safety program management and to develop an effective safety management system; Managers	N250,000/ \$1,000

			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.	and supervisors who have responsibility for controlling risk in the aviation sector.	
185	Mastering Trade Credit & Debt Management Training	22 Feb-5 Mar 23 Aug-3 Sep	The course is aimed at clients requiring an understanding of financial statements including an awareness of the information contained within financial statements; how that information is presented; and how that information is interpreted. This course allows you to acquire and develop the knowledge, the techniques, the basic and advanced tools for planning and managing corporate debt.	Banking and Financial Markets, Corporate Finance, Corporate Treasury, Documentation, Retail Banking, Risk and Credit Staff.	N305,000/ \$1,250
186	Measuring & Managing Operational Risk Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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	Risk Managers/Analysts, Operations Managers, Treasury Managers, Internal Control/Compliance Officers, Auditors, Accountants and Regulators.	N175,000/ \$750

			capital for operational risk and the supervisory requirements for each approach.		
187	Modern Internal Auditing Practice Training	26 Apr-7 May 25 Oct-5 Nov	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.	Internal Auditors, Internal Controllers, Internal Check Managers and Business Risk and Assurance Officers.	N305,000/ \$1,250
188	Monitoring & Evaluation (M&E) Course	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	This introduction to 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.	N175,000/ \$750
189	Negotiating, Mediation & Conflict	8-12 Mar 7-11 Jun 13-17 Sep 13-17 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.	B2B sales professionals, human resource, admin and program managers, and	N175,000/ \$750

	Management Training		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 clients, partners, communities and others.	others involved in strategic relationships and ongoing business arrangements where closing deals is often complex and complicated.	
190	Office Politics Training: The Playing & Winning Strategies	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Like it or not, every workplace is a political environment. But operating effectively within it doesn't have to mean destroying, lying or getting dirty. At the upper level, a large part of climbing the corporate ladder depends on defining a political style: how to handle power and control, build relationships, and manage diplomacy. Face it – you can't get rid of office politics, so you might as well learn how to play! The course covers the 10 most common types of office politicians, with tips on how to manage them as well as 7 best office-politics plays and maneuvers.	All levels of the organizational hierarchy, especially mid-level to senior managers who are desirous of getting from here to there – such as securing a promotion, seeing an idea come to fruition or gaining support to make an organizational change.	N175,000/ \$750
191	Office Practice & Administrative Duties Course	15-19 Feb 17-21 May 16-20 Aug 15-19 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.	N175,000/ \$750
192	Operational Risk Management	15-19 Mar 14-18 Jun 20-24 Sep	The aviation industry is both complex and unique. The demands on employees are	Any safety officer who wants a more effective, realistic	N250,000/ \$1,000

	Training in the Aviation Sector	20-24 Dec	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.	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.	
193	Operational Risk Management Training in the Energy Sector	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	Risk management is a fundamental element of daily business operations in the energy industry. This extensive and very practical workshop is designed to build an understanding of the importance of operational risk management particularly within the Energy Industry. Precisely, the program is intended to explore the practical application of operational risk models and techniques in the industry and how the use of advanced methodologies for operational risk management may contribute to adequate operational risk quantification.	Enterprise Risk Managers in the Energy and related sectors.	N250,000/ \$1,000

194	Operational Risk Management Training in the Oil & Gas Sector	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Operational risk in the oil industry may lead to environmental disasters and to heavy loss of human lives. This program discusses models to analyse 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 prioritise 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.	N250,000/ \$1,000
195	Organizing & Managing Accounts Payable Function Course	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	This seminar has condensed tons of information to get to the essentials -- the very latest proven accounts payable (AP) techniques, accepted best practices guaranteed to improve your accuracy and SAVE MONEY, and techniques, tips and shortcuts that will help you get more done in less time.	AP professionals desiring skill-building instructions on "how-to's" for organizing, 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	N175,000/ \$750

				approvals and authorizations – without getting headaches!	
196	Personal Development & Productivity Course	15-19 Feb 17-21 May 16-20 Aug 15-19 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.	N175,000/ \$750
197	Personal Effectiveness & Team Work Training	22-26 Feb 24-28 May 23-27 Aug 22-26 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.	N175,000/ \$750
198	PPP Cycle Training: Fundamentals, Strategies & Methods	8-19 Feb 9-20 Aug	The objective of the PPP Fundamentals: Strategies, Methods, and the PPP Cycle course is to provide participants with a comprehensive overview of public-private partnership (PPP) procurement and project structuring. This course will cover key topics, such as the definition and rationale of the PPP procurement option; prefeasibility and screening processes; financial and contractual planning; procurement, negotiation, and monitoring procedures; and institutional requirements. The course will also offer an introduction to the financial aspects of project structuring, including project finance and the core elements of PPP bankability. This course is an	Government officials from ministries, state agencies, and local governments; Senior management and board members from utilities; Regulatory agencies and authorities; Professionals from financial institutions; and Staff of international donor organizations.	N395,000/ \$1,650

			introduction to the basic policy and institutional issues involved in PPP procurement and project design and is required for more advanced training n this field.		
199	Practical Sales Pitch & Presentation Workshop	18-29 Jan 19-30 Jul	The best sales presentations effectively demonstrate product/service knowledge as well as an understanding of what problems the client has, and the solutions they need. This one-week training course will teach participants how to create a winning proposal and how to turn it into a dynamite sales presentation.	Sales Stars who need to prepare winning sales proposals and understand that a great sales presentation does not demand that you have bells and whistles to impress a client.	N250,000/ \$1,000
200	Procurement & Supply Chain Management Course	15-26 Mar 20-30 Sep	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.	N305,000/ \$1,250
201	Procurement Planning, Management & Due Diligence Workshop	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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	Procurement, Purchasing & Supply Directors, Managers, Buyers and other Officers with procurement planning and management responsibilities in public and private sectors.	N250,000/ \$1,000

			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.		
202	Product & Brand Management Training	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	The course takes a unique focus on branding from a business perspective. Participants to this course understand the real business value of brands and have the crucial practical skills needed to develop products and brands and manage them professionally.	Product, Brand Managers, Marketing Executives, Marketing Directors, Business Owners, Graphic Designers/Design Managers from start-ups to established enterprises.	N195,000/ \$800
203	Professional Advancement Course for Personal Assistants	29 Mar-2 Apr 28 Jun-2 Jul 27-30 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.	N195,000/ \$800
204	Professional Audit Report Writing & Presentation Training	21 Jun-2 Jul 29 N-10 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	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	N250,000/ \$1,000

			determine what your readers expect of your documents and how to display the value of your audit work through your written communication.	risks, controls or operating systems, detect and deter fraud, or conclude on the correctness of information.	
205	Professional Etiquette & Business Ethics Training	26 Apr-7 May 25 Oct-5 Nov	The course demonstrates how a professional is characterized not only by his or her technical skills but also by the way in which he or she interacts with people. For organizations and employees alike, recognizing the critical link between business protocol and profit is key to success. The training will align participants' understanding of professionalism with the desired expectations of your company. Your staff will learn to conduct themselves more professionally, communicate more effectively and how to apply etiquette rules in a wide variety of typical business situations.	Professionals in all levels of the organization who need to conduct themselves more professionally, communicate more effectively, and acquire the tools to create that all important first impression for your organization.	N250,000/ \$1,000
206	Professional Health, Safety & Environment (HSE) Certification Training	15-26 Mar 20-30 Sep	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.	N305,000/ \$1,250
207	Professional Telephone Skills Training for the Help Desk	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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	Help Desk Executives, Call Centre Executives, Receptionists, Secretaries, Customer Service Officers and other frontline people.	N175,000/ \$750

			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.		
208	Project Cycle Management Training	26 Apr-7 May 25 Oct-5 Nov	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.	N395,000/ \$1,650
209	Project Management Training	1-5 Feb 3-7 May 2-6 Aug 1-5 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 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	Whether you are a Certified Project Manager responsible for dozens of projects or only manage an occasional project of any sort, you need the cutting-edge advantages already enjoyed by others who are attending this practical project management training.	N195,000/ \$800

			can make your projects more efficient.		
210	Project Reporting & Communication Management Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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.	N175,000/ \$750
211	Protocol, Travel Management & Diplomatic Etiquette Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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.	N195,000/ \$800
212	Public-Private Partnerships (PPP) Training	8-12 Feb 10-14 May 9-13 Aug 8-12 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	Participants will be drawn from government ministries, departments and agencies (MDAs), NGOs, institutional investors and private sector operators.	N250,000/ \$1,000

			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.		
213	Quality Assurance & Quality Control (QA/QC) Training	8-12 Mar 7-11 Jun 13-17 Sep 13-17 Dec	The program introduces the eight quality management principles on which the quality management system (QMS) standards of the Organization for International Standardization (ISO) series are based. It also covers the six quality tools required by quality inspection agencies such as SON, NAFDAC, etc., supplier capabilities, process capabilities (including statistical process control), <i>humansigma</i> , total supply chain, customer service & overall system quality.	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.	N175,000/ \$750
214	Quality Management in Healthcare Training	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	This specialist program is an extension of our <i>Quality Assurance and Quality Control (QA/QC) Training</i> , which 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 9001:2015 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.	N250,000/ \$1,000
215	Quality Management Systems (QMS)	7-18 Jun 13-24 Dec	This quality management training will help you: (1) understand the fundamentals in achieving maximum customer satisfaction at the lowest overall cost, (2) focus	Quality Directors, Chiefs, Managers, Supervisors; Inspectors, Auditors, Engineers,	N395,000/ \$1,650

	Certification Training		on delivering a quality product or service by improving your processes, or (3) set up a world-class quality management system. Leads to ASQ's Certified Manager of Quality/Organizational Excellence Certification.	Process Analysts and Technicians who desire international certification on quality.	
216	Raw Materials Management & Stock Control Course	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Efficient raw materials management ensures planning certainty. This detailed course will enable participants to design, implement and maintain good materials management practice to consistently deliver excellent customer service with minimum effort and inventory. It includes overviews of current best practice thinking in materials planning and control systems and provides introductions to the most popular and effective ones.	Inventory Managers, Storekeepers, Stock Controllers and Production Managers.	N175,000/ \$750
217	Records Management & Archives Administration Training	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	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.	N175,000/ \$750
218	Recruitment, Retention & Talent Management Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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	HR Personnel responsible for recruitment, retention, talent development or training, learning and development.	N195,000/ \$800

			plans. It will address current challenges in recruitment, placement, retention, and talent management.		
219	Retirement Planning Workshop	25-29 Jan 26-30 Apr 26-30 Jul 25-29 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 their staff who are nearing retirement this opportunity to plan ahead. Allowing their spouses to accompany the intending retirees can be of maximum benefit. This is because retirement will affect those that they interact with.	Whether Business Owners, Professionals or Employees (with family or employees alone), this pre-retirement training course has various topics that will not only interest everyone but have practical value for the rainy day.	N175,000/ \$750
220	Retiring to Entrepreneurship/ Professional Practice Training	25 Jan-5 Feb 26 Jul-6 Aug	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. It covers various types of Entrepreneurship, Small Business Management and Professional Practice Management.	This extensive retirement planning training is specially designed for Employees from the public or private sectors intending to start their own business or practice their profession pre-retirement.	N305,000/ \$1,250
221	Risk Based Internal Auditing	3-14 May 1-12 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 opportunity for participants to: (1) Learn how to use a risk based approach to redefine and refocus their audit activities; (2) Understand the	Heads of audit and senior audit managers involved in carrying out risk based internal audit assignments.	N395,000/ \$1,650

			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 tips on how to write risk-based, high-impact audit reports.		
222	Risk Management & Compliance Training	24 May-4 Jun 22 Nov-3 Dec	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.	N395,000/ \$1,650
223	Sales Relationship Building Course	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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 and building relationships, no matter how big the company or the type of market.	Key Account Managers, Business Development Officers and Sales Executives.	N175,000/ \$750
224	Secretarial Skills Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 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	Secretaries, Personal and Administrative Assistants handling secretarial duties.	N175,000/ \$750

			improving interpersonal and self-developmental skills – providing a sounder footing on your secretaries’ career development path.		
225	Senior Talent Management Practitioner (STMP) Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	CEOs and CHROs expect their HR professionals and leaders to equip themselves with latest perspectives, insights and the tool-kits in Talent Management to provide velocity to high-impact organizational Talent Management initiatives today. TMI partnership helps us meet these expectations by enriching our HR training solutions with TMI’s global curricula and credentials.	Designed to accelerate growth of mid-career HR professionals; Showcases the best potential of an HR professional for leading talent initiatives; Opens pathway to the extremely selective TMI-Wharton University Associate Fellow programs in Talent Management.	N250,000/ \$1,000
226	Social Media Skills for Business Professionals Training	28 Jun-9 Jul 27 Sep-8 Oct	This advanced course is a social media skills masterclass 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.	This is an advanced-level course designed for 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.	N395,000/ \$1,650
227	Strategic Change Management Course	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	Today’s leaders are constantly being challenged to evolve their organizations or departments if they are to survive and prosper. Nowhere is this more apparent than in the public sector where, under pressure to demonstrate value for money and maximum	Executives from public and private sector organizations.	N195,000/ \$800

			<p>efficiency, organizations are required to do more with less. Forced to modernize, leaders are increasingly looking to change programs to streamline processes and modernize working practices. Competition and harsh economic conditions are also driving similar desire in the private sector. Participants on this course will explore two different but equally important elements of the change process.</p>		
228	Strategic Communication Management Training	1-5 Feb 3-7 May 2-6 Aug 1-5 Nov	<p>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 management, persuasion, intercultural communication effectiveness, industry innovation and leadership.</p>	<p>The program is well-suited to individuals with professional experience or career interests in corporate communications, public relations, operations management, strategic planning, communication consulting, or other general management functions such as human resource management, etc.</p>	N195,000/ \$800
229	Strategic Human Resource Management (SHRM) Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	<p>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</p>	<p>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</p>	N195,000/ \$800

			organization and provide real value-adding HR 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.	
230	Strategic Innovation & Critical Thinking Skills Workshop	3-14 May 1-12 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.	N305,000/ \$1,250
231	Strategic Sales Management Course	22-26 Feb 24-28 May 23-27 Aug 22-26 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.	Sales Managers and business development officers/ managers (BDOs/BDMs), marketing executives, sales officers and representatives aspiring to become Professional Sales Stars, Supervisors, Managers or Directors.	N250,000/ \$1,000
232	Strategic 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	Suitable for all Directors, Managers,	N195,000/ \$800

			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.	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.	
233	Superior Customer Service Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 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.	N195,000/ \$800
234	Sustainable Business Growth Strategies Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	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	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.	N250,000/ \$1,000

			discipline – thus developing participants’ capability thinking for business innovation.		
235	Talent Management Practitioner (TMP) Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	CEOs and CHROs expect their HR professionals and leaders to equip themselves with latest perspectives, insights and the tool-kits in Talent Management to provide velocity to high-impact organizational Talent Management initiatives today. TMI partnership helps us meet these expectations by enriching our HR training solutions with TMI’s global curricula and credentials.	An ideal credential for working HR professionals to move into Talent Management fast & sure. The most powerful top-up qualification for individuals looking to start their careers in HR/Talent Management. Especially cut-out for students in HR and related areas.	N195,000/ \$800
236	Talent Management Training	8-12 Feb 10-14 May 9-13 Aug 8-12 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.	HR Managers responsible for recruitment, retention, talent development or training, learning and development.	N175,000/ \$750
237	Target Setting, Productivity & Performance Appraisal Course	18-22 Jan 19-23 Apr 19-23 Jul 18-22 Oct	This course is designed for organizations that desire to (1) Set organization-specific goals that motivate employees and organizational productivity (2) Improve performance through ongoing feedback and evaluation. After completing this course, participants should be able to:	Human Resource Managers, Line Managers, Team Leaders and Supervisors	N195,000/ \$800

			Set SMARTER performance targets for self and group; Demonstrate the role a manager should play in the performance management system; Participate in a collaborative goal-setting process that reflects overall organization goals; Use ongoing feedback and effective performance -based communication; and Deliver a collaborative performance appraisal.		
238	Team Building & Leadership Skills Training	8-12 Mar 7-11 Jun 13-17 Sep 13-17 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.	N195,000/ \$800
239	Teamwork Training - Working Effectively with Others	18-22 Jan 19-23 Apr 19-23 Jul 18-22 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.	N175,000/ \$750
240	Telemarketing & E-commerce Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	Everyone who sells seems to be on the phone for at least part of the day. This one day training workshop helps participants learn how to make dramatic improvements in their results by sharpening their communication skills, developing trust and respect with customers and colleagues, warming up their sales approach, making positive impressions, learning	Telemarketers, Frontline Salespeople, Sales Executives, Front Desk Officers and Call Centre Executives.	N175,000/ \$750

			negotiation strategies to improve sales results, and the use of scripting.		
241	The Balanced Scorecard Training	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	During this program, participants will: (1) Explore a powerful measurement framework for aligning strategic objectives, management systems and corporate performance, resulting in robust long-term growth and value creation. (2) Review for implementation a set of five principles that will enable strategy-focused organizations to execute their strategies rapidly. (3) Become more adaptive and responsive to the needs of both internal and external constituencies, resulting in greater opportunities for problem solving and innovation.	CEOs & Senior Team Leadership of public, private and non-profit organizations.	N250,000/ \$1,000
242	The Excellent Front Desk Officer Training	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	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 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.	Front Desk Officers or Receptionists in search of excellence on the job.	N175,000/ \$750
243	Time & Task Management Training	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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	Specially designed for all levels of managers, officers and other executives who must balance the demands of busy work schedules with people and	N175,000/ \$750

			success, as is getting tasks done.	technology on the ever-limited resource – Time!	
244	Tools & Techniques for Modern Internal Auditors Training	25-29 Jan 26-30 Apr 26-30 Jul 25-29 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, 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.	N195,000/ \$800
245	Total Quality Management (TQM) Training	22-26 Feb 24-28 May 23-27 Aug 22-26 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.	Essential for officers, supervisors and managers who are responsible for facilitating continuous improvement in their organization.	N175,000/ \$750
246	Training Methods & Presentation Skills Workshop	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 Dec	This program offers an in-depth understanding of training design and effective presentation skills. It concentrates on ways and methods used in training to ensure that trainers get a	Trainers, Training Managers/ Officers and other HR Personnel in Public and Private organizations.	N175,000/ \$750

			clear view of these skills and use them in different occasions when delivering a presentation. The program incorporates the necessity of planning as a crucial step that helps to enhance the efficacy of training. It also highlights the essential attributes of world-class trainers.		
247	Train-the-Trainer Practical Training	15-19 Feb 17-21 May 16-20 Aug 15-19 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 quality training sessions that get the best results from delegates.	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.	N195,000/ \$800
248	Transport & Logistics Business Management Training	4-8 Jan 5-9 Apr 5-9 Jul 4-8 Oct	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.	N250,000/ \$1,000

249	Treasury & Working Capital Management Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	Never before were treasurers under so much pressure to improve their efficiency and cash flow and to optimise 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 organisation 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.	N195,000/ \$800
250	Effective Workplace Communication Training	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	This training course teaches the essential communication skills for success in life and work. One major goal of this training course is to help participants understand the impact that their communication skills have on other people, while they explore how improving these skills can make it easier for them to get along in the workplace, and in life.	All levels of staff	N175,000/ \$750
251	Writing High-Impact Audit Reports Training	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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	N175,000/ \$750

				on the correctness of information.	
252	Writing Technical Reports Training	29 Mar-2 Apr 28 Jun-2 Jul 27-30 Sep	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.	N175,000/ \$750
253	Writing Winning Proposals Course	5-16 Apr 4-15 Oct	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 points, to presenting the argument for your offer and securing the contract.	This course is specifically aimed at sales and business professionals who are competing for contracts and seeking to improve their win rate.	N250,000/ \$1,000
254	Business Development Strategy Course	25-29 Jan 26-30 Apr 26-30 Jul 25-29 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.	N195,000/ \$800

255	Identifying Business Opportunities Course	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	Opportunity recognition is an important element in entrepreneurship. Yet recognizing opportunities is complex and is one of the factors that can contribute to entrepreneurs failing or, perhaps, never actually beginning the business start-up at all. The training objective will focus on the participants' area(s) of business interest, as communicated at the time of registration. Covers a wide range of endeavors such as agriculture, real estate, lottery, fashion, import-export, etc.	Entrepreneurs, Business Owners, Business Development Managers, Directors/Senior Decision Making Executives in Organizations and Regulatory or Supervisory Agencies.	N250,000/ \$1,000
256	Business Analysis Course	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	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 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.	Business Analysts, Business Development Officers and Strategic Management Executives.	N195,000/ \$800
257	Entrepreneurship Workshop for Engineers	15-19 Feb 17-21 May 16-20 Aug 15-19 Nov	This special-topic course will focus on starting and managing a successful business. Topics will include marketing, finance, human resources, operations, legal issues, initial public offering, and succession and estate planning. Due to the engineering background of the delegates, special emphasis will be on exploring the legal issues involved in the process of applying for a patent. The course will enable	Engineers with an interest in innovation and entrepreneurship; Engineers looking to develop new products and services, or setting up a new business area or a new start-up company; Engineers working in large companies as well as	N195,000/ \$800

			a participant to evaluate his or her own desires and prospects for a career as an entrepreneur. In so doing, it will provide the aspiring entrepreneur with a framework for selecting, funding, and starting his or her own business.	entrepreneurial engineers who are looking to set-up or have already set up a new company.	
258	E-Entrepreneurship & Innovation Training	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	E-business is being heralded as the new economy. However, developments in the area of new online business-to-consumer (B2C) venture creation has been accompanied by varying degrees of success, and it is increasingly recognized that online venture creation does not materialize overnight. E-business development typically follows an evolutionary cycle of initial experimentation with Internet technologies and the transformation of consumer propositions toward the creation of a commercially viable online presence. This training course discusses the underpinning entrepreneurial requirements for design conceptualization and the integration of the real and virtual business worlds within the Netpreneur system development.		N175,000/ \$750
259	Healthcare Customer Service Course	11-15 Jan 12-16 Apr 12-16 Jul 11-15 Oct	This customer service course for hospitals, medical centres, clinics, maternity homes and health maintenance organizations (HMOs) focuses on the “people skills” people 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 centres, clinics, maternity homes and HMOs including Doctors, Nurses, Midwives, Pharmacists, Lab Scientists and Technicians, Receptionists etc.	N175,000/ \$750

260	Health Insurance Underwriting Course	1-5 Feb 3-7 May 2-6 Aug 1-5 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).	N195,000/ \$800
261	Advanced Financial Statements Analysis Course	8-12 Feb 10-14 May 9-13 Aug 8-12 Nov	Investors should dig deep into the company's financial statements and analyze everything from the auditor's report to the footnotes. But what does this advice really mean, and how does an investor follow it? The aim of this course is to answer these questions by providing a succinct yet advanced overview of financial statements analysis. If you already have a grasp of the definition of the balance sheet and the structure of an income statement, this course will give you a deeper understanding of how to analyze these reports and how to identify the "red flags" and "gold nuggets" of a company. In other words, it will teach you the important factors that make or break an investment decision.		N195,000/ \$800
262	Big Data Analytics Course	8-12 Feb 10-14 May 9-13 Aug	Data science plays an important role in many industries. In facing massive	Business leaders, Decision makers including C-level	N175,000/ \$750

		8-12 Nov	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' applications.	executives, Documentation Officers, Records and Archives Managers, Project managers, HR leaders, Marketing and sales leaders, and Technical sales consultants.	
263	Contemporary Issues in Fleet Management Training	1-5 Mar 31 May-4 Jun 6-10 Sep 6-10 Dec	Large enterprise companies that cover a vast area, own thousands of vehicles, and are responsible for a huge number of drivers across several states or even different countries, have a range of unique challenges when it comes to fleet management. During this program, challenges currently faced by enterprise fleet managers will be discussed, practical solutions proffered and case studies reviewed, including: (1) Avoiding information overload (2) Integrating fleet data into existing software systems (3) Making sure all assets are fully utilized (4) Fixing small problems fast (5) Managing a geographically-dispersed team (6) Finding specific fleet information quickly (7) Software systems that are scalable and able to handle rapid growth and (8) Controlling unauthorized use of company assets.	All levels of Corporate Fleet Management personnel.	N175,000/ \$750
264	Fundamentals of Advanced Accounting Course	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 Dec	The aims of the course is 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	Senior Accounts Personnel with accounting education and experience desiring to update their knowledge and application of accounting concepts,	N250,000/ \$1,000

			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.	principles and conventions in real-world situations.	
265	Cinematography, Editing & Graphics Training	19-30 Apr 18-29 Oct	Cinema is a language and within it are the specific vocabularies and sub-languages of the lens, composition, visual design, lighting, image control, continuity, movement, and point-of-view. Learning these languages and vocabularies is a never-ending and a fascinating lifelong study. The primary purpose of this book is to introduce cinematography/ filmmaking as we practice it on a professional level, whether it be on film, video, digital, High Def or any other imaging format.	Corporate Cameramen, Directors of Photography, Photo Journalists and anyone interested in universal information related to any form of shooting — film, video, or digital.	N305,000/ \$1,250
266	Performance Improvement Course	18-22 Jan 19-23 Apr 19-23 Jul 18-22 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.	N175,000/ \$750

267	Community Relations Strategy Training	15-19 Feb 17-21 May 16-20 Aug 15-19 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.	N195,000/ \$800
268	Managing Immigration Challenges, Expatriates & International Assignees	15-19 Mar 14-18 Jun 20-24 Sep 20-24 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.	N195,000/ \$800
269	Basic Laboratory Quality Management	25-29 Jan 26-30 Apr 26-30 Jul 25-29 Oct	The purpose of this course is to provide the participants with a broad understanding of a laboratory quality management system. At	Laboratory Technicians and Quality Control Analysts.	N175,000/ \$750

	System (LQMS) Training		the end of this course, participants will be able to: (1) explain the importance of a quality management system; (2) list the quality management 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.		
270	Critical Thinking Skills Training	22-26 Feb 24-28 May 23-27 Aug 22-26 Nov	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. .	N175,000/ \$750
271	Accounting & Finance for Non-Finance Managers Course	22-26 Mar 21-25 Jun 30 Aug-3 Sep 29 Nov-3 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.	N250,000/ \$1,000

All Courses Customizable for Online & 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

International Affiliations: CertNexus, USA; Talent Management Institute (TMI), USA



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(Open course fees are quoted for this venue and may be changed for other venues)

In-House Training Course Fee (per Class per Day):

1-10 Participants N400,000/\$1,500

11-20 Participants N600,000/\$2,250

21-30 Participants N750,000/\$2,500

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. Taiwo Omoyeni, BSc, ACA, ACIB, ACTI (Facilitator)

Mrs. Rosemary Okonkwo, HND, MBA, ACE, ACIPM (Consultant/Facilitator)

Dr. Desna Steven Aja, BA, MA, PhD (Facilitator)

Mr. Michael Oladunjoye, BSc, LLB, MSc, MBA, CMI (Consultant/Facilitator)

Dr. Kennedy Ononaekwe, MBBS, MSc, MBA (Consultant/Facilitator)

Mr. Samuel Inikori, HND, MBA, FCA, FCTI (Consultant/Facilitator)

Mr. Chris Ukasoanya, BSc, MBA, FCA, FCTI (Facilitator)

Mrs. Justina Otuaka, BSc, ACA (Facilitator)

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
- BRISTOW HELICOPTERS
- CADBURY NIGERIA PLC
- CLEANSERVE INTEGRATED ENERGY
- COSCHARIS GROUP
- DANGOTE GROUP
- EKO SUPREME RESOURCES NIG LTD
- FIDELITY BANK PLC
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- FINLAB NIGERIA LTD
- GRAN IMPERIO GROUP
- GUARANTY TRUST ASSURANCE PLC
- 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
- NATURAL PRIME RESOURCES NIG LTD
- 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
- ZENITH MEDICAL CENTRE

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 7,000 individuals have benefitted – many repeatedly – from our empirical research-based, practical training programs from the following 700+ organizations:

1. A.G. Leventis Plc
2. ABC Transport Plc
3. ABEX Express Parcel Service
4. ABJ Consolidated Nigeria Ltd.
5. Abuja Electricity Distribution Co.
6. Abuja Investments Co. Ltd.
7. Abuja Markets Management Co. Ltd.
8. Academy Press Plc
9. Accord Savings & Loans Ltd.
10. Achieving Health Nigeria Initiative (AHNi)
11. Achilles Information Ltd., Abuja
12. Actis Africa
13. Adegbemile, Agangan, Akinlosotu & Co.
14. Adeniran Ogunsanya College of Education
15. Adgozo Ltd
16. ADIC Insurance Plc
17. Addresser Microfinance Bank
18. Advanced Logistics & Procurement Services
19. Aelex, Legal Practitioners
20. AES Nigeria Barge Ltd.
21. Afribank Bureau de Change
22. Afribank Estate Company Ltd.
23. Afribank Nigeria Plc
24. Afribank Trustee & Investments Ltd.
25. Africa Oilfield Services Ltd.
26. African Petroleum Plc
27. Afrocommerce (W. A.) Ltd.
28. Aiico Insurance Plc
29. Aiico Pension Managers Ltd.
30. Akwa Ibom Hotels & Tourism Board
31. Alfred James Holdings Ltd.
32. Alicorn Capital Managers Ltd.
33. All Seasons Mediacom
34. Allied Techno Systems Ltd.
35. Alpha Mead Facilities & Mgt Services Ltd.
36. Aluko & Oyeboode
37. ALUMACO Plc
38. Amadeus Marketing Nigeria Ltd.
39. Amana Consortium Ltd.
40. Amazon Energy Services Ltd.
41. American University of Nigeria (AUN)
42. Anambra State SLOGOR Project, Awka
43. Animal Care Services Konsult
44. AOS-Allwell Oil Services Ltd
45. Apel Capital Limited
46. Aquila Capital Ltd.
47. Arab Contractors Nigeria Ltd.
48. Arco Pipeline Solutions Ltd.
49. Arik Air Limited
50. Arin Manufacturing Ltd.
51. Ark Insurance Brokers Ltd.
52. Arksego Nigeria Ltd.
53. Ascon Oil Company Ltd.
54. Ashaka Security Company Ltd.
55. Associated Discount House Ltd.
56. Association of Uganda Oil & Gas Svc Providers
57. Astral Waters Ltd.
58. Atlas Copco Nigeria
59. Avery Nigeria Ltd.
60. Avidor Oil & Gas Co. Ltd.
61. AXA Mansard Pensions Ltd.
62. A-Z Petroleum Products Ltd.
63. Babcock University, Ilisan-Remo, Ogun State
64. Balogun Badejo & Company
65. Bank of Industry Ltd.
66. Bel Impex Ltd.
67. Bel Papyrus Ltd.
68. Beneprojecti Nigeria Ltd.
69. Berger Paints Plc
70. B.G. Technical Ltd.
71. Bint & Prattel
72. Bio-Organics Nutrient Systems Ltd.
73. Bi-TraxAxxent Company Ltd.
74. Bitts Travels & Tours Ltd.
75. Bizzdesk Global Solutions
76. BJ Bison Ventures Ltd., Sapele
77. Bluebird Communications Ltd.
78. BNL Engineering & Construction Ltd.
79. Bobo Food & Beverages Ltd.
80. Bollore Africa Logistics Nig. Ltd.
81. Boabab Microfinance Ltd.
82. Bosan Resources Investment
83. Boulos Enterprises Ltd.
84. Boulos Food & Beverages Ltd.
85. Brian Munro Ltd.
86. Brickhouse Construction Co. Ltd.
87. Briscoe Technologies Ltd.
88. Bristow Helicopters (Nig.) Ltd.
89. Bua Flour Mill Ltd.
90. Buono Nigeria Limited
91. Bureau of Public Enterprises (BPE)
92. Business Contracting Ltd.
93. BusinessDay Media Ltd.
94. C & I Leasing Plc
95. CA Consultants Ltd.
96. Cable Mission Television
97. Cadbury Nigeria Plc
98. Cakasa Nigeria Co. Ltd.
99. Calag Capital Ltd.
100. Capital Bancorp Ltd.
101. Capital Express Assurance Ltd.
102. Capital Media Ltd.
103. Capital Trust Brokers Ltd.
104. Caraway Foods International Ltd.
105. Cards Technology Ltd.
106. Cashcraft Asset Management Ltd.
107. Caslat Nigeria Ltd.
108. Caverton Marine Ltd.
109. Cement Co. of Northern Nig. Plc,
110. Central Bank of Liberia, Monrovia
111. Central Bank of Nigeria (CBN)
112. Central Securities Clearing System
113. CFAO Motors Nigeria Ltd.
114. Chams Nigeria Plc
115. Champion Newspapers Ltd.
116. Charles Adebisi & Company
117. Chase Executive Business Services
118. Chemical & Allied Products Plc

119.	Chevron Nigeria Ltd.	181.	Dept of Petroleum Resources (DPR)
120.	Chi Limited	182.	De-Tastee Fried Chicken Ltd.
121.	Chibek Instruments Ltd.	183.	DHL International Nigeria Ltd.
122.	Chicason Group of Companies	184.	Diamond Bank Plc
123.	Chief Cornerstone Nig. Ltd.	185.	Digital Reality Prints Ltd.
124.	Chisco Group of Companies	186.	Directorate of Petroleum Resources
125.	Chisco Transport (Nig.) Ltd.	187.	Diversey West Africa Ltd (SealedAir)
126.	Chris Ejik Group of Companies	188.	Diya, Fatimilehin & Company
127.	Christ Embassy Rhapsody	189.	Dizengoff West Africa Ltd.
128.	Cleanjohn Nigeria Ltd.	190.	DN Meyer Plc
129.	Cleanserve Integrated Energy Solut	191.	Dorman Long Engineering Ltd.
130.	Clearline International Ltd.	192.	Doyin Group of Companies
131.	CMC Connect Ltd.	193.	Drum Cussac Nigeria
132.	Cneico Nigeria Ltd.	194.	Dtools International Co. Ltd.
133.	Cobranet Ltd.	195.	Eagle Packaging Ltd.
134.	Codix Pharma Ltd.	196.	Eastern Distillers & Food Ind. Ltd.
135.	College of Education, Azare	197.	Ebunoluwa Foundation
136.	Colours in Africa Ltd.	198.	Edumark Consult
137.	Combined Energy Technical Solutions	199.	EFT Insurance Brokers Ltd.
138.	Comprehensive Project Mgt Services	200.	Eko Supreme Resources Nig. Ltd
139.	Compuleb Nigeria Ltd.	201.	Electricity Management Services Ltd.
140.	Computer Warehouse Group	202.	Elektrint (Nigeria) Ltd.
141.	Conoil Plc	203.	Elim Motors Nigeria Ltd.
142.	Consolidated Discount House Ltd.	204.	Elizade Nigeria Ltd.
143.	Consolidated Media Associates Ltd.	205.	Emerging Platforms Ltd.
144.	Contemporary Group Ltd.	206.	Embassy Drycleaners Ltd.
145.	Continental Reinsurance Plc	207.	Empire Securities Ltd.
146.	Cornerstone Asset Mgt Ltd.	208.	Emzor Hesco Ltd.
147.	Corporate Rentals Ltd.	209.	Emzor Pharmaceuticals Ltd.
148.	Coscharis Group	210.	ENCON Plc
149.	Coscharis Motors Ltd.	211.	Engineering & Technical Co.
150.	Coscharis Technologies Ltd.	212.	Enugu Electricity Distribution Co. EEDC
151.	Cosmos Trade Nigeria & Ghana	213.	Equinox International Resources Ltd.
152.	COURE Software & Systems Ltd.	214.	Equitorial Trust Bank Ltd.
153.	Credit Direct Ltd.	215.	Equity Assurance Plc
154.	Credit Swift Ltd.	216.	Ernst & Young
155.	Creseada International Ltd.	217.	Estate Links Ltd.
156.	CRIB Pension Fund Managers Ltd.	218.	Eteh Luckymann Graham
157.	Critical Rescue International	219.	Eterna Plc
158.	Cross Country Ltd.	220.	Eternit Nigeria Ltd.
159.	Cross River SLOGOR Project, Calabar	221.	Etisalat Nigeria
160.	Crossworld Securities Ltd.	222.	EU-MPP9 Cedar for Development
161.	Crown Flour Mills Ltd.	223.	Eureka Metals Ltd.
162.	Crystal Life Insurance Co. Ltd	224.	Eurocomm Securities Ltd.
163.	CSL Stockbrokers	225.	Evans Medical Plc
164.	Custodian Insurance Plc	226.	Evans Publications Ltd.
165.	Daar Communications Plc	227.	Eyeware Limited
166.	Daily Times of Nigeria Plc	228.	FA Legal Consultants
167.	DajCom Limited	229.	Falcon Petroleum Ltd.
168.	Dalewares Ltd.	230.	Famfa Oil Ltd.
169.	Dana Motors	231.	Fan Milk Plc
170.	Danex Medical Centre Ltd.	232.	FBN Holdings Plc
171.	Dangote Agro Sacks Ltd.	233.	FBN Insurance Brokers Ltd.
172.	Dangote Group	234.	Federal Ministry of Power (FMOp)
173.	Dataflex Nigeria Ltd.	235.	Federal Mortgage Bank of Nig.
174.	Datamax Registrars Ltd.	236.	Federal Radio Corporation of Nig.
175.	Datlex Nigeria Ltd.	237.	Federal University, Otuoke, Bayelsa
176.	Daystar Christian Centre	238.	FedEx Redstar Express Plc
177.	DBL Securities Ltd.	239.	Femab Properties Ltd.
178.	Delattre Bezons Nigeria Ltd.	240.	Fengate Insurance Brokers Ltd.
179.	De-Lords Securities Ltd.	241.	Fidelity Bank Plc
180.	Delta State University	242.	Fidson Healthcare Ltd.

243.	Filmo Realty Ltd.	305.	Honeywell Flour Mills Plc
244.	Financorp Building Society Ltd.	306.	Howard Roark Group
245.	FinBank Plc	307.	Hudson Offshore Ltd.
246.	Finepro Manufacturing Co. Ltd.	308.	Hygeia HMO Ltd.
247.	Finlab Nigeria Ltd.	309.	Hydrodive Nigeria Ltd.
248.	First Alliance Pension & Ben. Ltd.	310.	Hydro Marine Engineering Co. Ltd.
249.	First Aluminum Nigeria Plc	311.	Ibile Holdings Limited
250.	First Bank of Nigeria Plc	312.	IBTC Chartered Bank Plc
251.	First Pension Custodian Ltd.	313.	Ibom Power Ltd, Uyo
252.	First Securities Discount House	314.	Indemnity Finance Ltd.
253.	Five Star Travel Ltd.	315.	Industrial & General Insurance Co.
254.	Fleet Masters Group	316.	Industrial Cartons Limited
255.	Flour Mills of Nigeria Plc	317.	Insight Communications Ltd.
256.	Flying Eagle Shipping Ltd.	318.	Inst of Estate Surveyors & Valuers
257.	Fohdot Creative Resources	319.	Insurance PHB Ltd.
258.	Food Choices Ltd.	320.	Integrated Corrosion Service Co. Ltd.
259.	Fortifiers Petroleum Services Ltd.	321.	Intercellular Nigeria Plc
260.	Fountain Insurance Brokers	322.	Intercon Partnership Ltd.
261.	Friesland Foods Wamco Nig. Plc	323.	Interconnect Clearinghouse Nig Ltd.
262.	FSS Gases Limited	324.	Intercontinental Wapic Insurance Plc
263.	Full Life Foundation, Uyo, Akwa Ibom	325.	Interkel Nigeria Ltd.
264.	Future Unity Glanvills Pensions Ltd.	326.	International Energy Insurance Plc
265.	Galaxy Backbone Ltd., Abuja	327.	International Energy Services Ltd.
266.	Garment Care Ltd.	328.	International Health Mgt Services Ltd.
267.	G. Elias & Co. (Solicitors & Advocate)	329.	International Standard Securities Ltd.
268.	Gbenga Olaniyan & Associates Ltd.	330.	International Tools Ltd.
269.	General Telecom Plc	331.	Interior Specifics Ltd.
270.	Geodetec Positioning Service Ltd.	332.	Interior Woodworks Ltd.
271.	Geometric Synergy Services Ltd.	333.	Interstate Securities Ltd.
272.	Germaine Auto Centre Ltd.	334.	Inventmedia Ltd.
273.	Glanvill Enthoven & Co. (Nig.) Ltd.	335.	IO Furniture Ltd.
274.	Glaxosmithkline Consumer Nig. Plc	336.	IPNX Nigeria Ltd.
275.	Global Credit Rating Agency Co. Ltd.	337.	IPWA Plc
276.	Global Energy Co. Ltd.	338.	Ismail & Partners
277.	Global International College	339.	ISN Products Ltd.
278.	Globe Motors Holdings Ltd.	340.	Jackson, Etti & Edu
279.	Globestar Engineering Co. Ltd.	341.	Jagal Nigeria Ltd.
280.	Gold Cross Hospital	342.	James Cubitt Architects
281.	Gran Imperio Group	343.	Jawachi Oilfield Services Ltd.
282.	Graylink Flexfreight Services Ltd.	344.	Jetlink Ltd.
283.	Grimaldi Agency Nig. Ltd.	345.	Jide Taiwo & Company
284.	Grooming Centre NGO	346.	Jigawa State SLOGOR Project, Dutse
285.	Guaranty Trust Assurance Plc	347.	JK Gadzama LLP
286.	Guaranty Trust Bank Plc	348.	JKK Holdings Ltd.
287.	Guardian Newspapers Ltd.	349.	JMG Ltd.
288.	Gulf Coast Marine Nig. Ltd.	350.	John Holt Plc
289.	Halogen Security Co. Ltd.	351.	John Snow, Inc. Nigeria
290.	Harbury Nigeria Ltd.	352.	Jubaili Bros. Engineering Ltd.
291.	Harmony Securities Ltd.	353.	Jumbo Sports Mart Ltd.
292.	Harval Nigeria Ltd.	354.	Julius Berger Nigeria Plc
293.	Harvestfield Industries Ltd.	355.	Kakanfo Inn & Conf Centre, Ibadan
294.	Hayat Kimya Nigeria Ltd.	356.	Kakawa Asset Management Ltd.
295.	Healing School	357.	Kamgam Consult
296.	Healthcare International Ltd.	358.	Kandaval Communications Ltd.
297.	Healthcare Security Ltd., Abuja	359.	Kibo Graphics Ltd.
298.	Heartbeat Investments Ltd.	360.	Kings Care Hospital, Abuja
299.	Henkel Chemical Co. Ltd.	361.	Kings Guards Security Services Ltd.
300.	Heritage Capital Markets Ltd.	362.	Knightsbridge Ltd.
301.	Hewlett-Packard (HP)	363.	Kresta Laurel Ltd.
302.	High Flyers Media Ltd.	364.	Krisoral Group of Companies, Onitsha
303.	Hiqos Technologies Ltd.	365.	Kwara State Internal Revenue Service
304.	Home Gyms Equipment Ltd.	366.	Lagoon Home Savings & Loans Ltd.

367.	Lagoon Hospital	429.	Natural Prime Resources Nig. Ltd
368.	Legacy Pension Managers Ltd.	430.	Neimeth International Pharm Plc
369.	Legacy Realities Ltd.	431.	NEPZA-Calabar Free Trade Zone
370.	Lagos Channel Management Ltd.	432.	Netco Dietsmann Nigeria Ltd.
371.	Lasaco Assurance Plc	433.	Netcom Africa Limited
372.	Laterna Ventures Ltd.	434.	Niger Insurance Plc
373.	Law Union & Rock Ins. Plc	435.	Nigeria Communications Comm (NCC)
374.	Leadway Assurance Co. Ltd.	436.	Nigeria Energy Support Prog (NESP)
375.	Leatherworld Ltd.	437.	Nigeria Inter-Bank Settlement Plc
376.	Lift Above Poverty Organization NGO	438.	Nigeria Police Academy, Wudil-Kano
377.	Linkage Assurance Plc	439.	Nigeria Reinsurance Corporation
378.	Linkso Nigeria Ltd.	440.	Nig. Aviation Handling Co. (NAHCO)
379.	Literamed Publications Ltd.	441.	Nigerian Bag Mfg Co. (BAGCO)
380.	Livestock Feeds Plc	442.	Nig. Bulk Electricity Trading (NBET)
381.	Logic Sciences Ltd.	443.	Nig. Content Dev & Monitoring Board
382.	Lonestar Drilling Nigeria Ltd.	444.	Nigerian-Danish Chamber of Commerce
383.	Longman Nigeria Plc	445.	Nig Elect Regulatory Comm (NERC)
384.	Lugaco Nigeria Ltd.	446.	Nigerian Export Import Bank (NEXIM)
385.	MacAdams Baking System	447.	Nigerian Foundries Ltd.
386.	Mainstream Energy Solutions Ltd.	448.	Nigerian-German Chemicals Plc
387.	Mainstreet Bank Bureau de Change	449.	Nig National Petroleum Corp. (NNPC)
388.	Maldini Granite & Marbles Ltd.	450.	Nigerian Ropes Plc
389.	Mandilas Enterprises Ltd.	451.	Nigerianet Communications Ltd.
390.	Mane Limited	452.	Nigerite Ltd.
391.	Manifold Computers Ltd.	453.	Nova Internet Solutions Nig. Ltd.
392.	Mantrac Nigeria Ltd.	454.	Nutech Telecoms & Technical Services
393.	Manufacturers Association of Nigeria	455.	OAN Overseas Agency Nigeria
394.	Maple Group Ltd.	456.	Oando Plc
395.	Marketing & Media Ltd.	457.	Oasis Group Ltd.
396.	May & Baker Nigeria Plc	458.	Oasis Insurance Plc
397.	Mayfield Finance Ltd.	459.	Ocean Marine Security Ltd.
398.	Mechanical Systems Ltd, Port Harourt	460.	Odu'a Telecoms Ltd.
399.	Mediaplus International Ltd.	461.	Odudu & Company
400.	Medical Lab Science Council of Nigeria	462.	Odujinrin & Adefulu, LP
401.	Medplus Pharmacy	463.	O'La-Kleen Nigeria Plc
402.	Mega Lifesciences Nigeria	464.	Olaiwon Ajayi LP
403.	Metro Mortgages Ltd.	465.	Olam Nigeria Ltd.
404.	Micro Access Ltd.	466.	Olisa Agbakoba & Associates
405.	Mikano International Ltd.	467.	Onward Paper Mill Ltd.
406.	Ministry of Budget & National Planning	468.	Optimum Exposures Ltd.
407.	Min. of Energy & Nat Res, Uganda	469.	Ora Egbunike & Associates
408.	Minnesota Nigeria Ltd (3M)	470.	Orangeline Design & Dev. Ltd.
409.	Momentum Media Ltd.	471.	Orwell International (Oil & Gas) Ltd.
410.	Moni Pulo Ltd.	472.	Osun State SLOGOR Project, Osogbo
411.	Moody International Nig. Ltd.	473.	Overere Services Ltd., Effurun
412.	Mopson Pharmaceuticals Ltd.	474.	Owel-Linkso Group
413.	Morgan Omonitan & Abe Ltd.	475.	Oxbridge Tutorial College
414.	Morison Industries Plc	476.	Pahek Security Services Ltd.
415.	Motayo Foods & Health Ltd.	477.	Palm Line Agencies Nig. Ltd.
416.	Mozyk Ventures Ltd.	478.	Pamol Nigeria Ltd.
417.	MTN Nigeria Communications Ltd.	479.	Panat Nigeria Ltd.
418.	Multichoice Nigeria	480.	Pan African Airlines
419.	Multimesh Communications	481.	Pan Ocean Oil Corporation
420.	Multinational Technologies	482.	Papilon Industry Ltd.
421.	Murphy Shipping & Comm. Serv. Ltd.	483.	Paradigm Initiative Nigeria
422.	Mutual Benefits Assurance Plc	484.	Paramount Frozen Food Ltd.
423.	Nagode Industries Ltd.	485.	Partnership Initiative in the Niger Delta
424.	Nampak Cartons Ltd., Ibadan	486.	PIND Foundation, Asokoro, Abuja
425.	Nampak Nigeria Plc	487.	Pavilion Technology Ltd.
426.	National Health Ins. Scheme (NHIS)	488.	Peacegate Oil & Gas Ltd.
427.	National Ins. Commission (NAICOM)	489.	Peaktrust Insurance Brokers Ltd.
428.	Nat Power Training Institut (NAPTIN)	490.	Pecuniary & Trust Insurance Brokers

491.	Penman Pensions Ltd.	553.	SFA Logistics Ltd.
492.	Petro Base Ltd.	554.	SGS Inspection Services Ltd.
493.	Petrostuff Ltd.	555.	Shongai Packaging Ltd.
494.	Peugeot Automobile Nigeria Ltd.	556.	Shoreline Power Company
495.	Pharmabase Nigeria Ltd.	557.	Sidmach Technologies Nig. Ltd.
496.	Phase 3 Telecom	558.	SIFAX Group
497.	PHB HealthCare Ltd.	559.	Sigmund Engineering Works Ltd.
498.	Pillar Oil Limited	560.	Silverbird Group
499.	Pinnacle Insurance Brokers Ltd.	561.	Silverbird Communications Ltd
500.	Pivot Engineering Co. Ltd.	562.	Simba Agric & Power Products Ltd.
501.	Planet Earth Nigeria Ltd.	563.	Simba Group (Nigeria)
502.	Platform Petroleum Ltd.	564.	Simba Industries Ltd.
503.	Platinum Mortgage Bank Ltd.	565.	Simba Motors Ltd.
504.	Popham Walter Odusote Ltd.	566.	Simba Technology Ltd.
505.	Polo Limited	567.	Simbanet Nigeria Ltd.
506.	Premier Petroleum Ltd.	568.	Siotel Nigeria Ltd.
507.	Premium Pension Ltd.	569.	SKG-Pharma Ltd.
508.	PRESCO Plc	570.	Skybright Industries Ltd.
509.	Primera Food Nigeria Ltd	571.	Skypower Aviation Handling Co.
510.	Printpro Projects Ltd.	572.	Skyview Estates Ltd.
511.	Priority Communications Ltd.	573.	Smile360 Dental Specialists
512.	Private Networks Nigeria Ltd.	574.	Smoothway Ins. Brokers Ltd.
513.	Pro-Natural International (Nigeria)	575.	Soc Sec & Hsing Fin. Corp. Gambia
514.	ProsperFunds Ltd.	576.	Socket Works Ltd.
515.	Providence Hospitals Ltd.	577.	Sofisticat Ltd.
516.	Punch Nigeria Ltd.	578.	Sofitam Nigeria Ltd.
517.	Punuka Attorneys & Solicitors	579.	Sofunde Osakwe Ogundipe & Belgore
518.	P.W. (Nigeria) Ltd.	580.	Soft Solutions Ltd.
519.	Pyramids	581.	Sojitz Global Trading Nigeria Ltd.
520.	PZ Cussons Nigeria Plc	582.	Solar Energy Adv Power System
521.	Quantum Securities Ltd.	583.	Solarmate Engineering Ltd.
522.	Quintessence Ltd.	584.	Somotex Nigeria Ltd.
523.	Rabbonitech Ltd.	585.	Sonnex Packaging Nig. Ltd.
524.	Radial Circle Telecoms Ltd.	586.	SOS Children's Village Nigeria
525.	Rainoil Ltd.	587.	Sovereign Trust Insurance Plc
526.	Rapid Vigil Security Co. Ltd.	588.	SPA Ajibade & Co., LP
527.	Real Time Technology (Nig.) Ltd.	589.	SPL Business Solutions Nig. Ltd.
528.	Reals Pharma Ltd.	590.	Sparklight Group
529.	REAN Finance Company Ltd.	591.	Spring Bank Plc
530.	Reckitt Benckiser Nigeria Ltd.	592.	Staco Assurance Plc
531.	Reddington Hospital	593.	Stallion Home Savings & Loans Ltd.
532.	Remlords Tours & Car Hire Services	594.	Stanbic IBTC Bank Ltd.
533.	Research International	595.	Standard Alliance Group
534.	Resource Intermediaries Ltd.	596.	Standard Alliance Insurance Plc
535.	Resourcery Plc	597.	Standards Organisation of Nigeria
536.	Restral Ltd.	598.	Starcom Media Ltd.
537.	Rockson Engineering Co. Ltd.	599.	Starcomms Plc
538.	Rosabel Leo Burnett	600.	STB MacCann Lagos
539.	Rose of Sharon Foundation	601.	STI Consulting Ltd.
540.	Royalsec Securities Ltd.	602.	Sterling Bank Plc
541.	Rural Access & Agric Marketing Project	603.	St. Nicholas Hospital
542.	Rwanda Airports Company Ltd, Kigali	604.	Strachan Partners
543.	Rwanda Utility Regulatory Authority	605.	Suburban Trust S & L Ltd.
544.	SAGETO Ltd.	606.	Supercard Ltd.
545.	Sapid Holdings Ltd.	607.	Swap Technologies & Telecoms
546.	SATCO Consultancy & Energy Serv	608.	Swifttalk Ltd.
547.	SCIB Nigeria & Co. Ltd.	609.	Swiss Pharma Nigeria Ltd.
548.	SPDC West Multipurpose Coop Socie	610.	Synergy Systems Ltd.
549.	SDV Nigeria Ltd.	611.	Syngenta Nigeria Ltd.
550.	SecTrust Finance Ltd.	612.	Systemspecs Ltd.
551.	Securities & Exchange Commission	613.	Systemtech Services Ltd.
552.	Servetek Engineering Ltd.	614.	Tabson Gases Ltd., Abuja

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|------|---------------------------------------|------|-------------------------------------|
| 615. | TaijoWonukabe Ltd. | 660. | UBA Pension Custodian Ltd. |
| 616. | Tantalizers Plc | 661. | Udo Udoma & Belo-Osagie |
| 617. | Task Systems Ltd. | 662. | UHY Maaji & Company |
| 618. | Tavia Technologies Ltd. | 663. | Unic Insurance Plc |
| 619. | TBWA/Concept | 664. | Unilever Nigeria Plc |
| 620. | Technocrime Security Ltd. | 665. | Union Assurance Company Plc |
| 621. | Technology Distributions Ltd. | 666. | Union Bank of Nigeria Plc |
| 622. | Technovatives Engineering Ltd. | 667. | Union Homes Savings & Loans Plc |
| 623. | Teco Limited | 668. | Union Registrars Ltd. |
| 624. | Teledom International Ltd. | 669. | United Bank for Africa Plc |
| 625. | Telnet Nigeria Ltd. | 670. | United Geophysical Nigeria Ltd. |
| 626. | Tenece Professional Services | 671. | United Parcel Service (UPS) |
| 627. | Terra Energy Services Ltd. | 672. | United States Embassy, Abuja |
| 628. | The Chair Centre Ltd. | 673. | Unity Bank Plc |
| 629. | The Eko Hospitals | 674. | UnityKapital Assurance Plc |
| 630. | The National Assembly | 675. | Universal Energy Resources Ltd, Uyo |
| 631. | The Nigerian Stock Exchange (NSE) | 676. | University of Ife |
| 632. | The Okomu Oil Palm Co. Plc | 677. | USAID Maternal & Child Care Project |
| 633. | The Quadrant Company | 678. | Vanguard Media Ltd. |
| 634. | The Tent Event Ltd. | 679. | VDI Communications Ltd. |
| 635. | Ticon Technologies Ltd. | 680. | VFD Bridge Ltd. |
| 636. | TNT/IAS Express | 681. | Ventures & Trust Ltd. |
| 637. | Toptech Engineering Ltd. | 682. | Viadaz FD Ltd. |
| 638. | Total Health Trust Ltd. | 683. | Vigeo Holdings Ltd. |
| 639. | Total E&P CPFA | 684. | Virgin Nigeria Airways Ltd. |
| 640. | Total Nigeria Plc | 685. | Vitafoam Nigeria Plc |
| 641. | Total Telecom Solutions Ltd. | 686. | Wandel International Nigeria |
| 642. | Toyota Nigeria Ltd. | 687. | Washaman Nigeria Ltd. |
| 643. | Tradeways Express Ltd. | 688. | Wayne (West Africa) Ltd. |
| 644. | Tranex Express Plc | 689. | Weco Engineering & Const. Co. Ltd. |
| 645. | Trans Africa Financial Services | 690. | Weco Systems Group |
| 646. | Transmission Company of Nig (TCN) | 691. | Wema Bank Plc |
| 647. | Transnational Corporation of Nig. Plc | 692. | West Africa Offshore Ltd. |
| 648. | Tranter IT Infrastructure Services | 693. | West Plastics Ltd. |
| 649. | Trevi Foundations Ltd. | 694. | Westoil Petroleum Services Ltd. |
| 650. | Tri Continental Oil Services Ltd. | 695. | Wytak Press Ltd. |
| 651. | Tripple 'A' Outdoor Ltd. | 696. | Xerox H. S. Nigeria Ltd. |
| 652. | Triple 'E' Systems Associates | 697. | XL Africa Group |
| 653. | Trustfund Pensions Plc | 698. | Yobe State SLOGOR Project, Damaturu |
| 654. | TV Continental | 699. | Zain Nigeria Ltd. |
| 655. | TY Danjuma Foundation, Taraba State | 700. | Zenith Bank Plc |
| 656. | UAC Foods Ltd. | 701. | Zenith Medical Centre |
| 657. | UAC of Nigeria Plc | 702. | Zenith Medicare Ltd. |
| 658. | UACN Property Dev. Co. Plc | 703. | Zinox Technologies Ltd. |
| 659. | UBA Metropolitan Life Ins. Ltd. | | |



What participants are saying about our programs...



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'm fulfilled by the knowledge gained in this workshop.

Eddy Azike, Quality Inspector, Arik Air Ltd., Ikeja, Lagos

I really enjoyed this training and look forward to attending more training with you.

Haruna Rasheed Abubakar, Legal/Secretariat Officer, Abuja Investments Company Ltd.

I will always recommend Capacity for Africa to anyone who needs to be trained in the future.

Boboye Oladipo Oluseyi, Manager, SDPC West Cooperative Society Ltd, Warri

The [IFRS] training is good even for non-finance managers. Please attend and acquire the knowledge.

Ziade Rugarama, Finance Expert, Rwanda Airports Company Ltd., Ligali, Rwanda

It has been wonderful interacting with the instructors. Interaction refines knowledge.

Okechukwu Okafor, Fleet Manager, Enugu Electricity Distribution Company Plc, Enugu

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

It's worth my time and money. Keep the good work going!

Adetutu Ibitoye, Quality Control Chemist, Eko Supreme Resources Ltd., Agbara, Ogun State

I highly recommend the course. It is highly structured.

Klahn-Gboloh Jarbah, Senior Risk Analyst, Central Bank of Liberia (CBL), Monrovia, Liberia

The facilitators are professional and well-equipped.

Emmanuel Asiyanbola, Revenue Officer, Kwara State Internal Revenue Services, Ilorin

The facilitators are very experienced. I loved the experiences shared.

Mayowa Steve Irojah, Internal Audit Manager, Baobab Microfinance Bank Ltd, Lagos