

***** 2023 *****



TRAINING PROGRAM

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Courses by Categories

Item No.	Accounting/Finance	Page No.
2	Account Receivables & Credit Policies Management Course	6
3	Accounting & Finance for Non-Finance Managers Course	6
4	Accounting Officers Course: Improving Accounting Skills	7
6	Advanced Accounting & Financial Analysis Skills Training	7
7	Advanced Accounts Payable Management Course	8
9	Advanced Budgeting, Budgetary Control & Monitoring Course	8
10	Advanced Budgeting, Forecasting, Cost Control & Monitoring Course	9
14	Advanced Corporate Tax planning & Management Training	10
15	Advanced Cost Control & Management Training	10
16	Advanced Credit Appraisal & Debt Recovery Management Training	10
19	Advanced Financial Management Course	12
40	Advanced Treasury & Working Capital Management Training	21
45	Basic Accounting Course	23
50	Budgeting, Budgetary Control & Monitoring Course	25
51	Budgeting, Forecasting and the Planning Process Training	25
63	Cash & Treasury Operations Management Training	29
64	Cash Management Course	30
70	Comprehensive Course on International Financial Reporting Standards (IFRS) Fundamentals	32
83	Corporate Tax Planning & Management Training	37
84	Cost Control & Cost Reduction Strategies Training	38
85	Credit Appraisal & Debt Management Training	38
87	Credit Control & Debt Recovery Course	39
109	Digital Finance for Financial Inclusion	47
116	Effective account Receivables & Credit Policies Management Course	50
123	Effective Payroll Management & Statutory Deductions Training	53
137	Financial Accounting Review Training	58
138	Financial Analysis & Financial Reporting Skills Training	58
139	Financial Management Course	59
140	Financial Modeling & Data Analysis Using Excel & BI Training	59
141	Fixed Assets Management Course	59
147	Fundamentals of Advanced Accounting	62
150	Fundraising & Development Course	63
151	Grant & Donor Fund Management Training	64
178	Investment Analysis & Portfolio Management Training	76
197	Mastering Trade Credit & Debt Management Training	83
209	Organizing & Managing Accounts Payable Function Course	89
210	Payroll Management, Compensation & Benefits Administration Training	90
270	Treasury & Working Capital Management Training	113

Item No.	Administrative/Secretarial/Records Management	Page No.
5	Administrative Office Management Course	7
8	Advanced Administrative Management Training	8
31	Advanced Office Practice & Administrative Duties Course	17
38	Advanced Secretarial Skills Training	20
72	Conference for Executive Secretaries	33
73	Conference on Achieving Administrative Excellence: Managing the Office of the Future	33
102	Data & Records Management for Administrators Workshop	44
103	Data & Records Management Workshop for Administrative/Registry Staff	45
108	Developing Personal Assistants (PAs) Skills Course	47
117	Effective Document Review Course	50
118	Effective Front Desk Management & Customer Service Training	51
122	Effective Office Practice & Administrative Duties Training	53
124	Effective Secretarial, Administrative & Office Management Training	53
145	Front Desk Management Training	61
158	High-Impact Training for Frontline People	67
194	Managing Your Boss ("managing Up") Training	82
204	Office Practice & Administrative Duties Course	87
219	Professional Advancement Course for Personal Assistants	93
235	Records Management & Archives Administration Training	99
244	Secretarial Skills Training	102
263	The Excellent Front Desk & Customer Interface Officer Training	110
Item No.	Audit/Internal Control/Fraud	Page No.
43	Audit Evidence & Documentations Training	22
44	Auditing the Human Resources Function Training	23
46	Behavioral & Communication Skills Training for Internal Auditors	24
49	Boardroom Governance Workshop: Improving the Effectiveness of Audit Committees	25
71	Comprehensive Course on Internal Control, Compliance, Governance & Risk Management	33
79	Corporate Compliance Course	36
80	Corporate Governance & Boardroom Politics Training	36
81	Corporate Governance Training	37
96	Customer Due Diligence (CDD) & Know Your Customer (KYC) Training	42
143	Forensic Accounting, Auditing & Investigation Course	60
144	Fraud Investigation, Detection & Deterrence Training	61
172	Internal Control & Fraud Prevention Course	73
190	Managing & Optimizing the Internal Audit Function Training	81
200	Modern Internal Auditing Practice Training	85
220	Professional Audit Report Writing & Presentation Training	93
241	Risk-Based Internal Auditing Workshop	101

247	Stock Audit & Reconciliation Skills Training	104
265	Tools & Techniques for Modern Internal Auditors Training	111
272	Writing High-Impact Audit Reports Training	114
Item No.	Banking/Insurance/Cooperatives	Page No.
16	Advanced Credit Appraisal & Debt Recovery Management Training	10
34	Advanced Operational Risk Modeling Course in Banks & Insurance Companies	18
63	Cash & Treasury Operations Management Training	29
64	Cash Management Course	30
77	Cooperative Society Organization & Management Training	35
85	Credit Appraisal & Debt Management Training	38
86	Credit Approval Process & Risk Management Course	38
88	Credit Risk Analysis for Credit Officers Course	39
89	Credit Risk management & Loan Performance Course	39
96	Customer Due Diligence (CDD) & Know Your Customer (KYC) Training	41
109	Digital Finance for Financial Inclusion Training	47
148	Fundamentals of Insurance Course	62
Item No.	Communication/Media/Public Relations (PR)/Public Affairs	Page No.
11	Advanced Communication & Media Training	9
39	Advanced Social Media Skills Training for Communication & Public Relations	21
61	Business Writing that Works	29
65	Cinematography, Editing & Graphics Training	30
66	Communication for Development (C4D) & Social Change Course	31
67	Communication Strategy Implementation & Monitoring Training for Communication Officers	31
68	Community Relations Strategy Training	31
75	Content Writing Course	34
78	Corporate Communication & Media Training	36
90	Critical Communication Skills Training	40
126	Effective Workplace Communication Training	54
174	International Conference on Media & Sports Development	74
177	Investigative Interviewing Training: Principles, Strategies & Techniques	75
186	Linkages & Partnerships Course	79
199	Media Relations & Publishing Course	84
203	News Media Management Workshop	86
227	Project Reporting & Communication Management Training	96
245	Social Media Skills for Business Professionals Training	103
249	Strategic Communication Management Training	104
271	Writing Effective Incident Reports Training	113
273	Writing Technical Reports Training	114
Item No.	Corporate Governance/Risk Management	Page No.
13	Advanced Corporate Governance Training	10
71	Comprehensive Course on Internal Control, Compliance, Governance & Risk Management	33
80	Corporate Governance & Boardroom Politics Training	36
81	Corporate Governance Training	37
131	Enterprise Risk Management (ERM) Training	56
160	Hospital Operations Risk Management Training	68

195	Maritime Logistics & Supply Chain Risk Management Training	83
198	Measuring & managing Operational Risk Training	84
206	Operational Risk Management in the Aviation Sector Training	87
207	Operational Risk Management in the Energy Sector Training	88
208	Operational Risk Management in the Oil & Gas Sector Training	88
242	Risk Management & Compliance Training	102
Item No.	Customer Service/Customer Relations Management (CRM)	Page No.
62	Call Centre Training for Call Centre Executives	29
95	Customer Care & Conflict Resolution Training	41
97	Customer Loyalty & Retention Strategies Training	42
98	Customer Relationship Management (CRM) Course: Beyond Customer Expectations	43
104	Data Mining & Customer Experience Management Training	45
118	Effective Front Desk Management & Customer Service Training	51
155	Healthcare Customer Service Course	66
158	High-Impact Training for Frontline People	67
179	Key Account Management Course	76
223	Professional Telephone Skills for Help Desk Training	94
255	Superior Customer Service Training	107
263	The Excellent Front Desk & Customer Interface Officer Training	110
Item No.	Entrepreneurship/Innovation/ Business Start-ups	Page No.
114	Economic Modeling & Innovation Training	49
115	E-Entrepreneurship & Innovation Training	49
132	Entrepreneurship Workshop for Engineers	56
171	Innovation, Incubation & Entrepreneurship Workshop	73
238	Research Innovation & Start-ups Workshop	100
252	Strategic Innovation & Critical Thinking Skills Workshop	106
256	Sustainable Business Growth Strategies Training	108
Item No.	Ethics/Culture/Corporate Social Responsibility (CSR)	Page No.
55	Business Ethics & Corporate Social Responsibility (CSR) Training	27
68	Community Relations Strategy Training	31
82	Corporate Social Responsibility (CSR) & the Triple Bottom Line (TBL) Sustainability Training	37
93	Cultural Sensitivity Training	41
221	Professional Etiquette & Business Ethics Training	94
Item No.	Healthcare Management/Health Safety & Environment (HSE)	Page No.
26	Advanced Laboratory Quality Management Training	15
152	Healthcare Administration Course	64
153	Health, Safety & Environment (HSE) Training	65
154	Health/Medical Insurance Underwriting Course	65
155	Healthcare Customer Service Course	66
156	Healthcare Data Analytics & Medical Records Management Course	66
157	Healthcare Utilization Management Course	66
159	Hospital Management Course	67
160	Hospital Operations Risk Management Training	68
161	Health Centre Management Course	68

181	Laboratory Quality Management System (LQMS) Training	77
222	Professional Health, Safety & Environment (HSE) Certification Training	94
Item No.	Hospitality/Tourism Management	Page No.
17	Advanced Diplomatic Protocol & Etiquette Training	11
111	Diplomatic Protocol, Etiquette & Travel Management Training	48
162	Hospitality & Tourism Management Course	69
163	Hotel & Restaurant Management Training	69
182	Leadership in Sports Course	77
191	Managing Immigration Challenges, Expatriates & International Assignees	81
246	Sports Management Course	103
Item No.	Human Resources/Human Capital/ Talent Management	Page No.
21	Advanced Human Resource Business Partner (HRBP) Training	12
22	Advanced Human Resource Development (HRD) Training	13
23	Advanced Human Resources for Health (HRH) Training	13
47	Behavioral Interviewing Skills & Techniques Training	24
52	Building Critical Talent Pipelines Course	26
91	Critical HR Recordkeeping Course	40
123	Effective Payroll Management & Statutory Deductions Training	53
128	Employee Engagement & Performance Management Training	54
130	Enterprise Compensation Management (ECM) Course	55
164	HR Metrics & Analytics Training	70
165	HR Trends & Prospects Course	70
167	Human Resource Business Partner (HRBP) Training	71
168	Human Resources for Health (HRH) Training	72
169	Human Resources Generalist – HR from Recruitment to Exit	72
173	International & Strategic HR Management Training	74
192	Managing People & Commercial Shrewdness Training	81
211	Performance Improvement Course	90
212	Personal Development & Productivity Course	90
213	Personal Effectiveness & Teamwork Training	91
215	Pre-Retirement Planning Workshop	91
236	Recruitment Interview & Selection Skills Course	99
237	Recruitment, Retention & Talent Management Training	100
251	Strategic Human Resource Management (SHRM) Training	105
259	Talent Management Training	109
260	Target Setting, Productivity & Performance Appraisal Course	109
262	Teamwork Training – Working Effectively with Others	110
267	Training Methods & Presentation Skills Workshop	112
268	Train-the-Trainer Practical Training	112
Item No.	ICT/Emerging Technology/Security	Page No.
1	Access Control & Crime Prevention	6
36	Advanced Professional Training on FOIA for IT & Legal Officers	19
42	Artificial Intelligence for Business Professional (AIBIZ) Training	22
48	Big Data Analytics Course	24

99	Cyber Security in Civil Aviation Training	43
100	Cyber Security in Oil & Gas training	43
101	CyberSAFE Certification Training	44
105	Data Protection Training	45
106	Data Science for Business Professionals (DSBIZ) Training	46
134	Ethical Hacking Training	57
175	Internet of Things for Business Professionals (IoTBI) Training	75
245	Social Media Skills for Business Professionals Training	103
Item No.	Leadership/Management/Strategy	Page No.
27	Advanced Leadership Skills Training for Senior Supervisors	15
28	Advanced Leadership Skills Workshop for Engineers & Project Managers	15
53	Business Analysis Course	26
54	Business Development Strategy Course	26
56	Business Leadership Skills Training: Becoming Management Material	27
57	Business Leadership Skills Workshop: Leadership Excellence for Senior Management	27
58	Business Management & Strategic Planning Course	28
59	Business Process Management (BPM) Course	28
60	Business Strategy Training	28
92	Critical Thinking Skills Training	40
121	Effective Leadership Skills Workshop	52
125	Effective Teamwork Training: Working with A Winning Team	54
127	Emotional Intelligence & Creative Skills Training	54
182	Leadership in Sports Course	77
183	Leadership Skills Training for Supervisors – Communications, Coaching & Conflict Management	78
184	Leadership Skills Workshop for Engineers & Project Managers	78
189	Management Consulting Training	80
246	Sports Management Course	103
248	Strategic Change Management Course	104
254	Strategic Thinking Skills Workshop	107
256	Sustainable Business Growth Strategies Training	108
257	Sustainable Business Strategy Training	108
261	Team Building & Leadership Skills Training	110
Item No.	Legal/Corporate Compliance	Page No.
12	Advanced Corporate Compliance Course	9
36	Advanced Professional Training on FOIA for IT & Legal Officers	19
79	Corporate Compliance Course	36
80	Corporate Governance & Boardroom Politics Training	36
81	Corporate Governance Training	37
96	Customer Due Diligence (CDD) & Know Your Customer (KYC) Training	42
105	Data Protection Training	45
180	Know Your Customer (KYC) and Anti-Money Laundering (AML) Compliance Training	77
202	Negotiation, Mediation & Conflict Management Training	86
224	Professional Training on FOIA for IT & Legal Officers	95
242	Risk Management & Compliance Training	102
Item No.	Logistics/Supply Chain/Transport Management	Page No.
20	Advanced Fleet Management Strategies Training	12

25	Advanced Inventory & Warehouse Logistics Workshop	14
29	Advanced Logistics & Supply Chain Management Training	16
35	Advanced Procurement, Contract & Vendor Management Workshop	19
74	Contemporary Issues in Fleet Management Training	34
76	Contract Management Training	35
94	Current Trends in Contract & Procurement Management Conference	41
110	Digital Inventory Management Course	47
112	Driver Safety Awareness & Defensive Driving Training	48
129	Engineering Spare-parts Inventory Management Course	55
135	Event Planning & Management Fundamentals Course	57
136	Facilities Management & Maintenance Training	57
142	Fleet Management Essentials Course	60
146	Fundamentals & Best Practices of Cost-Effective Procurement	62
176	Inventory, Stores & Warehouse Logistics Management Workshop	75
188	Logistics & Supply Chain Management Training	80
195	Maritime Logistics & Supply Chain Risk Management Training	83
216	Procurement & Supply Chain Management Course	92
217	Procurement Planning, Management & Due Diligent Workshop	92
234	Raw Materials Management & Stock Control	99
247	Stock Audit & Reconciliation Skills Training	104
250	Strategic Fleet Management Training	105
258	Tactical Evasive Driving Training	108
269	Transport & Logistics Business Management Training	112
Item No.	Marketing/Sales/Negotiation/Conflict Management	Page No.
37	Advanced Sales Management & Sales Force Administration Course	20
41	Alumni Relations Management Course	22
113	Dynamite Sales Presentations: A Practical Training	49
133	Essential Sales Skills Training	56
196	Marketing Communications Course	83
202	Negotiation, Mediation & Conflict Management Training	86
218	Product & Brand Management Training	93
229	Public & Press Relations Course	97
230	Public Relation Course	97
243	Sales Relationship Building Course	102
245	Social Media Skills for Business Professionals Training	103
253	Strategic Sales Management Course	106
Item No.	Oil & Gas/Energy	Page No.
32	Advanced Operational Risk management in the Oil & Gas Sector	17
33	Advanced Operational Risk Management in the Energy Sector	18
100	Cyber Security in Oil & Gas training	43
107	Developing Entrepreneurship in the Oil & Gas Industry Training	46
149	Fundamentals of Local Content Implementation Training	63
187	Local Content Policy, Implementation & Compliance Training	79

205	Oil & Gas Occupational Health & safety Training	87
207	Operational Risk Management in the Energy Sector Training	88
208	Operational Risk Management in the Oil & Gas Sector Training	88
Item No.	Operations/Quality Management	Page No.
18	Advanced Facilities Maintenance & Management Training	11
26	Advanced Laboratory Quality Management Training	15
32	Advanced Operational Risk management in the Oil & Gas Sector	17
33	Advanced Operational Risk Management in the Energy Sector	18
34	Advanced Operational Risk Modeling Course in Banks & Insurance Companies	18
59	Business Process Management (BPM) Course	28
181	Laboratory Quality Management System (LQMS) Training	77
185	Lean Process Management Training	79
232	Quality Assurance & Quality Control (QA/QC) Training	98
233	Quality Management in Healthcare Training	98
266	Total Quality Management (TQM) Training	111
Item No.	Project Management/Monitoring/Evaluation	Page No.
24	Advanced Impact Evaluation Practice	14
30	Advanced Monitoring & Evaluation Training	16
69	Community-Based Project development & Management Training	32
119	Effective Grants Management Course	51
120	Effective Grants Writing & Management Course	51
150	Fundraising & Development Course	63
151	Grant & Donor Fund Management Training	64
170	Impact Evaluation Practice Training	72
193	Managing Sexual & Gender-Based Violence (SGBV) in Community Development Projects	82
201	Monitoring & Evaluation (M&E) Course	85
214	PPP Cycle Training: Fundamentals, Strategies & Methods	91
225	Project Cycle Management Training	95
226	Project Management Training	96
227	Project Reporting & Communication Management Training	96
228	Proposal Development Monitoring & Evaluation Course	97
231	Public-Private Partnerships (PPP) Training	98
239	Resource Mobilization & Proposal Development Training	101
240	Result-Based Project Management Monitoring & Evaluation Course	101
Item No.	Soft Skills/Self Development	Page No.
61	Business Writing that Works	29
65	Cinematography, Editing & Graphics Training	30
75	Content Writing Course	34
166	Human Relations & Interpersonal Skills	71
211	Performance Improvement Course	90
212	Personal Development & Productivity Course	90
213	Personal Effectiveness & Teamwork Training	91
262	Teamwork Training – Working Effectively with Others	110
264	Time & Task Management Training	110
271	Writing Effective Incident Reports Training	113
273	Writing Technical Reports Training	114
274	Writing Winning Proposals Course	114

	Program	Date	Course Objective	Target Audience	Fee
1	Access Control & Crime Prevention Course	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	This exciting course aims to address these issues looking at topics such as access control, crime control, crime prevention through environmental design, security, theft, workplace violence and crime, fear of crime, civil disorder, white collar crime and anti-social behavior. It is designed to encourage the participants use the latest in electronic security solutions.	The course will be of immediate benefit to security practitioners, providing them with the knowledge and confidence to manage a successful business crime prevention program.	N250,000/ \$1,200
2	Account Receivables & Credit Policies Management Course	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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.	N250,000/ \$1,200
3	Accounting & Finance for Non-Finance Managers Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 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/ \$1,200

4	Accounting Officers Course: Improving Accounting Skills	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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.	N200,000/ \$1,000
5	Administrative Office Management Course	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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.	N200,000/ \$1,000
6	Advanced Accounting & Financial Analysis Skills Training	6-10 Feb 8-12 May 7-11 Aug 6-10 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.	Senior Accounting Officers; Accounting & Finance Personnel; Bursars, Directors and Managers heading the Finance or Accounts department or involved in Financial Decision Making in the organization, institution, ministry,	N305,000/ \$1,300

				commission or agency.	
7	Advanced Accounts Payable Management Course	24 Apr-5 May 23 Oct-3 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 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.	Professionals desiring to hone their skills 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 approvals and authorizations – without getting headaches!	N375,000/ \$1,500
8	Advanced Administrative Management Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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 administrative officer or manager.	Senior Administrative, Logistics and Protocol Officers/Managers of Government Departments, Ministries, Agencies, Institutions, NGOs, and other Organizations.	N305,000/ \$1,300
9	Advanced Budgeting, Budgetary Control & Monitoring Course	17-28 Apr 16-27 Oct	Of all business activities, budgeting is one of the most important and, therefore, requires detailed attention. The course looks at the concept of responsibility centers, and the advantages and disadvantages of	Chief and Senior Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management	N375,000/ \$1,500

			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.	Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	
10	Advanced Budgeting, Forecasting, Cost Control & Monitoring Course	13-24 Feb 14-25 Aug 20 Nov-1 Dec	After completing this program, participants should gain an overview of the advantages & disadvantages of budgeting; an introduction to forecasting and the methods for preparing budgets; an appreciation of the uses of budgets for cost control; and an indication and explanation of the importance of budgeting, budgetary control and monitoring business.	Chief, Senior Budget Officers, Accountants, Finance and Administration Managers, Internal Auditors and Management Executives responsible for Budgeting, Budgetary Control, Budget Monitoring and Audit.	N395,000/ \$1,800
11	Advanced Communication & Media Training	15-26 May 13-24 Nov	Getting interviewed and projecting your image in the right media - print, electronic and new media services - increases your visibility, builds your brand and sets you apart from competitors. With over 20 years of experience, we understand how the industry works and what is needed. Using exemplary presentations, audio-visual aids, case studies, group exercises and practical demonstrations, we thoroughly prepare and train participants for any situation.	Senior Media Aids. Press Secretaries, Directors of Press, Corporate Communication Managers, Public Affairs Managers, Media and other Public Relations Officers and Corporate Executives in Public and Private organizations.	N395,000/ \$1,800
12	Advanced Corporate Compliance Course	29 May-9 Jun 4-15 Dec	This program will both give participants an overview of the field of "corporate compliance" — its brief history, the components of an effective compliance program, and related issues— and extended discussions into global issues such as 'Know Your Customer' (KYC) for compliance program implementation and sustainability. Practical	Chief Compliance Officers, Senior Internal Control/Audit Personnel, Legal Advisers and other executives responsible for control, ethics and compliance practices in the organization.	N375,000/ \$1,500

			examples and case studies will be provided to enable participants initiate, plan and implement global best practice compliance programs for their organizations.		
13	Advanced Corporate Governance Training	8-19 May 6-17 Nov	The training offers tangible benefits for board directors committed to playing a key role in guiding their company's success. How exactly can corporate governance help board members to make a better board? You have 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/ \$1,800
14	Advanced Corporate Tax Planning & Management Training	13-24 Mar 18-29 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 when it gets taxed. It also provides participants with knowledge of the difference between tax avoidance and tax planning.	Senior Corporate Tax Advisors, Tax Consultants, Senior Accountants and Auditors from Corporate Organizations irrespective of country or region.	N375,000/ \$1,500
15	Advanced Cost Control & Management Training	23 Jan-3 Feb 24 Jul-4 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.	N375,000/ \$1,500
16	Advanced Credit Appraisal & Debt Recovery	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Credit extension is an essential function of banks, financial and other lending institutions and their	Suitable for Managers, officers and executives involved in the	N305,000/ \$1,300

	Management Training		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.	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.	
17	Advanced Diplomatic Protocol & Etiquette Training	3-13 Apr 9-20 Oct	With the evolution of globalization, protocol has become a highly sophisticated and strategic asset in today's business, government and diplomatic world. This program is a comprehensive training of expert instruction, guided exercises and coaching in the fundamentals of operational protocol planning, V.I.P visits meetings, ceremonies, and special events.	This training is designed for professionals who require advanced competency as or wish to learn the skills necessary to be an operational protocol manager.	N375,000/ \$1,500
18	Advanced Facilities Management & Maintenance Training	30 Jan-10 Feb 31 Jul-11 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	375,000/ \$1,500

				safely manage a large, complex facility, plant or estate.	
19	Advanced Financial Management Course	27 Feb-10 Mar 4-15 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/ \$1,800
20	Advanced Fleet Management Strategies Training	27 Feb-10 Mar 19-30 Jun 4-15 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.	N395,000/ \$1,800
21	Advanced Human Resource Business Partner (HRBP) Training	3-14 Apr 2-13 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	Senior HR Business Partners, Business Owners, Senior Managers, HR Generalists and Support Staff desirous of making	N375,000/ \$1,500

			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 decisions that are both effective and legal.	
22	Advanced Human Resource Development (HRD) Training	19-30 Jun 27 Nov-9Dec	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.	N375,000/ \$1,500
23	Advanced Human Resources for Health (HRH) Training	24 Apr-5 May 23 Oct-3 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	HRH Desk Managers in Governments at all levels and Public and Private Health Institutions, Agencies and Organizations.	N375,000/ \$1,500

			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.		
24	Advanced Impact Evaluation Practice Training	30 Jan-10 Feb 31 Jul-11 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.	N375,000/ \$1,500
25	Advanced Inventory & Warehouse Logistics Management Workshop	8-19 May 6-17 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	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 and squeezing the highest level of	N375,000/ \$1,500

			managers around the world to get the most of warehouse space, sharpen forecasts, find optimal stock levels and achieve inventory accuracy.	productivity out of employees and vendors.	
26	Advanced Laboratory Quality Management Training	19-30 Jun 27 Nov-8 Dec	The course provides participants with not only broad understanding of a laboratory quality management system but covers advanced topics in the field including: (1) Facilities and safety; (2) Equipment;(3) Purchasing and inventory; (4) Sample management; (5) Quality control for quantitative, qualitative and semi quantitative procedures; (6) Audits and external quality assessment; (7) Occurrence management; (8) Documents, Records and Information management; (9) Customer Service: (10) Organization; and Quality improvement	Chief Senior Laboratory Scientists, Technicians, Quality Control Analysts and Lab Managers.	N395,000/ \$1,800
27	Advanced Leadership Skills Training for Senior Supervisors	13-24 Feb 14-25 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/ \$1,800
28	Advanced Leadership Skills Workshop for Engineers & Project Managers	16-27 Jan 17-28 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, ' <i>leaderfulness</i> ' and management, and emphasize the most	Chief Engineers, Plant Managers, Software Developers, Project Leaders, Project Managers and Technical Managers who want to improve their ability to	N395,000/ \$1,800

			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.	effectively lead projects and teams as well as improve their organization's innovative ability.	
29	Advanced Logistics & Supply Chain Management Training	20-31 Mar 27 Nov-8 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).	N375,000/ \$1,500
30	Advanced Monitoring & Evaluation Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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).	N305,000/ \$1,300

31	Advanced Office Practice & Administrative Duties Course	13-24 Feb 14-25 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!	Chief, Principal and Senior Administrative Officers and Assistants.	N375,000/ \$1,500
32	Advanced Operational Risk Management in the Oil & Gas Sector	3-14 Apr 9-20 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 analyze and to assess the operational risk at the drilling, primary transport and refining stage of the oil supply chain. For the drilling stage, three sub-methods are discussed, one for each period of the plant life cycle (design, construction and production). For the primary transport stage, two different risk management processes are considered: the former one allows the risks resulting from processes, procedures and physical components (other than oil-pipelines) to be identified, assessed and controlled, whereas the latter one allows risks arising from the pipeline breakdowns to be faced. Finally, for the refining stage, a preliminary phase is recommended to prioritize 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/ \$1,800

33	Advanced Operational Risk Management Training in the Energy Sector	3-14 Apr 9-20 Oct	The program is designed to explore the practical application of operational risk models and techniques in the energy industry and how the use of advanced methodologies for operational risk management may contribute to adequate operational risk quantification and improved insurance programs. The course first provides an overview of the Risk Function in the broad sense – Enterprise-Wide Risk Management – followed by an explanation of operational risk concept and related methodologies, and concludes with a quantitative exercise illustrating the specific application of these methods for optimizing the insurance programs of firms in the industrial sector, particularly those in the energy industry.	Senior Risk Managers, Risk Analysts, Operations Managers, Treasury Managers, Internal Control/Compliance Officers, Auditors, Accountants and Regulators in the Energy/Power sector.	N395,000/ \$1,800
34	Advanced Operational Risk Modeling Course in Banks & Insurance Companies	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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	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.	N305,000/ \$1,300

			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.		
35	Advanced Procurement, Contract & Vendor Management Workshop	19-30 Jun 27 Nov-8 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/ \$1,800
36	Advanced Professional Training on Freedom of Information Act for	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	The Freedom of Information Act 2011 (FOIA) enjoins public institutions to use modern technology to inform citizens of what is known and done by their government. Accordingly,	Legal, IT and FOI Desk Officers of Public Institutions.	N305,000/ \$1,300

	IT, Legal and FOI Desk Officers		agencies should readily and systematically post information online in advance of any public request. Providing more information online reduces the need for individual requests and may help reduce existing backlogs. This training will address all the concerns anticipated by the FOIA including the requirement that all public institutions shall keep, organize and maintain their records in a manner that make them accessible to the public and also proactively disclose certain categories of information through the use of multimedia formats (print, electronic and online media).		
37	Advanced Sales Management & Sales Force Administration Course	20 Feb-3 Mar 21 Aug-1 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-packed, interactive training is to dramatically improve the odds of participants and their businesses significantly increasing their revenues and their margins in the short term.	Marketing & Sales Directors, Professionals, Coordinators, Managers and Supervisors in charge of teams of business development officers (BDOs), marketing executives, sales officers and representatives at Headquarters, Regional, Area or Branch levels.	N375,000/ \$1,500
38	Advanced Secretarial Skills Training	20-24 Mar 24-28 Jul 28 Aug-1 Sep 27 Nov-1 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,	Chief, Principal, Senior Confidential Secretaries and Personal Assistants to Chairmen, Chief Executives, Executive Secretaries, Directors-General, Executive Directors, General Managers and	N305,000/ \$1,300

			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.	other top executives.	
39	Advanced Social Media Skills Training for Communication and Public Relations	27-31 Mar 26-30 Jun 25-29 Sep	This advanced course is a social media skills master class for anyone involved in online communication and content. It presents an alternative, strategic perspective on how social media should be managed. You will be encouraged to challenge both what you already believe and what you may have been told about what constitutes an effective approach to social media. You will learn practical techniques to harness the latest online platforms and trends for strategic impact. You will learn how to ensure that activity creates measurable value, rather than simply using tools for creating engagement.	Communication and Public Relations Officers in senior roles, aspiring to mastery and innovation. The course is recommended for people who are already familiar with communication and social media tools and now want to deepen their expertise.	N305,000/ \$1,300
40	Advanced Treasury & Working Capital Management Training	27 Mar-7 Apr 25 Sep-6 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	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.	N375,000/ \$1,500

			participants and examine how new technologies such as data mining and process mining can also make a difference.		
41	Alumni Relations Management Course	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	The course provides an opportunity for participants to explore modern areas of improving alumni relations including: (1) How to create and maintain healthy alumni relations. (2) Utilizing a CRM to its full potential. (3) Maintaining a relationship on social media. (4) Creating linked social media accounts specifically for alumni. (5) Activities that encourage alumni and student to compete and interact. (6) Scheduling a diverse range of alumni events. (7) How small gifts distributed at alumni events spark feelings of pride and nostalgia in the institution. (8) The role of Alumni Ambassadors.	Alumni Relations Management staff of higher educational institutions (HEIs) desiring to ensure that its alumni body are not only a literal realization of their academic acumen but can act as effective recruitment tools and advocates for a whole lifetime.	N200,000/ \$1,000
42	Artificial Intelligence for Business Professionals (AIBIZ) Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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.	N200,000/ \$1,000
43	Audit Evidence & Documentation Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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	All levels of auditors, especially Internal Auditors who must demonstrate professionalism in deficiency findings and produce defensible audit opinions and reports.	N200,000/ \$1,000

			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.		
44	Auditing the Human Resources Function Training	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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/ \$1,200
45	Basic Accounting Course	3-14 Apr 2-13 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 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	Accounts Personnel with little or no previous accounting education and Non-Finance Managers.	N375,000/ \$1,500

			the accounting rules in determining financial results, prepare financial statements, and compare the specificity of different accounts within accounting policies.		
46	Behavioral & Communication Skills Training for Internal Auditors	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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 .	N200,000/ \$1,000
47	Behavioral Interviewing Skills & Techniques Training	6-10 Feb 8-12 May 7-11 Aug 6-10 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.	N200,000/ \$1,000
48	Big Data Analytics Course	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	Data science plays an important role in many industries. In facing massive amount of heterogeneous data, scalable machine learning and data mining algorithms and systems become extremely important for data scientists. The growth of volume, complexity and speed in data drives the need for scalable data analytic algorithms and systems. In this course, we study such algorithms and systems in the context of individual participants’ existing applications.	The program is well suited for Data Analysts, Data and Information Officers, Business Leaders, Decision Makers including C-level Executives, Documentation Officers, Records and Archives Managers, Project Managers, HR Leaders, Marketing and Sales Leaders, IT Personnel and Technical Sales	N250,000/ \$1,200

49	Boardroom Governance Workshop: Improving the Effectiveness of Audit Committees	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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 a useful forum for understanding the expectations of their constituencies, determining their responsibilities, and assisting them in fulfilling those responsibilities.	Consultants. Chairmen, Company Secretaries and Members of Audit Committee of the Board of Directors of Public and Private Organizations, Non-Governmental Organizations, Cooperative Societies, etc.	N305,000/ \$1,300
50	Budgeting, Budgetary Control & Monitoring Course	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Of all business activities, budgeting is one of the most important and, therefore, requires detailed attention. The course looks at the concept of responsibility centers, and the advantages and disadvantages of budgetary control. It then goes on to look at the detail of budget construction and the use to which budgets can be put. Like all management tools, the course highlights the need for detailed 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.	N250,000/ \$1,200
51	Budgeting, Forecasting, Cost Control & Monitoring Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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	N305,000/ \$1,300

				the Public and Private Sectors.	
52	Building Critical Talent Pipelines Course	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	Top talent is today's competitive differentiator between an organization that is thriving and one that is stagnant or declining. Companies that do not have the right people in critical jobs forfeit revenue growth, innovate slower, or lose competitive advantage as they are unable to adapt to market dynamics. The course is designed to help participants (1) Assess internal and external talent pools; (2) Determine the gaps between available and needed talent; (3) Identify the best strategies for developing and acquiring the talent to fill those gaps; and (4) Execute, monitor, and refine pipeline strategies.	Human resource managers/ directors, recruitment officers, and training/learning managers responsible for human capital development and talent management.	N200,000/ \$1,000
53	Business Analysis Course	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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.	N200,000/ \$1,000
54	Business Development Strategy Course	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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	This course is essential whatever level you are working at - be it leader of a business unit, function, division, country or region.	N200,000/ \$1,000

			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.		
55	Business Ethics & Corporate Social Responsibility (CSR) Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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.	N305,000/ \$1,300
56	Business Leadership Skills Training: Becoming Management Material	20-24 Feb 22-26 May 21-25 Aug 20-24 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.	N200,000/ \$1,000
57	Business Leadership Skills Workshop: Leadership	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	It is often said that too many businesses are over-managed and under-led. This is not to say that managing is bad; rather, it implies that managers often	Senior Level Managers who need leadership skills to excel in today's business world.	N250,000/ \$1,200

	Excellence for Senior Management		get bogged down in the daily process of managing and neglect the fine art of leading. We have created this powerful Executive Leadership Program to equip you with the strategies and techniques to become a highly successful leader as well as an exceptional manager.		
58	Business Management & Strategic Planning Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 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.	N250,000/ \$1,200
59	Business Process Management (BPM) Course	27-31 Mar 26-30 Jun 25-29 Sep 18-22 Dec	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.	N200,000/ \$1,000
60	Business Strategy Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	This course comprises interactive three-part workshops designed to give you practical business planning and reporting approaches you can implement directly in your own organization. The workshops allow you the opportunity to try out techniques in a safe environment so that you can adapt and use them for the specific circumstances in your own organization.	Business or Finance Managers with responsibility for developing plans and budgets and reporting business results to management team or provide business/ financial advice and decision support to the business team.	N200,000/ \$1,000

61	Business Writing That Works Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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.	N200,000/ \$1,000
62	Call Centre Training for Call Centre Executives	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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 service solutions that fit the demands of fast-paced call centers, help desks, and phone sales centers.	Call Centre, Front Desk and Tele Sales Executives	N200,000/ \$1,000
63	Cash & Treasury Operations Management Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug	Business analysts report that poor cash management is the main reason for business failure. Poor cash management is probably the	Cashiers, Treasury Managers, Supervisors/Office	N200,000/ \$1,000

		30 Oct-3 Nov	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.	rs; Accounting and Finance Staff involved in Treasury, Cash Operations; Accounts Payable and Receivable Officers and Internal Control/Audit Staff.	
64	Cash Management Course	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	Understanding the basic concepts of cash flow and cash handling will help you plan for the unforeseen eventualities that nearly every business faces. The purpose of the course is to enable participants: (1) Optimize your cash flow management for both receipts and payments. (2) Accelerate the collection of remittances and improve control of disbursements. (3) Successfully invest excess funds in short-term instruments. (4) Understand the account analysis statement.	Cashiers, Tellers, Customer Service Executives, Bank Relations Officers, Cash and Treasury Officers, Cash Supervisors and Managers.	N200,000/ \$1,000
65	Cinematography, Editing & Graphics Training	17-28 Apr 16-27 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	Corporate Cameramen, Directors of Photography, Photo Journalists and anyone interested in universal information related to any form of shooting — film, video, or digital.	N375,000/ \$1,500

			as we practice it on a professional level, whether it be on film, video, digital, High Def or any other imaging format.		
66	Communication for Development (C4D) & Social Change Course	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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/ \$1,200
67	Communication Strategy Implementation & Monitoring Training for Communication Officers	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	A communication strategy is the critical piece bridging the situation analysis and the implementation of a social and behavior change communication program. Effective communication strategies use a systematic process and behavioral theory to design and implement communication activities that encourage sustainable social and behavior change. The training will produce data and analyses that outline the project's goals, objectives, audiences, message framework, communication channels or interventions, and monitoring and evaluation framework.	Communication officers, Project team, Technical advisors, M&E staff, Implementing partners, Representatives from target audiences, Community and government stakeholders.	N200,000/ \$1,000
68	Community Relations Strategy Training	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	Community relations has recently been described as "food for the soul of the organization." More chief executives are	Community Relations Officers/ Public Relations Officers of Oil and Gas Companies,	N200,000/ \$1,000

			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.	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.	
69	Community-Based Project Development & Management Training	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 Dec	This course introduces important issues and principles for developing and managing community-based projects, using 'input sessions' incorporating action learning to deliver the essential content. It covers key areas for community activists and project coordinators and leaders, including project definition, business planning, partnerships, implementation, monitoring and evaluation, and fundraising strategies.	Project managers, community activists, project coordinators and leaders, M&E officers and others involved or interested in community-based project development and management.	N250,000/ \$1,200
70	Comprehensive Course on International Financial Reporting Standards (IFRS) Fundamentals	6-10 Feb 8-12 May 7-11 Aug 6-10 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	All levels of Accountants, Finance managers and Accounting Officers in Private Sector Organizations.	N250,000/ \$1,200

			adoption in the local environment.		
71	Comprehensive Course on Internal Control, Compliance, Governance & Risk Management	16-20 Jan 17-21 Apr 18-22 Jul 16-20 Oct 11-15 Dec	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 preventing and detecting fraud.	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 Agencies, NGOs, etc.	N305,000/ \$1,300
72	Conference for Executive Secretaries	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	The earlier role of the secretary was limited to taking notes from their heads, typing, storing information, etc. However, with the advent of technology in companies and offices, these duties have extended to things that were meant for the professional and managerial staff. The Executive or Confidential Secretary that organizations are seeking in today's times should not only have clerical and administrative skills, but also should possess the knowledge of office protocols, information and communication technology, meeting and customer management.	Executive Secretaries; Chief, Principal, Senior Confidential Secretaries; and Personal Assistants to Chairmen, Chief Executives, Permanent Secretaries, Directors-General, Executive Directors, General Managers and other top executives in public and private sectors.	N250,000/ \$1,200
73	Conference on Achieving Administrative Excellence:	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	This program will focus on adopting a strategic mindset to perform at your peak. Administrative excellence requires boosting your	Administrative, Logistics and Protocol Managers,	N200,000/ \$1,000

	Managing the Office of the Future		image, communication skills, professional development and job satisfaction. In this valuable conference, participants learn new, practical skills that will enable them to manage their job and their career with new professionalism, new authority and new success.	Officers or Assistants in Government Ministries, Departments, Agencies (MDAs), Higher Institutions, Non-Governmental Organizations (INGOs), and other Public and Private Sector Organizations.	
74	Contemporary Issues in Fleet Management Training	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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.	N200,000/ \$1,000
75	Content Writing Course	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	The amount of information available in the world doubles every two years. Half of that information becomes obsolete in about one year. Content Writing is considered a highly skilled area and presents opportunity for a full-time or	Text authors, Media authors (audio and video), Web designers, Bloggers, Editors, Translators, Technical writers, Instructional designers,	N200,000/ \$1,000

			<p>part-time career. Content Marketing is the most selling strategy for web/online sales. This is increasing the demand of content writers exponentially worldwide. Content needs to be continuously updated and published to attract customers. Like software development, content writing is also a global profession. In order to meet the industry's requirement, we have developed this course to train aspiring content writers. This course can also be beneficial to the existing content writers in honing their skills.</p>	Trainers, Analysts, Critics and Journalists.	
76	Contract Management Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 Nov	<p>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.</p>	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.	N200,000/ \$1,000
77	Cooperative Society Organization & Management Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	<p>The basic objective of this program is to train the leaders, members, managers and personnel of cooperative societies on the complete understanding of cooperatives in terms of concept, policy, philosophy, principles and legislation. The management skills required for the successful formation, business strategies, funding, analysis, control, planning, implementation, credit, marketing and organizational management of different forms of cooperatives as</p>	Founders, Board, members, managers and personnel of Multi-purpose Cooperatives, Thrift & Credit Cooperatives, Consumer Cooperatives, Industrial Cooperatives, Agricultural Cooperatives, etc.	N200,000/ \$1,000

			viable enterprises are emphasized.		
78	Corporate Communication & Media Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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.	N250,000/ \$1,200
79	Corporate Compliance Course	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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.	N200,000/ \$1,000
80	Corporate Governance & Boardroom Politics Training	5-16 Jun 11-22 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	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/ \$1,800

			a useful forum for understanding the expectations of their constituencies, determining their responsibilities, and assisting them in fulfilling those responsibilities.		
81	Corporate Governance Training	6-10 Feb 8-12 May 7-11 Aug 6-10 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.	N200,000/ \$1,000
82	Corporate Social Responsibility (CSR) & Triple Bottom Line (TBL) Sustainability Training	12-23 Jun 11-22 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.	Designed for CEOs, Executive Directors, General Managers and other Senior Management Executives responsible for Business Ethics, CSR, Sustainability and the "Triple Bottom Line".	N375,000/ \$1,500
83	Corporate Tax Planning & Management Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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	Corporate Tax Advisors, Tax Consultants, Accountants and Auditors from Corporate	N200,000/ \$1,000

			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.	Organizations irrespective of country or region.	
84	Cost Control & Cost Reduction Strategies Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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.	N200,000/ \$1,000
85	Credit Appraisal & Debt Management Training	20-24 Feb 22-26 May 21-25 Aug 20-24 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 how that information is interpreted.	Banking and Financial Markets, Corporate Finance, Corporate Treasury, Documentation, Retail Banking, Risk and Credit Staff.	N200,000/ \$1,000
86	Credit Approval Process & Risk Management Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	Changes and innovations are now forcing banks to adapt their in-house software systems and the relevant business processes to meet new requirements. The course provides the opportunity to assist practitioners in redesigning a	Credit and Risk Officers in Banks and Lending Institutions.	N250,000/ \$1,200

			bank's systems and processes and to provide information related to the current surge in the reorganization of these processes and the corresponding organizational structures in many credit institutions.		
87	Credit Control & Debt Recovery Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 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.	N200,000/ \$1,000
88	Credit Risk Analysis for Credit Officers Course	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	Credit risk management is the practice of mitigating losses by understanding the adequacy of a bank's capital and loan loss reserves at any given time – a process that has long been a challenge for financial institutions. In this program, participants learn the principal concepts of credit risk analysis techniques using a structured approach and explore the management of credit risks under competitive and realistic conditions.	Credit & Financial Analysts, Credit Officers, Portfolio Managers, Investment, Commercial, Mortgage and Microfinance Bankers, Leasors, Risk Managers and Analysts.	N250,000/ \$1,200
89	Credit Risk Management & Loan Performance Course	2-6 Jan 3-7 Apr 3-7 Jul 3-6 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-	Credit Risk Managers, Risk Officers, and other personnel involved in credit management, enterprise risk management or loan recovery in banks (commercial,	N250,000/ \$1,200

			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.	microfinance, mortgage etc.), credit and thrift societies and other financial institutions.	
90	Critical Communication Skills Training	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	Success isn't just due to how well you use your innate skills. A much-overlooked facet of success is the use of soft skills. As soft skills are an essential part of dealing with other employees within the workplace, communicators need to harness these skills and fine-tune them if they want to achieve success. Without a proper appreciation for the person they are communicating with and how their communication methods affect the target, they may fail at their task.	Communications, PR, public affairs, media relations, supervisory and management executives from private and public organizations/institutions.	N200,000/ \$1,000
91	Critical HR Recordkeeping Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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.	N200,000/ \$1,000
92	Critical Thinking Skills Training	20-24 Feb 22-26 May 21-25 Aug 20-24 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. .	N250,000/ \$1,200

93	Cultural Sensitivity Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	The purpose of our acculturation program is to improve the intercultural competence(Immigration, Acculturation and Implications for Social Identity) of the management (expat and local) staff of the multinational corporation o work more successfully with their international colleagues. At the group level, it will result in changes to culture, customs, and social institutions. Individuals will acculturate not just with changes in daily behavior, but with numerous measures of psychological and physical well-being.	The course will be of great benefit to expatriates and executives in organizations growing its business beyond national borders; staff increasingly working with colleagues in other countries; staff is becoming more culturally diverse; or involved in multinational projects and programs.	N250,000/ \$1,200
94	Current Trends in Contract & Procurement Management Conference	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	As contracts continue to be the foundation of business relationships, organizations need to implement effective contract management practices to avoid risk and achieve optimal outcomes. This course provides you with the current trends, knowledge and skills to successfully manage and execute the contracting and procurement management process. Throughout the course, you learn how to implement the contract life cycle and avoid common pitfalls in procurement.	Contract and Procurement Officers, Project Managers, and other professionals involved in the contract management life cycle. This conference also benefits all stakeholders involved in the buying and selling roles.	N250,000/ \$1,200
95	Customer Care & Conflict Resolution Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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	Customer Care, Customer Service, Customer Relationship, Consumer Affairs Officers and Call Centre Executives.	N200,000/ \$1,000

			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.		
96	Customer Due Diligence (CDD) & Know Your Customer (KYC) Training	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	It has never been more important to have robust controls and procedures in place to Know Your Customer (KYC). Adequate due diligence on new and existing customers is a key part of these controls. Without this due diligence, your firm can become subject to reputational, operational, legal and financial risks. This program has been designed for KYC Analysts and professionals who manage risk in the Customer Due Diligence (CDD) process. This course will help you make sound judgements and pinpoint areas of potential risk. If you have a training requirement for multiple employees, why not contact us to discuss delivering the training in-house at your firm or online? It's the ideal way to maximize your budget, minimize disruption and tailor content to your specific needs. We can work with small firms, multinationals, government bodies and regulators to provide an outstanding learning experience with a unique blend of practical focus.	Compliance Officers, Financial Officers, Risk Officers, Internal Auditors, Operational Risk Managers, Staff with roles and responsibilities in AML and anti-terrorist financing activities in Commercial, Central and Investment Banks as well as other financial institutions:	N200,000/ \$1,000
97	Customer Loyalty & Retention Strategies Training	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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	Customer Relationship Managers, Customer Service Officers, Public	N200,000/ \$1,000

			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>	Relations Officers, Customer Care Centre Executives, Marketing and Sales Executives.	
98	Customer Relationship Management (CRM) Course: Beyond Customer Expectations	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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.	N250,000/ \$1,200
99	Cyber Security in Civil Aviation Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	MRO (maintenance, repair and operations) industry is an attractive target for cyber attacks. According to AITA, cyber security is a fast emerging threat to operation in the aviation industry where almost every business depends on IT systems and the confidentiality and reliability of its data. This course provides different training guidelines of aviation authorities, including ICAO, EASA, IATA, EUROCONTROL and UK CAA, to increase the awareness of cyber security threats in aviation (cyberattack, cyber crime or cyber terrorism) and prepare your crew for efficient response mechanisms.	All cadres of airlines staff need proper training on security standards to prevent cybercrime, general awareness about cyber security and strong company culture to maintain a high level of safety in aviation.	N250,000/ \$1,200
100	Cyber Security in Oil and Gas Training	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	Significant changes to oil and gas systems have made companies much more vulnerable to cyberattacks	The principles and best practices covered in this training course	N250,000/ \$1,200

			<p>over the past few years. The growing value of business data, the vulnerability of networked systems, and the importance of fuel infrastructure have made oil and gas companies major targets for malicious hackers. Ongoing digitization in the industry and a transition away from centralized systems to distributed management strategies have made managing cyber risks essential for oil and gas. Each business in the oil and gas industry faces unique risks and will need to adopt some business-specific cybersecurity policies as a result.</p>	<p>program will be essential for all staff of oil and gas companies wanting to modernize their cyber defenses and prepare for future threats.</p>	
101	CyberSAFE Certification Training	<p>27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 Dec</p>	<p>This certification training 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. Certifications provide a way to validate specific professionals' competencies in both a current and an ongoing basis, which is more important in an industry that is constantly evolving. It has been designed to evaluate a very specific set of knowledge, skills, and abilities required of an individual in a specific job function or performing specific tasks related to IT.</p>	<p>This credential is designed for IT, Internal Control, Internal Audit personnel and all end-users of computers, mobile devices, networks, and the Internet to ensure they can use technology safely to minimize security risks.</p>	<p>N200,000/ \$1,000</p>
102	Data & Records Management for Administrators Workshop	<p>20-24 Mar 24-28 Jul 28 Aug-1 Sep 27 Nov-1 Dec</p>	<p>Besides current trends and technology in data science, this course also covers all aspects of record and data management related to understanding the processes involved, the guidelines that apply, the steps that need to be taken, best practice</p>	<p>Senior Level Administrators and Company Secretaries desiring to develop and improve their record and data management skills in the face of</p>	<p>N250,000/ \$1,200</p>

			examples and easy reference templates for use, storage and retrieval of data.	emerging technologies.	
103	Data & Records Management Workshop for Administrative/ Registry Staff	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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, Documentation Officers, Office and Personal Assistants who need to develop and improve their record and data management techniques and systems.	N200,000/ \$1,000
104	Customer Experience Management Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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/ \$1,200
105	Data Protection Training	9-13 Jan 11-14 Apr 10-14 Jul 9-13 Oct	Participants will be able to: (1) Learn everything they need to know about the General Data Protection Regulations (GDPR) as well as the requirements for the DPO under the Nigerian Data Protection Regulation (NDPR). (2) Discuss the fundamentals of Data Privacy law, including the	This Data Protection training is intended for those performing the role of designing, implementing and overseeing the respective data privacy policies of their	N250,000/ \$1,200

			<p>respective rights and obligations of Data Subjects, Controllers and Processors. (2) Develop or oversee the implementation of data privacy policies and regulations. (3) Undertake the functions of a Data Protection Officer (DPO), including conducting privacy impact assessments and undertaking the reportorial requirements as mandated by law or regulation.</p>	<p>organizations, in compliance with the Data Protection Regulation and its implementing Rules.</p>	
106	Data Science for Business Professionals (DSBIZ) Training	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	<p>DSBIZ offers business leaders, sales and marketing managers, project managers, and other stakeholders a streamlined course to help make decisions and drive organizational data science strategies. DSBIZ candidates will learn data science concepts, methods of use, challenges and benefits using relevant business examples. Leads to CertNexus DSBIZ exam and credential.</p>	<p>Business leaders and Decision makers including C-level executives, Project managers, HR leaders, Marketing and sales leaders, and Technical sales consultants.</p>	N200,000/ \$1,000
107	Developing Entrepreneurship in the Oil & Gas Industry Training	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	<p>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</p>	<p>All interested in developing entrepreneurial skills or honing already acquired skills, especially in the Oil and Gas industry.</p>	N250,000/ \$1,200

			essential entrepreneurial skills for success in oil and gas business venture.		
108	Developing Personal Assistants (PA) Management Skills Course	9-13 Jan 11-14 Apr 10-14 Jul 9-13 Oct	At the end of the program, you should be able to: (1) Develop your management and business skills. (2) Cope with work in high pressure environments. (3) Partner with your boss. (4) Effectively self-manage. (5) Be a good team player. (6) Explore the nature of modern management. (7) Learn the application of management principles and theories to work organizations. (8) Review the models of managers and discover what type of manager your boss is. (9) Understand the functions of managers. (10) Effectively manage your time, deal with other staff, handle external appointments, schedule and monitor projects.	Personal Assistants, Executive Assistants and Confidential Secretaries to Chairmen, Chief Executives, Executive Directors, General Managers and other top executives or Government Functionaries.	N200,000/ \$1,000
109	Digital Finance for Financial Inclusion Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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/ \$1,200
110	Digital Inventory Management Course	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	After two centuries, a paper-and-pencil inventory system still works, but given the incredible advances in simple-to-use digital inventory management software, why use such limited tools? Modern, cloud-based inventory systems are not only affordable but also	Inventory Officers, Store/Warehouse Managers, IT Personnel, Ecommerce, Supply Chain, Purchasing, Sales and other Management Executives	N200,000/ \$1,000

			highly efficient at removing the drudgery of inventory—lightening your workload and saving you money on food costs. Digital transformation is taking over the supply chain. A big part of this shift involves adding digital inventory solutions to improve internal efficiency and build supply chain resilience. The Digital Inventory Management Course program will help participants to learn how digital inventory management software from can save you time and streamline your supply chain operation.	involved in inventory management and control.	
111	Diplomatic Protocol, Etiquette & Travel Management Training	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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.	N250,000/ \$1,200
112	Driver Safety Awareness & Defensive Driving Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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	Corporate Drivers	N200,000/ \$1,000

			that reinforce techniques and responsibilities for safe driving at work.		
113	Dynamite Sales Presentations: A Practical Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 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 into a dynamite sales presentation.	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.	N200,000/ \$1,000
114	Economic Modeling & Innovation Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Innovation activities contribute essentially to the national dimension and growth. The technological infrastructure and innovation capabilities affect not only the national growth, but also the whole periphery and economy as well. There are a lot of problems and questions regarding the measurement of innovation activities at a national or regional level. This training course attempts to analyze the whole framework of innovation statistics and in particular to examine the measurement and also the statistical estimation of innovation activities. On this context, it is also designed to emphasize and to review the appropriate techniques, the most common methods and the particular problems associated with economic modeling of innovation.	The program is well-suited to young innovators and entrepreneurs interested in the development of socially-beneficial products and ideas.	N250,000/ \$1,200
115	E-Entrepreneurship & Innovation Training	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	E-business is being heralded as the new economy. However, developments in the area of new online		N200,000/ \$1,000

			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.		
116	Effective Account Receivables & Credit Policies Management Course	2-12 May 30 Oct-10 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.	N375,000/ \$1,500
117	Effective Document Review Course	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	The purpose of <i>Document Review</i> is to review a variety of existing source documents, reports, data files, and other written artefacts with the intention of collecting independently verifiable data and information for executive action. The document review process provides you with a systematic procedure for	Document Review Officers, Documentation and Records Officers, Archivists, Researchers, Investigators and others who review, verify or analyze documents for Medical, Legal,	N200,000/ \$1,000

			identifying, analyzing, and deriving useful information as to the accuracy and genuineness of these existing documents.	Financial, Admin, Technical, Procurement or Security purposes.	
118	Effective Front Desk Management & Customer Service Training	17-28 Apr 16-27 Oct	How does the person manning the front desk of your office or business handle several people simultaneously with professionalism and poise? This fast-paced course is specifically designed to answer this and other important questions for those who work as an organization's first-impression representatives at the front desk office. In addition to learning the elements of effective verbal and visual communication, participants will find out how to expertly satisfy even the most demanding, difficult people, without jeopardizing their health, safety or customer relationship. We invite you to increase the value of your Front Desk Officers or Receptionists by taking advantage of this rare training opportunity.	Experienced Front Desk Officers or Receptionists	N375,000/ \$1,500
119	Effective Grants Management Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 Oct 6-10 Nov	Grants management is the phase of the grantsmanship that begins when an applicant signs agreement with a grantor, donor or funder to accept a grant award and becomes a grantee. This program covers the six main types of grants that require management: 1) Capital grants 2) General operating grants 3) Program/project grants 4) Startup grants 5) Technical assistance grants and 6) Planning grants.	Grantees, Grant Program/Project Managers, and Grant Technical Managers who need to keep abreast of challenges and solutions for successful grants implementation as well as Grant Seekers who need the practical knowledge for effective grant management.	N250,000/ \$1,200
120	Effective Grants Writing &	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Grant writing can seem overwhelming. How do you know where to start? How do you know which grants are	Non-profit Grant Seekers, Grantees, Grant	N200,000/ \$1,000

	Management Course		good for your organization? Grant writing does not have to be something that only the professionals do. This course is designed for nonprofits that want to not only get better at writing successful proposals, but also get better at the process of researching and applying for foundation and government grants. The course is also for grant writers or freelance writers who want to offer their clients a more comprehensive approach to grant writing. Different types of grants and essential elements of effective grants management from A-Z are also covered.	Program/Project Managers, and Grant Technical Managers who need to keep abreast of challenges and solutions for successful grants implementation as well as Grant Seekers who need the practical knowledge for effective grant management.	
121	Effective Leadership Skills Workshop	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	In this Executive Leadership Program, delegates will: 1) Gain a clear understanding of the difference between leading and managing and how they complement each other to build highly successful teams. 2) Assess their own leadership skills and identify areas for personal growth. 3) Learn the characteristics of the four behavioral styles so they can understand the needs of their team members and know how to work with and bring out the best in each one. 4) Learn how to practice effective communication skills when interacting with employees regarding new goals or program initiatives. 5) Develop strategies for involving employees in the long-range vision and problem solving process. 6) Learn proven delegation strategies that will open up more blocks of time for them to focus on developing new goals and strategies for their	Team Leaders, Senior Management Staff and other Top Level Executives who desire to be equipped with the strategies and techniques to become highly successful leaders as well as exceptional managers.	N250,000/ \$1,200

			team, while at the same time empowering team members to higher levels of achievement and fulfillment.		
122	Effective Office Practice & Administrative Duties Training	23 Jan-3 Feb 24 Jul-4 Aug 27 Nov-8 Dec	The advent of technology in companies and offices has made the duties of the administrative officers and assistants extended to things that were meant for the professional and managerial staff. The office manager or administrative assistant that organizations are seeking in today's times should not only have clerical and administrative skills, but also should possess the knowledge of office protocols, information and communication technology, meeting and customer management.	This multiple-roles program focuses on skill enhancement and training for Senior Administrative Staff of Government Ministries, Agencies and Departments, Institutions, Corporate & International Non-governmental/Non-profit Organizations.	N375,000/ \$1,500
123	Effective Payroll Management & Statutory Deductions Training	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	Payroll processing is an important function for any business—no matter how big or small. It is likely your company's largest expense, and the most time-consuming HR work performed each month. While the process varies from company to company, payroll is indisputably complicated. It requires an organized system, knowledge of current regulations and taxes, and careful planning. Paying your employees and tax authorities on time is not an option – it is an absolute must! Properly managing payroll takes time, patience, organization, and ongoing communication.	Payroll, Accounts and HR Managers and Officers wishing to hone their skills in handling the headaches and hassles of payroll management and statutory deductions by ensuring a consistent, streamlined payroll process, so their organizations can focus on running a profitable business.	N250,000/ \$1,200
124	Effective Secretarial, Administrative & Office Management Training	27 Mar-7 Apr 25 Sep-6 Oct	This multiple-roles training course focuses on skill enhancement and training to become, or consolidation of skills for, Secretary position in any sector. We also look at building confidence through improving interpersonal and self-	Chief, Principal and Senior Secretarial Staff of Government Ministries, Agencies and Departments, Institutions, Corporate & Non-	N375,000/ \$1,500

			developmental skills – providing a sounder footing on your secretaries' career development path.	governmental/Non-profit Organizations.	
125	Effective Teamwork Training: Working with A Winning Team	17-28 Apr 16-27 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.	N375,000/ \$1,500
126	Effective Workplace Communication Training	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	It is more important than ever (in this highly competitive environment) that managers focus on improving their communication skills. Employers all say they want executives who are 'expert communicators, team players, creative and innovative thinkers'. It does not seem to matter what industry you apply it to: most employers are saying the same thing – excellent communicators get the best paying jobs and the most rewarding careers. This training course teaches the essential communication skills for success in supervisory or leadership positions in the workplace.	This course is designed for leaders, managers, supervisory and other levels of staff of Government Ministries, Departments and Agencies (MDAs), Public and Private Institutions, Companies and Non-Governmental Organizations (NGOs).	N200,000/ \$1,000
127	Emotional Intelligence & Creative Skills Training	23-27 Jan 13-17 Mar 13-16 Jun 18-22 Sep 18-22 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.	N200,000/ \$1,000
128	Employee Engagement & Performance	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	This workshop will help leaders to manage for optimum performance, contribute to motivating work	Officers inspiration and solid tools for individuals responsible for	N250,000/ \$1,200

	Management Training		environments, to understand the role of goal setting in performance management, use ideal tools to help employees set and achieve goals, apply a three-phase model that will help prepare employees for peak performance, activate their inner motivation, and evaluate/appraise their skills.	measuring performance management and managing employee performance: HR managers, departmental heads, line supervisors, etc.	
129	Engineering Spare-parts Inventory Management Course	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	The spare part management function is critical from an operational perspective especially in asset intensive industries such as refineries, chemical plants, paper mills, automotive manufacturing, and oil mills. This course evaluates best practices in the Maintenance Repairs & Overhauls, discusses the ABC classification scheme, and elaborates on the role of maintenance storeroom as service provider.	Spare Parts Management, Inventory Management and Maintenance Store Room Personnel.	N200,000/ \$1,000
130	Enterprise Compensation Management (ECM) Course	20-24 Feb 22-26 May 21-25 Aug 20-24 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.	N200,000/ \$1,000

131	Enterprise Risk Management (ERM) Training	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 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/ \$1,200
132	Entrepreneurship Workshop for Engineers	13-17 Feb 15-19 May 14-18 Aug 13-17 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 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.	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 entrepreneurial engineers who are looking to set-up or have already set up a new company.	N200,000/ \$1,000
133	Essential Sales Skills Training	27-31 Mar 26-30 Jun 25-29 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. Delegates are encouraged to develop their individual post course action plan,	Salespersons desiring to improve their "go-getter" skills and meet or even exceed their sales quota in a competitive market environment.	N200,000/ \$1,000

			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.		
134	Ethical Hacking Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	This program is designed to provide the opportunity for participants to gain the ability to do ethical hacking and penetration testing. It provides answers from our experienced IT faculty of experts to every single question related to the learning in this course.	The Ethical Hacking Training course will significantly benefit IT security officers, auditors, security professionals, site administrators, and anyone who is concerned about the integrity of the network infrastructure.	N200,000/ \$1,000
135	Event Planning & Management Fundamentals Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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.	N200,000/ \$1,000
136	Facilities Management & Maintenance	30 Jan-3 Feb 2-5 May	Success as a facilities manager means juggling competing needs and expectations with a high	Anyone who wishes to learn more about how to effectively and	N200,000/ \$1,000

	Training	31 Jul-4 Aug 30 Oct-3 Nov	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.	safely manage a large, complex plant, especially facilities managers, operations supervisors, chief operating officers and line supervisors.	
137	Financial Accounting Review Training	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	The <i>Financial Accounting Review</i> training course equips the accountant to obtain objective assurance that there are no errors, omissions, misstatements, of material modifications that need to be made to an organization's financial documents and statements and that they are in conformity with the applicable financial reporting framework – Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).	Accountants, Accounting Officers; Accounting & Finance Personnel; Bursars, Directors and Managers heading the Finance or Accounts department or involved in Financial Decision Making in the organization, institution, ministry, commission or agency.	N250,000/ \$1,200
138	Financial Analysis & Financial Reporting Skills Training	8-19 May 6-17 Nov	The course focuses on current practices in corporate financial reporting and fundamental issues related to asset valuation and income determination. At the end of the program, participants will be able to: (1) Recognize important financial accounting topics and how to report them in financial statements, (2) Properly account for assets, liabilities, equities, revenues and expenses, (3) Prepare financial statements with the required notes and disclosures in periodic financial reports, (4) Recognize the need for transparency in reporting of financial statements and management reports, (5) Determine the structure, presentation and disclosure	Finance and Accounting Professionals, All levels of Accounting & Finance Personnel in the organization.	N375,000/ \$1,500

			of financial statements and annual reports, and (6) Interpret and report statements of income and financial affairs		
139	Financial Management Course	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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/ \$1,200
140	Financial Modeling & Data Analysis Using Excel and BI Training	16-27 Jan 17-28 Jul 23 Oct-3 Nov	Financial Modelling and financial data analytics provides scientific support to decision-making concerning a firm's money related matters. This course addresses the topic of financial modelling with a practical focus, focusing especially on demystifying analytics for finance managers, financial analysts from both statistical and computing point of view.	Finance managers, financial analysts and anyone involved in financial analysis.	N250,000/ \$1,200
141	Fixed Assets Management Course	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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,	Corporate accountants managing fixed assets; CFOs striving to optimize business efficiencies and plan capital budgets;	N250,000/ \$1,200

			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.	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.	
142	Fleet Management Essentials Course	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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.	N200,000/ \$1,000
143	Forensic Accounting, Auditing & Investigation Course	6-10 Feb 8-12 May 7-11 Aug 6-10 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 disputes. This course covers the competences of Forensic Auditing including: (1) Understanding of Forensic Accounting; (2) Investigation	Forensic Auditors, Forensic Accountants and other investigators, inspectors or examiners in public institutions and high-profile private organizations.	N250,000/ \$1,200

			Methodologies; (3) Auditing Techniques; and (4) Legal Issues.		
144	Fraud Investigation, Detection & Deterrence Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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.	N200,000/ \$1,000
145	Front Desk Management Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 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	Front Desk Officers or Receptionists	N200,000/ \$1,000

			Officers or Receptionists by taking advantage of this rare training opportunity.		
146	Fundamentals & Best Practices of Cost-Effective Procurement	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	The conference covers: promotion of coherent policy to ensure a greater level of competition in markets; the implementation of cost containment strategies focusing on issues relating to pricing and intellectual property regulation; the strengthening of supply systems to ensure continuous availability and affordability of essential goods and services; and the consolidation of mechanisms for joint price negotiations and pooled procurement.	Procurement, Purchasing and Supply Officers, Buyers and Bid Committee Members in Public and Private sector Organizations, Institutions, Agencies and NGOs.	N250,000/ \$1,200
147	Fundamentals of Advanced Accounting Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	The aims of the course is to explain: 1) the concept and role of accounting and finance in the modern market society; 2) the regulatory framework for the operation of accounting activities; 3) the accounting principles and techniques of posting basic business changes; 4) the structure and content of financial statements. On successful completion of the course, participants to: conceptually define accounting and bookkeeping, identify the accounting rules required for business enterprises, apply the accounting rules in determining financial results, prepare financial statements, and compare the specificity of different accounts within accounting policies.	Senior Accounts Personnel with accounting education and experience desiring to update their knowledge and application of accounting concepts, principles and conventions in real-world situations.	N250,000/ \$1,200
148	Fundamentals of Insurance Practice Course	19-30 Jun 27 Nov-8 Dec	The course presents the concepts and practices used by Insurance Professionals in areas such as sales, service, marketing, claims, and underwriting. Questions and study checklists are included at the end of each chapter, with four section reviews and ten quizzes	Those interested in being employed in the insurance industry or insurance departments of corporate organizations, government agencies,	N375,000/ \$1,500

			interspersed throughout the lessons to reinforce the concepts covered and to help students measure their progress.	educational and research institutions, and nongovernmental organizations and those preparing for the professional examinations of the Chartered Insurance Institute (CII).	
149	Fundamentals of Local Content Implementation Training	16-27 Jan 17-28 Jul 23 Oct-3 Nov	The Nigerian Local Content Law 2010 defines local content as “the quantum of composite value added to or created in Nigeria through utilization of Nigerian resources and services...resulting in the development of indigenous capability without compromising quality, health, safety and environmental standards”. This course will provide delegates with the basic understanding of local content policy and showcase examples of practical opportunities and challenges for implementation.	Local Content Officers, Managers, Regulators, Analysts, Procurement and Contract Managers, Governmental Relations Executives, Officers of Federal and State Ministries of and Agencies, etc.	N375,000/ \$1,500
150	Fundraising & Development Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	Effective fundraising for nonprofits such as higher educational institutions (HEIs) and non-governmental organizations (NGOs) requires an understanding of sources of private and public philanthropic support, the motivations and expectations of donors and grantmaking institutions, and facility in applying a variety of techniques and tools of fundraising. The course emphasizes matching fundraising techniques and messages to donors' values, interests, and capabilities. Through individual and team projects, students gain experience in developing strategies and solicitation	Fundraising and Development Unit Officers and staff of higher educational institutions (HEIs), nonprofit and non-governmental organizations (NGOs).	N200,000/ \$1,000

			materials for a selected nonprofit.		
151	Grant & Donor Fund Management Training	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	Not all donors have extensive regulations detailing how you must manage their funding. In the absence of specific donor requirements, organizations must determine how best to implement their projects in a responsible and transparent manner. This course covers best practices for managing core components of implementation, including procurement, financial management, personnel, sub-awards, reporting, and donor relationship management. These topics will be addressed across the five project stages of proposal, negotiation, start-up, implementation and closeout, to identify key decisions and action items at each phase. Each topic will be examined from the perspective of finance and accounting, program staff and operational staff using real-life scenarios. Potential sources for risk and inefficiency will be used to explore proactive solutions related to monitoring, documentation and process improvement.	Finance staff, Contracts and Grants staff, Procurement staff, Project Managers, Program staff, and Senior project leaders.	N305,000/ \$1,300
152	Health Care Administration Course	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	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	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/ \$1,200

			and leadership frameworks, theories, and case studies to address complex issues in healthcare organizations. 2) Evidence-based methods for planning, organizing, leading, and advocating for patients, families and communities in the public health sector. 3) How to manage the economic environment in healthcare. 4) Financial Management techniques to prepare budgets, financial forecasts, assess investment alternatives, and leverage capital structures within healthcare organizations.		
153	Health, Safety & Environment (HSE) Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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.	N250,000/ \$1,200
154	Health/Medical Insurance Underwriting Course	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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	Health/Medical Underwriters in Health Insurance Companies, Life Insurance Companies and Health Maintenance Organizations (HMOs).	N200,000/ \$1,000

			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.		
155	Healthcare Customer Service Course	9-13 Jan 11-14 Apr 10-14 Jul 9-13 Oct	This customer service course for hospitals, medical centers, clinics, maternity homes and health maintenance organizations (HMOs) focuses on the “people skills” those working in healthcare must master in order to earn top patient satisfaction scores. The program addresses service challenges specific to healthcare environments. It is taught in a highly interactive format and is designed to keep those who rarely sit behind a desk engaged throughout the workshop.	All levels of staff of hospitals, medical centers, clinics, maternity homes and HMOs including Doctors, Nurses, Midwives, Pharmacists, Lab Scientists and Technicians, Receptionists etc.	N200,000/ \$1,000
156	Healthcare Data Analytics & Medical Records Management Course	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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.	N200,000/ \$1,000
157	Healthcare Utilization Management Course	9-13 Jan 11-14 Apr 10-14 Jul 9-13 Oct	When it comes to utilization management (UM) – the evaluation of the medical necessity, appropriateness, efficacy and efficiency of the use of healthcare services, procedures and facilities	Utility Management Nurses and Administrators in healthcare facilities such as	N200,000/ \$1,000

			under the provisions of the applicable health benefits plan – medical facilities are faced with a growing number of questions and challenges. Utilization of hospital services usually accounts for up to 40% or more of the total expenses in a managed care plan. That amount can be even greater when utilization is excessive. With hospitals constantly seeking ways to save money while becoming more efficient, utilization management is particularly a necessary requirement.	Hospitals, Clinics and HMOs.	
158	High-Impact Training for Frontline People	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	To help you make the most of the all-important role of your frontline people. At the end of the training, the participant should be able to: (1) Handle difficult people with skill and professionalism. (2) Manage mails effectively. (3) Apply proven telephone techniques to save time and satisfy callers. (4) Become conversant with digital (online) marketing. (5) Practice successful telemarketing. (6) Apply the secrets of assertive (not aggressive) language. (7) Improve communication skills. (8) Improve negotiation skills. (9) Enhance customer service. (10) Dress and groom corporately. (11) Build a positive image for your company.	Front Desk Officers, Call Centre Executives, Booking and Reservation Officers, Frontline Sales and Customer Support/Interface Officers.	N200,000/ \$1,000
159	Hospital Management Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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	Senior Hospital Administrators, Senior Managers of various functions in hospitals /health centers, Marketing Directors and Marketing Managers of	N200,000/ \$1,000

			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 Nigeria and abroad and will engage in a creative exercise of designing a growth trajectory for their own hospitals.	health care companies.	
160	Hospital Operations Risk Management Training	20-24 Feb 22-26 May 21-25 Aug 20-24 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.	N200,000/ \$1,000
161	Health Centre Management Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 Oct	The Health Centre Management provides you with an overview of how health care institutions are	Directors, CEOs, COOs, Administrators, Managers and	N200,000/ \$1,000

			organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems designed for their efficient and effective operation.	Supervisors of various functions in health centers/ hospitals, Marketing and Relationship Marketing Managers of health care organizations.	
162	Hospitality & Tourism Management Course	20-24 Mar 24-28 Jul 28 Aug-1 Sep 27 Nov-1 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 reports, catering companies, events planning companies, and in public sector organizations such as public parks, hospitals, universities.	N200,000/ \$1,000
163	Hotel & Restaurant Management Training	18-28 Apr 18-29 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 hotel occupancy and revenue. 5. Identify how to determine staffing and scheduling of responsibilities. 6. Understand the executive housekeeper's responsibilities and how current technologies affect the housekeeping department. 7. Understand how the engineering and maintenance departments operate the vital engineering	Hospitality staff who work in or desire to pursue career in restaurants, bars, hotels, guest houses, catering companies, etc.	N375,000/ \$1,500

			systems, such as electricity, heating, and ventilation. 8. Understand the terminology and methods of hospitality accounting and the ways computers relate to hospitality accounting.		
164	HR Metrics & Analytics Training	27-31 Mar 26-30 Jun 25-29 Sep	The widespread use of human resource information systems and enterprise resource planning software, alongside the increasing ubiquity of employee attitudes surveys, means that there are ever increasing volumes of human capital related data being generated by organizations. However, for years HR has collected data but failed to use it to promote strategic participation and inform senior management actions. Decision making based on evidence and analysis is essential to any organization in today's competitive market place. In this program, a strong case will be made that HR needs to not only develop but interpret, use and evaluate much better metrics and analytics if it is ever to become a true strategic partner in most organizations.	HR Professionals in organizations who would like to develop the role of HR within the organization; HR Professionals tasked with providing HR data to support strategy development and delivery; Senior Managers who want to understand how they can deliver strategic and organizational change in their organization - and use HR to achieve it; and IT professionals with an interest in HR data to achieve organizational objectives.	N200,000/ \$1,000
165	HR Trends & Prospects Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	In this exciting conference we present the current results of the Chartered Institute of Personnel and Development (CIPD) survey of HR practitioners. This annual program provides a forum for experienced HR practitioners and consultants to update delegates' HR skills by: (1) Analyzing the relevance of the results with a view to reviewing their organizations' HR policies and practices in line with global HR trends; and (2) Benchmarking local	Professional Human Resource Managers, Directors or Consultants, Employee Benefits Administrators, Training/ Learning Managers and other corporate executives.	N200,000/ \$1,000

			and international HR best practices and applying the lessons learned to their own or clients' organizations.		
166	Human Relations & Interpersonal Skills Training	27-31 Mar 26-30 Jun 25-29 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.	N200,000/ \$1,000
167	Human Resource Business Partner (HRBP) Training	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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.	N250,000/ \$1,200

168	Human Resources for Health (HRH) Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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.	N250,000/ \$1,200
169	Human Resources Generalist Training – HR from Recruitment to Exit	2-6 Jan 3-6 Apr 3-7 Jul 3-6 Oct	This HR training course is an overview of 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. Emphasis is placed on making HR decisions that are both effective and legal.	Business owners, HR managers, Officers and human resource support staff.	N250,000/ \$1,200
170	Impact Evaluation Practice Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 Nov	The nature of development work – regionally, nationally or internationally – requires accountable, efficient programs that can measure the impacts of their interventions. This training	M&E Officers, Managers and Project Coordinators in a range of areas including health, youth work, food	N200,000/ \$1,000

			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.	and agriculture, refugee work, environmental and natural resource management, education and gender.	
171	Innovation, Incubation & Entrepreneurship Workshop	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	The <i>Innovation, Incubation and Entrepreneurship Workshop</i> is a pedestal to help knowledge driven enterprises to establish and prosper under organized scientific guidance. It also facilitates swift commercialization of a product based on sophisticated technology. It aims to motivate, build and promote out of box thinking, development of innovative ideas. Thus, the program is designed to build an environment that will facilitate the creation of social enterprise knowledge through research and empower delegates to apply their entrepreneurship abilities to develop solutions for greater social impact.	The program is well-suited to young innovators & entrepreneurs interested in the development of socially-beneficial products and ideas.	N250,000/ \$1,200
172	Internal Control & Fraud Prevention Course	27-31 Mar 29 May-2 Jun 4-8 Sep 4-8 Dec	Control is everyone's business. But how does your organization manage fraud risk associated with internal control? A company's internal control structure consists of management's policies and procedures which are designed to provide reasonable, but not absolute, assurance that specific entity objectives will be achieved. This workshop will provide greater insights on understanding fraud schemes, errors and abuses, and the design of internal controls as well as the key challenges in fraud management. Upon	Everyone in the organization interested in internal control, fraud detection and prevention.	N200,000/ \$1,000

			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.		
173	International & Strategic HR Management Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	This Human Resource Management course will teach you about internationalization of companies, managing diverse workforces, and international labor laws. Striking a balance between effectively caring for employees and achieving company goals can often be difficult, especially for international organizations, but Human Resource Management techniques can assist you in fostering a productive and happy workforce.	HR Directors, Senior HR Managers, Professionals and Advisors of multinational corporations (MNCs) and international organizations.	N395,000/ \$1,800
174	International Conference on Media for Sports Development	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	This course will prepare you for a career in various media roles within the sports industry; whether your dream job is in broadcasting, marketing, social media, content creation, public relations or advertising. Studying core media modules, with specific focus on the sports sector and with an emphasis on production techniques, you will gain the key creative skills and practical expertise to plan, create and reflect on the digital communications that are the lifeblood of contemporary society.	Media. Public Relations and Marketing Communications Practitioners in the Sports Industry.	N305,000/ \$1,300

175	Internet of Things for Business Professionals (IoTBIZ) Training	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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.	N200,000/ \$1,000
176	Inventory, Store & Warehouse Logistics Management Workshop	6-10 Feb 8-12 May 7-11 Aug 6-10 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.	N250,000/ \$1,200
177	Investigative Interviewing Training: Principles, Strategies & Techniques	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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.	N200,000/ \$1,000

178	Investment Analysis & Portfolio Management Training	20-24 Feb 22-26 May 21-25 Aug 20-24 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.	N250,000/ \$1,200
179	Key Account Management Course	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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.	N200,000/ \$1,000

180	Know Your Customer (KYC)& Anti-Money Laundering (AML) Compliance Training	30 Jan-3 Feb 1-5 May 31 Jul-4 Aug 30 Oct-3 Nov	By the end of the course delegates will: 1) Appreciate and understand the latest crime prevention regulation (national and international); 2) Understand the elements necessary to create the right corporate culture; 3) Recognize key elements of 'Know Your Client' (KYC) documentation; 4) Respond quickly to criminal behavior by introducing alert systems which react appropriately and quickly to any potential criminal situations; 5) Recognize how to investigate more quickly and escalate suspicious activity, reducing the damage to the firm; 6) Protect the firm's reputation by avoiding the media spotlight created by high-profile incidents of firms being victims of financial crimes; and 7) Develop a solid overview of their firm's vulnerabilities and the controls and procedures needed to address them in an increasingly complex global industry.	Compliance Officers, Financial Officers, Risk Officers, Internal Auditors, Operational Risk Managers, and Staff with roles & responsibilities in anti-money laundering (AML) and anti-terrorist financing activities.	N250,000/ \$1,200
181	Laboratory Quality Management System (LQMS) Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	The purpose of this course is to provide the participants with a broad understanding of a laboratory quality management system. At the end of this course, participants will be able to: (1) explain the importance of a quality management system; (2) list the quality management 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.	Laboratory Technicians and Quality Control Analysts.	N250,000/ \$1,200
182	Leadership in Sports Course	2-6 Jan 3-6 Apr 3-7 Jul	Every team needs leadership. In difficult times players are left searching out	Sports Leaders, Coaches, Captains,	N250,000/ \$1,200

		3-6 Oct	the leaders in their team, but not everyone can pick up to the baton and lead a team away from a testing period. It takes a special range of characteristics to excel as a sports leader. If you want to take on the mantle at your club, this sport leadership program is right for you. Depending on your role in the team your scope for leadership can change, and the series of pointers to be explored in this highly interactive program will be realized in slightly different ways.	Administrators, Club Managers, etc.	
183	Leadership Skills Training for Supervisors – Communication, Coaching & Conflict Management	13-17 Feb 15-19 May 14-18 Aug 13-17 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/ \$1,200
184	Leadership Skills Workshop for Engineers & Project Managers	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	This workshop is designed to: (1) Teach skills needed to lead projects, drive innovation, and influence others in an engineering role; (2) Differentiate between leadership, ' <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.	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.	N250,000/ \$1,200

185	Lean Process Management Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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.	N200,000/ \$1,000
186	Linkages & Partnerships Course	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 Dec	The course provides an opportunity to: (1) Promote contact and cooperation with other institutions of higher education in the world. (2) Empower the University's departments in their pursuit of academic collaboration with others institutes of higher education. (3) Promote and facilitate networking, effective collaboration, and sharing of experiences with other institutions of higher education in teaching, learning, and research. (4) Maintain the University's membership of professional associations. (5) Sustain local and international collaborations, etc.	Officers and staff of Linkages and Partnerships Unit of higher educational institutions (HEIs) responsible for promoting collaboration with other institutions of higher learning, corporate bodies, and other relevant organizations.	N200,000/ \$1,000
187	Local Content Policy, Implementation & Compliance Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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, safety and environmental standards". This course will comprehensively discuss the issues of local content policy, legislation, implementation and compliance in the oil and gas	Country, Local Content, HRD, Business Development Managers; IOCs & Oil Services Companies; Regulators; Analysts, Contract, Procurement & Supply Chain Managers; Governmental Relations Executives; Officials of State Petroleum Companies, Federal and State MDAs.	N250,000/ \$1,200

			industry anywhere in the world.		
188	Logistics & Supply Chain Management Training	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	The Supply Chain is the backbone of any organization. A well-managed Supply Chain is critical for a business to be successful. This course introduces the key concepts and core requirements to enable a business to organize and run an efficient Logistics and Supply Chain - from the supply end of goods and services to the distribution end. Successful logistics and supply chain management requires cross-functional integration. The challenge, which is addressed in this course, is to determine how to successfully accomplish this integration.	All levels of personnel who need the tools to map a process that will best suit their business, the disciplines required to enable the process, and advice on key performance indicators (KPIs).	N250,000/ \$1,200
189	Management Consulting Training	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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 behavior 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.	N200,000/ \$1,000

190	Managing & Optimizing the Internal Audit Function Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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, Chief Risk Officers, Chief Compliance Officers, Internal Audit Managers, Internal Control Managers, and Management Executives responsible for establishing and/or managing an internal audit function.	N250,000/ \$1,200
191	Managing Immigration Challenges, Expatriates & International Assignees	13-17 Mar 13-16 Jun 18-22 Sep 18-22 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.	N250,000/ \$1,200
192	Managing People & Commercial Shrewdness Training	2-6 Jan 3-6 Apr 3-7 Jul 3-6 Oct	This training course is designed to enable participants strengthen their conflict-management skills and learn how to become more effective in influencing others, by practicing	Business owners and Staff of business/commercial organizations with first level supervisory responsibilities	N250,000/ \$1,200

			techniques to engage in productive debates and to develop more flexible leadership styles. Moreover, research has shown that more than 90% of executives in business don't really know or understand the organization's key business metrics— key performance indicators that are important for success. The course will guide participants to the understanding of a business' mission, strategy, financials, competitiveness... and in using that knowledge to make smart and informed business decisions.	desiring to make people management and business savvy a core competency.	
193	Sexual & Gender-Based Violence (SGVB) Grievance Redressal in Community Development Projects Training	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	Projects bring people and social change to the communities in which they operate and, in doing so, may exacerbate existing risks of Sexual and Gender-based violence (SGBV) – any harmful act perpetrated against a person's will because of their sex or gender. At the end of the program, participants will be able to: 1) Develop an organizational standard on gender equality that addresses, among other issues, SGBV risks that may arise in the context of a development project. 2) Discover ways to adhere to the principles of non-discrimination and gender equality for all persons affected by the project and to the objectives of this performance standard. 3) Assess and prevent SGBV risks related to the project, addressing incidents promptly and appropriately.	Gender and Social Safeguard Officers, Public Health Officers, Project Development Managers and other Health and Social Workers.	N250,000/ \$1,200
194	Managing Your Boss (“Managing Up”) Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug	Provides practical skills participants need to stimulate better performance, improve their working life, job satisfaction and workload, which only the	Personal Assistants, Secretaries and others working with busy executives in	N200,000/ \$1,000

		30 Oct-3 Nov	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.	forward-looking organizations.	
195	Maritime Logistics & Supply Chain Risk Management Training	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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 shipping there is a lack of coherent risk management framework or methodology from which to understand the risk-based decisions especially for the purpose of design, construction, operation, management and even decommissioning of the marine related applications.	Any safety officer who wants a more effective, realistic approach to safety program management and to develop an effective safety management system; Managers and supervisors who have responsibility for controlling risk in the aviation sector.	N305,000/ \$1,300
196	Marketing Communications Course	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	A marketing strategy lives and dies in communication with the customer. A methodology to it is the culmination of all of the marketing research and analysis you have done. At the end of this course participants should be able to: (1) Identify communications objectives. (2) Use a process based approach for planning and designing creative marketing communications. (3) Select the right integrated marketing communications methods and media. (4) Determine the success of marketing communications campaigns.	Marketing Communications Officers and staff of nonprofit, non-governmental organizations (NGOs), higher educational institutions (HEIs), etc. desiring to explore a process-based approach to designing creative communications using a variety of methods and media.	N200,000/ \$1,000
197	Mastering Trade Credit & Debt Management Training	20 Feb-3 Mar 21 Aug-1 Sep	The course is aimed at clients requiring an understanding of financial statements including an awareness of the information	Banking and Financial Markets, Corporate Finance, Corporate	N375,000/ \$1,500

			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.	Treasury, Documentation, Retail Banking, Risk and Credit Staff.	
198	Measuring & Managing Operational Risk Training	9-13 Jan 11-14 Apr 10-14 Jul 9-13 Oct	This extensive and very practical 5-day workshop is designed to build an understanding of the importance of operational risk management particularly within the Banking and Finance industry. Specifically, participants will be equipped to: (1) Identify the sources of operational risk and how these arise within the context of financial institutions' main business activities; (2) Understand the governance structures, systems, procedures and cultural aspects necessary for an organization to successfully manage operational risk; (3) Build a knowledge of the main techniques for the measurement and quantification of operational risk and their relative merits and drawbacks; (4) Appreciate the approaches available to a bank under Basel requirements for the calculation of regulatory capital for operational risk and the supervisory requirements for each approach.	Risk Managers/ Analysts, Operations Managers, Treasury Managers, Internal Control/Compliance Officers, Auditors, Accountants and Regulators.	N250,000/ \$1,200
199	Media Relations & Publishing Course	27-31 Mar 26-30 Jun 25-29 Sep	Building solid relationships based on the media is a vital part of any communications strategy. Your message, brand and reputation hinge largely on how the public perceives you. The media – whether traditional, digital or social – is an important	Officers and staff of Media Relations and Publications Unit of higher education institutions (HEIs), public relations and communications	N200,000/ \$1,000

			<p>player in this. This course helps participants understand the media, its challenges and goals. It also helps participants develop strategies and skills for dealing with the media in a professional, responsible and fair manner. In particular, this course will provide practical insight into how journalists and news outlets use social media for their work and how public relations and communications professionals can engage them on these platforms.</p>	<p>professionals from government agencies, nonprofit and corporate organizations.</p>	
200	Modern Internal Auditing Practice Training	<p>24 Apr-5 May 17-28 Jul 23 Oct-3 Nov</p>	<p>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.</p>	<p>Internal Auditors, Internal Controllers, Internal Check Managers and Business Risk and Assurance Officers.</p>	<p>N375,000/ \$1,500</p>
201	Monitoring & Evaluation (M&E) Course	<p>6-10 Feb 8-12 May 7-11 Aug 6-10 Nov</p>	<p>This monitoring and evaluation course considers important concepts and activities from inception through to outcome evaluation and additionally</p>	<p>Individuals who are new to the field of monitoring and evaluation or those who wish to formalize their</p>	<p>N250,000/ \$1,000</p>

			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.	existing understanding which has been developed through work based experience.	
202	Negotiation, Mediation & Conflict Management Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	Recent research reveals that 62% of salespeople make wonderful presentations but fail to close the deal. Why? Because they fail to ask for commitment at the right time. When is this? Besides sales and contracting, human resources and workplace leadership also require a great deal of day-to-day negotiating skills. In this workshop, participants will learn about the essential elements of negotiation including preparation, delivery, and techniques to develop their communication skills, with the goal of creating sustainable agreements with clients, partners, communities and others.	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.	N200,000/ \$1,000
203	News Media Management Workshop	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Few people are natural talents when it comes to radio or television interviews, and most find it a stressful experience. You often have just a few seconds to get your core message across, and blunders can be found years later on the internet. But you can learn how to master situations like these and always appear competent. If you publicly represent an organization or institution, you have to be able to deal professionally with the media. This workshop gets you ready to step and deliver your message with confidence.	Officers and staff of News Media or New Media Unit of higher education institutions (HEIs), government agencies, nonprofit, non-governmental and corporate organizations.	N200,000/ \$1,000

204	Office Practice & Administrative Duties Course	13-17 Feb 15-19 May 14-18 Aug 13-17 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.	N200,000/ \$1,000
205	Oil and Gas Occupational Health & Safety Training	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	The oil and gas industry, more than any other, needs safety procedures in all operations. Identifying and controlling onshore and offshore oil platform hazards, reducing fatalities, injuries and illnesses, and designing effective OSHA management systems specific to the oil and gas industry are essential skills to the success of organizations. At the completion of this comprehensive program, participants will be able to, among other things, learn the essential safety concepts associated with, and equip their safety leadership with the skills they need for, the oil and gas industry.	This program is the best value for ambitious individuals and employers in the oil and gas industry who want to get the most out of their safety training experience. If you have high-career goals, are passionate about the field, and want to develop the skills needed to effectively manage safety in your workplace, this program will help you get there.	N250,000/ \$1,200
206	Operational Risk Management in the Aviation Sector Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	The aviation industry is both complex and unique. The demands on employees are great and, in many cases, the requirements are not accurately communicated to upper management. The Operational Risk Management (ORM) approach will give your safety program the tools and methods necessary to meet the requirements of a Safety Management System (SMS) for identifying and controlling	Any safety officer who wants a more effective, realistic approach to safety program management and to develop an effective safety management system; Managers and supervisors who have responsibility for controlling risk in the aviation sector.	N250,000/ \$1,200

			<p>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.</p>		
207	Operational Risk Management in the Energy Sector Training	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	<p>One of the most significant risks facing businesses in general and energy companies in particular is operational risk. This is so because operational risk affects productive assets that are susceptible to failure and thus to generating economic loss and personal injury or environmental damage, with a potentially significant impact on reputation. It is precisely because of the potentially fatal consequences it has in terms of economic loss, environmental impact and loss of human life that operational risk has been traditionally managed through prevention and contingency plans. This extensive and very practical workshop is designed to build an understanding of the importance of operational risk management particularly within the Energy Industry.</p>	Enterprise Risk Managers in the Energy and related sectors.	N250,000/ \$1,00
208	Operational Risk Management in the	2-6 Jan 3-6 Apr 3-7 Jul	Operational risk in the oil industry may lead to environmental disasters and	Risk Managers and Analysts in the Oil and Gas	N250,000/ \$1,200

	Oil & Gas Sector Training	3-6 Oct	to heavy loss of human lives. This program discusses models to analyze and to assess the operational risk at the drilling, primary transport and refining stage of the oil supply chain. For the drilling stage, three sub-methods, one for each period of the plant life cycle (design, construction and production) are considered. For the primary transport stage, two different risk management processes are presented: one for allowing the risks resulting from processes, procedures and physical components (other than oil-pipelines) to be identified, assessed and controlled, and the other for allowing risks arising from the pipeline breakdowns to be faced. Finally, for the refining stage, a preliminary phase is recommended to prioritize each equipment of the refinery, and several techniques and tools are suggested.	supply chain covering upstream, midstream and downstream operations.	
209	Organizing & Managing Accounts Payable Function Course	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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 approvals and authorizations –	N200,000/ \$1,000

				without getting headaches!	
210	Payroll Management, Compensation & Benefits Administration Training	13-17 Feb 15-19 May 14-18 Aug 13-17 Nov	This course is designed for the accountant who is setting up a payroll system, wants to improve the efficiency of an existing system, or who needs answers to the inevitable variety of compensation, benefits, tax, deductions, and record-keeping issues associated with payroll. At the completion of the course, participants will be able to handle the headaches and hassles of payroll management, compensation and benefits administration by ensuring a consistent, streamlined payroll process, so their organizations can focus on running a profitable business.	Payroll Accountants, HR Personnel and Employee Benefits Administrators.	N305,000/ \$1,300
211	Performance Improvement Course	16-20 Jan 17-21 Apr 17-21 Jul 16-20 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.	N200,000/ \$1,000
212	Personal Development & Productivity Course	13-17 Feb 15-19 May 14-18 Aug 13-17 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	All levels of operative staff including administrative and technical officers and mid-level management executives.	N200,000/ \$1,000

			is to help you in Managing Yourself for Success.		
213	Personal Effectiveness & Team Work Training	20-24 Feb 22-26 May 21-25 Aug 20-24 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.	N200,000/ \$1,000
214	PPP Cycle Training: Fundamentals, Strategies & Methods	6-17 Feb 7-18 Aug 27 Nov-8 Dec	This course is an introduction to the basic policy and institutional issues involved in Public-Private Partnerships (PPP) project design and procurement and is required for more advanced training in this field. The course will also offer an introduction to the financial aspects of project structuring, including project finance and the core elements of PPP bankability. The objective of <i>the PPP Cycle Training: Fundamentals, Strategies and Methods</i> course is to provide participants with a comprehensive overview 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; and procurement, negotiation and monitoring procedures Institutional requirements	Officials from federal and state ministries, departments and agencies; Local governments; Senior management and board members from utilities, regulatory agencies and authorities; Professionals from financial institutions; and Staff of international donor and non-governmental organizations.	N395,000/ \$1,800
215	Pre-Retirement Planning Workshop	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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	Whether Business Owners, Professionals or Employees (with family or employees alone), this pre-retirement training course has various topics that will not only	N200,000/ \$1,000

			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.	interest everyone but have practical value for the rainy day.	
216	Procurement & Supply Chain Management Course	14-25 Mar 19-30 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.	N375,000/ \$1,500
217	Procurement Planning, Management & Due Diligence Workshop	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 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	Procurement, Purchasing & Supply Directors, Managers, Buyers and other Officers with procurement planning and management responsibilities in public and private sectors.	N305,000/ \$1,300

			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.		
218	Product & Brand Management Training	20-24 Feb 22-26 May 21-25 Aug 20-24 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.	N200,000/ \$1,000
219	Professional Advancement Course for Personal Assistants	27-31 Mar 26-30 Jun 25-29 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.	N200,000/ \$1,000
220	Professional Audit Report Writing & Presentation Training	19-30 Jun 27 Nov-8 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	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	N375,000/ \$1,500

			of your audit work through your written communication.	on the correctness of information.	
221	Professional Etiquette & Business Ethics Training	24 Apr-5 May 23 Oct-3 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.	N375,000/ \$1,500
222	Professional Health, Safety & Environment (HSE) Certification Training	13-24 Mar 18-29 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.	N375,000/ \$1,500
223	Professional Telephone Skills for the Help Desk Training	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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 organization provides, it is worthwhile to review a few of the basics when it comes	Help Desk Executives, Call Centre Executives, Receptionists, Secretaries, Customer Service Officers and other frontline people.	N200,000/ \$1,000

			to using the phone, especially from the perspective of the help desk officer.		
224	Professional Training on FOIA for IT & Legal Officers	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	The Freedom of Information Act 2011 (FOIA) enjoins public institutions to use modern technology to inform citizens of what is known and done by their government. Accordingly, agencies should readily and systematically post information online in advance of any public request. Providing more information online reduces the need for individual requests and may help reduce existing backlogs. This training will address all the concerns anticipated by the FOIA including the requirement that all public institutions shall keep, organize and maintain their records in a manner that make them accessible to the public and also proactively disclose certain categories of information through the use of multimedia formats (print, electronic and online media).	FOI Desk Officers, Legal and IT Officers of Public Institutions	N200,000/ \$1,000
225	Project Cycle Management Training	24 Apr-5 May 23 Oct-3 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/ \$1,800

226	Project Management Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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 can make your projects more efficient.	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.	N200,000/ \$1,000
227	Project Reporting & Communication Management Training	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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	Communication Officers and anyone managing projects, working in a project team or affected by projects in one way or another.	N200,000/ \$1,000

			delivering the practical skills you can apply directly to your projects.		
228	Proposal Development, Monitoring & Evaluation Course	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	This course covers all aspects of developing proposals from pre-sales conversations through to developing the offer, identifying the requirement, the order winning criteria, unique selling points, to presenting the argument for your offer and securing the contract. It also offers current and aspiring development practitioners the opportunity to take multiple perspectives, paradigms and disciplines into account when developing, implementing, monitoring and evaluating major projects, development programs and intervention strategies.	Research and Proposal Writers, M&E Officers, Managers and Coordinators in a range of areas including health, education, etc.	N250,000/ \$1,200
229	Public & Press Relations Course	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	This is an intensive training course on how to write effective press releases and plan a successful PR campaign. The program looks at the difference between public and press relations, how to address the press, the use of photographs and techniques for obtaining maximum press coverage. Delegates will also learn what is involved in a press conference, how to handle media interviews and how PR can improve the image of your organization.	This PR training program is ideal for the person who needs a good understanding of the role of PR within their organization and how to make the most of PR opportunities.	N200,000/ \$1,000
230	Public Relations Course	9-13 Jan 11-14 Apr 10-14 Jul 9-13 Oct	Public relations (PR) involves using all forms of media and communication to build, maintain and manage the reputation of your organization or client. These may range from public bodies or services to businesses, institutions and voluntary organizations. This	Public Relations Officers and all who desire to work as part of an account team or as the sole PR lead or work as an agency PR officer where they will plan, develop and	N200,000/ \$1,000

			course will equip you with everything you need to become an expert public relations professional.	implement PR strategies.	
231	Public-Private Partnerships (PPP) Training	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	This course is designed for participants to understand the role PPPs and shared-value partnerships play as a tool for policy makers. It will also examine the benefits to corporate and NGO partners (including exposure to new markets, revenue generation, positive public relations, sustainable supply chains, and leveraging limited resources) in PPPs and shared-value partnerships. The program will cover recent applications and utilize practical case studies. Emphasis will be placed on the utilization of international best practices to local projects covered by the Infrastructure Concession Regulatory Commission (ICRC) Act.	Participants will be drawn from government ministries, departments and agencies (MDAs), NGOs, institutional investors and private sector operators.	N250,000/ \$1,200
232	Quality Assurance & Quality Control (QA/QC) Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	The program introduces the eight quality management principles on which the quality management system (QMS) standards of the ISO 9000 series are based. It also covers the six practical quality tools required by quality inspection agencies such as SON, NAFDAC, NCAA, DPR, etc., supplier capabilities, process capabilities (including statistical process control (SPC), <i>humansigma</i> , total supply chain, customer service and overall system quality, and provides complete guidance – quality common body of knowledge (CBOK) – for international professional quality certifications.	QA/QC Directors, Chiefs, Managers and Supervisors; Process Analysts, Quality Inspectors, Auditors, Engineers, Technicians and anyone who would like to improve their knowledge in QA/QC to achieve international quality standards and awards.	N200,000/ \$1,000
233	Quality Management in	16-20 Jan 18-21 Apr 17-21 Jul 16-20 Oct	This specialist program clarifies the idea and summarizes the concepts, principles and standards of	The course is designed to support professionals	N250,000/ \$1,200

	Healthcare Training		quality management in healthcare, thus creating the foundation for understanding the role and importance of quality of life in this field. Therefore, special attention will be paid to the quality management concepts within the ISO 9000:2015 and the ISO 9001:2018 will be especially considered in the context of implementation in the healthcare industry.	involved in planning and implementing healthcare quality management and who are already in supervisory or management roles across health programs, projects, agencies and institutions.	
234	Raw Materials Management & Stock Control Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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.	N200,000/ \$1,000
235	Records Management & Archives Administration Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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.	N200,000/ \$1,000
236	Recruitment, Interview & Selection Skills Course	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Human Resource planning is one of the most important and critical aspects for any organization. It involves a high level of risk and benefit for the organization. The future of any organization depends on the people	Recruitment Consultants, Leaders and Managers, HC Executives, HR personnel, Line Managers, HR experts, OD	N200,000/ \$1,000

			working in it and impacts culture and branding. Therefore, the Recruitment, Interview and Selection must be done right. While right people can lead to astounding results, wrong ones can break your back. Recruitment is the core of any organization. It involves inviting, advertising, screening, short listing, selecting, and on boarding of an employee. It is a remarkably interesting as well as a costly process. It is especially important to understand the right competencies required for the business.	Consultants, Independent consultants.	
237	Recruitment, Retention & Talent Management Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	HR plays a pivotal role in both being competitive today and planting the foundations of future growth and success. This makes managing top talent increasingly important as companies want to make the most of their money and get maximum value from their staff. The course has been specifically designed to help you attract, recruit, retain and manage the talent that you need to fulfill your strategic plans. It will address current challenges in recruitment, placement, retention, and talent management.	HR Personnel responsible for recruitment, retention, talent development or training, learning and development.	N200,000/ \$1,000
238	Research, Innovation & Startups Workshop	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	The training workshop aims to explore the effectiveness and the experience of fostering actions for innovative startups in the African context. In particular, the course will move from the analysis of a case study about the “Start-Up Start-Hope” project to how it was selected and actually supported both technological and traditional start-ups. In addition, the promising perspective elaborations	People curious about startups and innovation; Inspired young entrepreneurs; Students in any sphere with great ideas; People wanting to know more about the conceptual side of startups; and anyone who wants actionable	N250,000/ \$1,200

			about the investment made, the estimated value of production and the involved human capital, attest to the goodness and the effort in promoting this type of innovative ventures.	knowledge and motivation on their startup journey.	
239	Resource Mobilization & Proposal Development Training	27-31 Mar 26-30 Jun 25-29 Sep 18-22 Dec	For sustainable and effective implementation of project interventions, it is essential that organizations have the capacity to design, write and deliver high quality project proposals and reports. The course will not only help the participants to identify the current gap in resources for sustainable program intervention and understand the various sources and methods to mobilize resources but will also equip participants with skills in writing and presenting effective and successful proposals.	This course is aimed at managers, program/project coordinators and other project staff whose roles involve mobilizing resources and developing proposals for fundraising and report writing for their organization.	N250,000/ \$1,200
240	Result Based Project Management Monitoring & Evaluation Course	16-20 Jan 17-21 Apr 17-21 Jul 16-20 Oct	Monitoring and evaluation, as key results based management tools, are increasingly called upon within public service, non-governmental sectors and multi-lateral development agencies to help ensure that resources are put to optimum use and that citizens and beneficiaries are ensured of receiving the benefits that are committed to them. This project management course is designed to address the growing demand for managers who can use results-based approaches to design, implement and manage an ever-growing range of programs and projects.	Project Managers and Coordinators, Monitoring and Evaluation Officers desiring to learn how to use a results-based approach to design and manage public sector programs that deliver tangible benefits and optimize the use of resources.	N250,000/ \$1,200
241	Risk Based Internal Auditing Workshop	2-12 May 30 Oct-10 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		N375,000/ \$1,500

			<p>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 emergence of risk management, its link with corporate governance and how to audit risk processes; (3) Learn how to incorporate management's view of risk with internal audit's expertise in risk management to boost auditor productivity and build "bullet-proof" audit plans; and (4) Get guidance on how to write risk-based, high-impact audit reports.</p>		
242	Risk Management & Compliance Training	22 May-2 Jun 20 Nov-1 Dec	<p>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.</p>	Risk Analysts, Risk Officers, Compliance Officers, Internal Control and Internal Audit Personnel in Banks, Insurance Companies and other organizations.	N375,000/ \$1,500
243	Sales Relationship Building Course	20-24 Mar 19-23 Jun 28 Aug-1 Sep	<p>If you are in the business of sales, then you are in the business of building relationships. In this course,</p>	Key Account Managers, Business Development	N200,000/ \$1,000

		27 Nov-1 Dec	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.	Officers and Sales Executives.	
244	Secretarial Skills Training	27-31 Mar 26-30 Jun 25-29 Sep	This intensive course focuses on skill enhancement and training to become, or consolidation of skills for, Secretary position in any sector. We also look at building confidence through improving interpersonal and self-developmental skills – providing a sounder footing on your secretaries' career development path.	Secretaries, Personal and Administrative Assistants handling secretarial duties.	N200,000/ \$1,000
245	Social Media Skills for Business Professionals Training	27 Jun-8 Jul 26 Sep-7 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.	N375,000/ \$1,500
246	Sports Management Course	3-14 Apr 2-13 Oct	This course reviews the development of sport into a major sector of economic and social activity and outlines the importance of sport management as a field of study. It discusses the unique nature of sport and the drivers of change that affect how sport is produced and consumed. A three-	Sport Managers, Sport Management Personnel in Marketing, Sponsorship, Club Administration and Sport Development.	N375,000/ \$1,500

			sector model of public, non-profit and professional sport is presented, along with a brief description of the salient aspects of the management context for sport organizations.		
247	Stock Audit & Reconciliation Skills Training	2-6 Jan 3-6 Apr 3-7 Jul JJ3-6 Oct	How are businesses able to keep up or provide the demand of their goods or products in the market? Inventory or stocking of goods or products is done so that the demand for such goods or products can be supplied without having to wait for a long period of time. This course covers stock auditing – the process of checking and verifying the physical inventory of a business – and stock reconciliation . The program focuses on various methods used for stock verification for assessing losses, errors, discrepancies, obsolescence, fraud, waste and abuses in stores/warehouses.	Internal Auditors, Accounting, Inventory, Store and Warehouse Personnel.	N200,000/ \$1,000
248	Strategic Change Management Course	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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 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	Executives from public and private sector organizations.	N250,000/ \$1,200

			equally important elements of the change process.		
249	Strategic Communication Management Training	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 Nov	The program is designed to foster strategic thinking and logical analysis focused on creating solutions to communication challenges. Participants in this program will gain knowledge of emerging technologies, program measurement, conflict/crisis management, persuasion, intercultural communication effectiveness, industry innovation and leadership.	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.	N250,000/ \$1,200
250	Strategic Fleet Management Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	This course program presents best practices and cost savings for running an efficient and effective fleet operation. After the training participants will be able to apply best practices to effectively manage and control your fleet – both cost and time – as well as understand the external influences affecting your fleet and the impact your fleet has on the environment.	Administrators and managers who have the responsibility but not necessarily the experience or specialist knowledge of running a fleet of vehicles, as well as fleet professionals who require an update on new legislation, a refresher on best practice and new developments and a crash course in effective cost management and reduction associated with managing a fleet of vehicles.	N250,000/ \$1,200
251	Strategic Human Resource Management (SHRM) Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 Oct	Strategic human resource management is the link between a company's human resources and its strategies, objectives and goals. The aim is to advance flexibility, innovation and competitive advantage as well as to develop a fit for organizational culture. This	Human resources managers and senior professionals, specialists, team leaders, and business partners in the function who seek to broaden	N250,000/ \$1,200

			course will help you learn about the tools and techniques used in drafting and developing HR strategies. It will also equip you with the knowledge and skills you need to translate such strategies into actions. Furthermore, the course will enable you to link the HR strategy to that of the organization and provide real value-adding HR solutions that you can present in a language organizational management understands.	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 suitable for those employees who are targeted for development or promotion within the HR function.	
252	Strategic Innovation & Critical Thinking Skills Workshop	2-12 May 30 Oct-10 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.	N375,000/ \$1,500
253	Strategic Sales Management Course	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	Strategic Sales Management emphasizes active skills training exercises and follows up with skill application to specific work environments. This 9-part program covering Selling & Sales Management, Strategic Sales Management, Strategic Sales Management Process and Sales Force	Sales and Marketing Directors, Managers and Supervisors; Divisional, Area and Branch Managers, and Sales Professionals in Product or Service industries.	N250,000/ \$1,200

			Management is designed to give you a continuing opportunity to learn, grow and develop to your full potential as a manager. The course is designed to prove you with the tools and skill kit to give your sales team the guidance they deserve, including: Vision and leadership that will unite them; Trust and autonomy that will motivate them as individual; Expertise and guidance that will teach and lead the team; Validation and equity that will reward them; and Courage and integrity that will discipline them.		
254	Strategic Thinking Skills Workshop	30 Jan-3 Feb 2-5 May 31 Jul-4 Aug 30 Oct-3 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, 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.	N250,000/ \$1,200
255	Superior Customer Service Training	9-13 Jan 11-14 Apr 10-14 Jul 9-13 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	Consumer Affairs Managers, Customer Care Managers, Customer Service Representatives, indoor/show-room Sales Officers and	N200,000/ \$1,000

			others. Participants will also develop more confidence and skill as problem-solvers and make customer service a team approach.	Call Center Executives.	
256	Sustainable Business Growth Strategies Training	27 Feb-3 Mar 29 May-2 Jun 4-8 Sep 4-8 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 discipline – thus developing participants' capability thinking for business innovation.	Business owners, Managing Directors, Executive Directors, General Managers, Operations Managers, Senior Managers, subsidiary, divisional and branch heads, strategic/corporate planners and other key decision-making executives of corporate organizations.	N250,000/ \$1,200
257	Sustainable Business Strategy Training	2-6 Jan 3-6 Apr 3-7 Jul 3-6 Oct	This executive development program provides participants with the knowledge and tools to become purpose-driven business leaders. This course explores the different business models that companies can use to drive change and explains why purpose-driven businesses are particularly well-positioned to tackle the world's biggest problems. You will learn how to influence management and other key stakeholders on the competitive advantages of being a purpose-driven firm, and how to integrate your values into your work so that you can help transform firms into catalysts for system-level change.	Leaders and Entrepreneurs desiring to take a values-driven approach to business and learn how to succeed financially while also playing a role in solving some of the world's most pressing problems.	N305,000/ \$1,300
258	Tactical Evasive Driving Training	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	The objective of this training is to provide corporate drivers in security crisis prone environments with	Tactical Field Drivers	N250,000/ \$1,200

			tactical evasive driving instructions. This training supports the International Non-Governmental Organizations, Government Agencies and Corporate Organizations on security or humanitarian programs, especially in the use of armored vehicles (AV).		
259	Advanced Talent Management Training: Planning, Acquisition, Retention & Analytics	6-10 Feb 8-12 May 7-11 Aug 6-10 Nov	Companies today face formidable talent challenges. The ability to sustain a steady supply of critical talent is a challenge facing all organizations — worldwide. Among the issues impacting the “next generation” workforce are impending skill shortages, an increasingly cross-generational and diverse workforce, the need for knowledge transfer from retiring baby boomers, and significant leadership gaps. Intense cost pressure from both traditional and emerging competitors, new markets, and more demanding customers are additional elements that give a new sense of urgency to the concept of talent management.	Senior HR Managers responsible for recruitment, retention, talent development or training, learning and development.	N305,000/ \$1,300
260	Target Setting, Productivity & Performance Appraisal Course	16-20 Jan 17-21 Apr 17-21 Jul 16-20 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: 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	Human Resource Managers, Line Managers, Team Leaders and Supervisors.	N250,000/ \$1,200

			goals; Use ongoing feedback and effective performance - based communication; and Deliver a collaborative performance appraisal.		
261	Team Building & Leadership Skills Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 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.	N250,000/ \$1,000
262	Teamwork Training - Working Effectively with Others	16-20 Jan 17-21 Apr 17-21 Jul 16-20 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.	N200,000/ \$1,000
263	The Excellent Front Desk and Customer Interface Officer Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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, Frontline Customer Officers or Receptionists in search of excellence on the job.	N200,000/ \$1,000

264	Time & Task Management Training	13-17 Mar 13-16 Jun 18-22 Sep 18-22 Dec	Designed to help people become more effective at time and task management, to be efficient, and organized. This training is founded in the principle that knowing what we want and setting concrete, clear, and motivating goals are essential steps to success, as is getting tasks done.	Specially designed for all levels of managers, officers and other executives who must balance the demands of busy work schedules with people and technology on the ever-limited resource – Time!	N200,000/ \$1,000
265	Tools & Techniques for Modern Internal Auditors Training	23-27 Jan 24-28 Apr 24-28 Jul 23-27 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.	N250,000/ \$1,200

266	Total Quality Management (TQM) Training	20-24 Feb 22-26 May 21-25 Aug 20-24 Nov	TQM is a customer-oriented philosophy that ensures all members strive to achieve improvement of the organization through ongoing participation of all employees. This course is designed to provide understanding of TQM principles and practices across participants' industries and operations.	Essential for officers, supervisors and managers who are responsible for facilitating continuous improvement in their organization.	N200,000/ \$1,000
267	Public Speaking & Presentation Skills Workshop	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 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 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.	Trainers, Training Managers/Officer, Sales and Marketing Executives, Public Speakers and other Personnel in Public, Private and International organizations.	N200,000/ \$800
268	Train-the-Trainer Practical Training	13-17 Feb 15-19 May 14-18 Aug 13-17 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	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.	N200,000/ \$1,000

			deliver quality training sessions that get the best results from delegates.		
269	Transport & Logistics Business Management Training	2-6 Jan 3-6 Apr 3-7 Jul 3-6 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/ \$1,200
270	Treasury & Working Capital Management Training	27-31 Mar 26-30 Jun 25-29 Sep	Never before were treasurers under so much pressure to improve their efficiency and cash flow and to optimize working capital. The most important drivers for this are cost reduction, value creation and increased transparency. The course will draw on practical experience to outline the entire process of treasury and working capital management and the impact within the organization of each participant. In doing so, we will not just look at partial elements, but also maintain a broad overview. We emphatically and pragmatically involve participants and examine how new technologies such as data mining and process mining can also make a difference.	Treasury and working capital managers facing the challenges of improving visibility and control, generating more liquidity based on working capital, etc.	N250,000/ \$1,200
271	Writing Effective Incident Reports Training	6-10 Mar 5-9 Jun 11-15 Sep 11-15 Dec	Nobody likes writing reports. Nobody really likes writing anything; this applies to professional writers as much (if not more) than to the rest of us who have to write to communicate, on top of our other responsibilities.	Technical, Engineering, Security, Safety, Investigative and similar report writers.	N200,000/ \$1,000

			Fortunately, the program demonstrates some practical ways of making it a relatively painless process – and a good thing too, because writing the incident report is absolutely crucial to any investigation.		
272	Writing High-Impact Audit Reports Training	20-24 Mar 19-23 Jun 28 Aug-1 Sep 27 Nov-1 Dec	The course will enhance skills to present your results clearly, concretely, convincingly, and concisely. It will show you how to avoid costly edits and rewrites. You will learn to compose efficiently, review your own writing thoroughly, and produce polished, professional reports. You will also understand how to determine what your readers expect of your documents and how to display the value of your audit work through your written communication.	All Auditors who need to use Audit Reports to show management or clients how they can help decipher the meaning of numbers, recommend appropriate accounting methods, analyze risks, controls or operating systems, detect and deter fraud, or conclude on the correctness of information.	N200,000/ \$1,000
273	Writing Technical Reports Training	27-31 Mar 26-30 Jun 25-29 Sep 18-22 Dec	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.	N200,000/ \$1,000
274	Writing Winning Proposals Course	3-14 Apr 2-13 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	This course is specifically aimed at sales and business professionals who are competing for contracts and seeking to improve their win rate.	N375,000/ \$1,500

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



With Ugandan Ministry of Energy and Mineral Development (MEMD), Kampala delegates at the Nigerian Content Development and Management Board (NCDMB) Headquarters, Yenegoa for a Learning Tour on Local Content Policy, Implementation and Compliance.

Profile of Capacity for Africa

Year of First Incorporation and Commencement of Business: 1994

Incorporation No: RC 1555704

Tax Identification No: TIN21236781-0001

Nature of Business: Management Training, Research and Consultancy

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



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Website: www.capacityforafrica.com

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(Open course fees are quoted for **Lagos & Abuja** venues 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. Michael Oladunjoye, BSc, LLB, MSc, MBA, CMI (Consultant/Facilitator)

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

Dr. Lamidi Yahaya, PhD, FCE, MNIM (Abuja Coordinator/Facilitator)

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

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

Mr. Segun Cadmus, BSc, MSc, ACIPM, AHRP, ANIPR (Facilitator)
Mr. Chris Ukasoanya, BSc, MBA, FCA, FCTI (Facilitator)
Mrs. Justina Obute, BSc, ACA (Facilitator)



Brief Profile of Facilitators



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

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



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

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



Dr. Kennedy Ononaeke, MBBS, MSC, MBA

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



Mr. Asa Peter, FCA, ACCA, ACTI, ACIS

Competency Areas: Accounting and Finance, General and Strategic Management, Leadership, Human Resources Management, Healthcare Finance and Management, Mergers & Acquisitions, Public Private Partnerships (PPP) and ICT/Emerging Technology Certifications.



Mr. Samuel Inikori, HND, MBA, FCA, FCTI

Competency Areas: Healthcare Finance and Management, Accounting and Finance, General and Strategic Management, Leadership, Human Resources Management (HRM), Banking and Insurance, Oil and Gas, Project Management, Tax Management and Strategic Communication.



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

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



Mr. Taiwo Omoyeni, BSc, MSc, ACIPM, AHRP, ANIPR

Competency Areas: Leadership, Strategic Management, Critical Thinking, Teamwork, Learning & Development, Marketing & Sales, Human Resources, Communication/Media & Public Relations.



Mr. Chris Ukasoanya, BSc, MBA, FCA, FCTI

Competency Areas: Accounting and Finance, Internal Control and Audit, Healthcare Finance, Insurance, General and Strategic Management, Leadership, Human Resources Management, Credit Management and Tax Management.



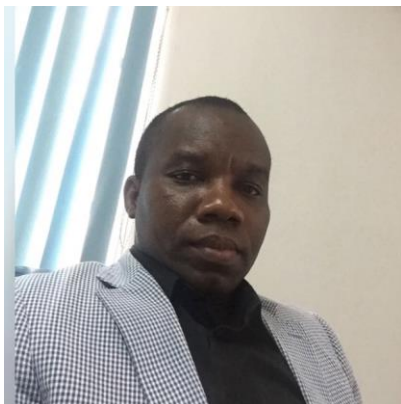
Dr. Lamidi Yahaya, PhD, FCE, MNIM

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



Mrs. Justina Obute, BSc (Econs), AAT, ACA

Competency Areas: Accounting and Finance, Internal Control and Audit, General and Strategic Management, Asset Management, Credit Management, Customer Service and Tax Management.



Engr. Mayokun Ilo, BSc, PGD, MSc, MBA

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

*Tailored
In-House
Training*



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

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

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

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

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

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

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

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

IN-HOUSE TRAINING CLIENTS

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- 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 10,000 individuals have benefitted – many repeatedly – from our empirical research-based, practical training programs from the following 700+ organizations:

- | | |
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| 2. Abbey Mortgage Bank Plc | 14. Adegbemile, Agangan, Akinlosotu & Co. |
| 3. ABC Transport Plc | 15. Adeniran Ogunsanya College of Education |
| 4. ABEX Express Parcel Service | 16. Adgozo Ltd |
| 5. ABJ Consolidated Nigeria Ltd. | 17. ADIC Insurance Plc |
| 6. Abuja Electricity Distribution Co. | 18. Addresser Microfinance Bank |
| 7. Abuja Investments Co. Ltd. | 19. Advanced Logistics & Procurement Services |
| 8. Abuja Markets Management Co. Ltd. | 20. Aelex, Legal Practitioners |
| 9. Academy Press Plc | 21. AES Nigeria Barge Ltd. |
| 10. Accord Savings & Loans Ltd. | 22. Afribank Bureau de Change |
| 11. Achieving Health Nigeria Initiative(AHNi) | 23. Afribank Estate Company Ltd. |
| 12. Achilles Information Ltd., Abuja | 24. Afribank Nigeria Plc |

25. Afribank Trustee & Investments Ltd.
26. Africa Oilfield Services Ltd.
27. African Petroleum Plc
28. Afrocommerce (W. A.) Ltd.
29. Aiico Insurance Plc
30. Aiico Pension Managers Ltd.
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33. Alfred James Holdings Ltd.
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39. ALUMACO Plc
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43. American University of Nigeria (AUN)
44. Anambra State SLOGOR Project, Awka
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52. Arik Air Limited
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57. Ashaka Security Company Ltd.
58. Associated Discount House Ltd.
59. Association of Uganda Oil & Gas Providers
60. Astral Waters Ltd.
61. Atlas Copco Nigeria
62. Avery Nigeria Ltd.
63. Avidor Oil & Gas Co. Ltd.
64. AXA Mansard Pensions Ltd.
65. A-Z Petroleum Products Ltd.
66. B2Gold Mining, Bamako, Mali
67. Babcock University, Ilisan-Remo, Ogun State
68. Balogun Badejo & Company
69. Bank of Industry Ltd.
70. Bel Impex Ltd.
71. Bel Papyrus Ltd.
72. Beneprojecti Nigeria Ltd.
73. Benue Investment & Property Co. Ltd, Makurdi
74. Berger Paints Plc
75. B.G. Technical Ltd.
76. Bint & Prattel
77. Bio-Organics Nutrient Systems Ltd.
78. Bi-TraxAxent Company Ltd.
79. Bitts Travels & Tours Ltd.
80. Bizzdesk Global Solutions
81. BJ Bison Ventures Ltd., Sapele
82. Bluebird Communications Ltd.
83. BNL Engineering & Construction Ltd.
84. Bobo Food & Beverages Ltd.
85. Bollore Africa Logistics Nig. Ltd.
86. Boabab Microfinance Ltd.
87. Bosan Resources Investment
88. Boulos Enterprises Ltd.
89. Boulos Food & Beverages Ltd.
90. Brian Munro Ltd.
91. Brickhouse Construction Co. Ltd.
92. Briscoe Technologies Ltd.
93. Bristow Helicopters (Nig.) Ltd.
94. BUA Cement Plc
95. BUA Flour Mill Ltd.
96. BUA Foods Plc
97. BUA Sugar Refinery
98. Buono Nigeria Limited
99. Bureau of Public Enterprises (BPE)
100. Business Contracting Ltd.
101. BusinessDay Media Ltd.
102. C & I Leasing Plc
103. CA Consultants Ltd.
104. Cable Mission Television
105. Cadbury Nigeria Plc
106. Cakasa Nigeria Co. Ltd.
107. Calag Capital Ltd.
108. Capital Bancorp Ltd.
109. Capital Express Assurance Ltd.
110. Capital Media Ltd.
111. Capital Trust Brokers Ltd.
112. Caraway Foods International Ltd.
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116. Catholic Caritas Nigeria, Abuja
117. Caverton Marine Ltd.
118. Cement Co. of Northern Nig. Plc,
119. Central Bank of Liberia, Monrovia
120. Central Bank of Nigeria (CBN)
121. Central Securities Clearing System
122. CFAO Motors Nigeria Ltd.
123. Chams Nigeria Plc
124. Champion Newspapers Ltd.
125. Charles Adebisi & Company
126. Chase Executive Business Services
127. Chemical & Allied Products Plc
128. Chevron Nigeria Ltd.
129. Chi Limited
130. Chibek Instruments Ltd.
131. Chicason Group of Companies
132. Chief Cornerstone Nig. Ltd.
133. Chisco Group of Companies
134. Chisco Transport (Nig.) Ltd.
135. Chris Ejik Group of Companies
136. Christ Embassy Rhapsody
137. Cititrust Private Equity
138. Cleanjohn Nigeria Ltd.
139. Cleanserve Integrated Energy Solut
140. Clearline International Ltd.
141. CMC Connect Ltd.
142. Cneico Nigeria Ltd.
143. Cobranet Ltd.
144. Codix Pharma Ltd.
145. College of Education, Azare
146. Colours in Africa Ltd.
147. Combined Energy Technical Solutions
148. Comprehensive Project Mgt Services

149.	Compuleb Nigeria Ltd.	211.	EFT Insurance Brokers Ltd.
150.	Computer Warehouse Group	212.	Egbin Power Plant
151.	Conoil Plc	213.	Eko Supreme Resources Nig. Ltd
152.	Consolidated Discount House Ltd.	214.	Electricity Management Services Ltd.
153.	Consolidated Media Associates Ltd.	215.	Elektrint (Nigeria) Ltd.
154.	Contemporary Group Ltd.	216.	Elim Motors Nigeria Ltd.
155.	Continental Reinsurance Plc	217.	Elizade Nigeria Ltd.
156.	Cornerstone Asset Mgt Ltd.	218.	Emerging Platforms Ltd.
157.	Corporate Rentals Ltd.	219.	Embassy Drycleaners Ltd.
158.	Coscharis Group	220.	Empire Securities Ltd.
159.	Coscharis Motors Ltd.	221.	Emzor Hesco Ltd.
160.	Coscharis Technologies Ltd.	222.	Emzor Pharmaceuticals Ltd.
161.	Cosmos Trade Nigeria & Ghana	223.	ENCON Plc
162.	COURE Software & Systems Ltd.	224.	Energia Ltd., Delta State
163.	Credit Direct Ltd.	225.	Engineering & Technical Co.
164.	Credit Swift Ltd.	226.	Enugu Electricity Distribution Co. EEDC
165.	Creseada International Ltd.	227.	Equinox International Resources Ltd.
166.	CRIB Pension Fund Managers Ltd.	228.	Equitorial Trust Bank Ltd.
167.	Critical Rescue International	229.	Equity Assurance Plc
168.	Cross Country Ltd.	230.	Ernst & Young
169.	Cross River SLOGOR Project, Calabar	231.	Estate Links Ltd.
170.	Crossworld Securities Ltd.	232.	Eteh Luckyman Graham
171.	Crown Flour Mills Ltd.	233.	Eterna Plc
172.	Crystal Life Insurance Co. Ltd	234.	Eternit Nigeria Ltd.
173.	CSL Stockbrokers	235.	Etisalat Nigeria
174.	Custodian Insurance Plc	236.	EU-MPP9 Cedar for Development
175.	Daar Communications Plc	237.	Eureka Metals Ltd.
176.	Daily Times of Nigeria Plc	238.	Eurocomm Securities Ltd.
177.	DajCom Limited	239.	Evans Medical Plc
178.	Dalewares Ltd.	240.	Evans Publications Ltd.
179.	Dana Motors	241.	Excel Scan Services, Kaduna
180.	Danex Medical Centre Ltd.	242.	Eyeware Limited
181.	Dangote Agro Sacks Ltd.	243.	FA Legal Consultants
182.	Dangote Group	244.	Falcon Petroleum Ltd.
183.	Dataflex Nigeria Ltd.	245.	Famfa Oil Ltd.
184.	Datamax Registrars Ltd.	246.	Fan Milk Plc
185.	Datlex Nigeria Ltd.	247.	FBN Holdings Plc
186.	Daystar Christian Centre	248.	FBN Insurance Brokers Ltd.
187.	DBL Securities Ltd.	249.	Federal Ministry of Power (FMoP)
188.	Delattre Bezons Nigeria Ltd.	250.	Federal Mortgage Bank of Nig.
189.	De-Lords Securities Ltd.	251.	Federal Radio Corporation of Nig.
190.	Delta State Contributory Health Comm	252.	Federal University, Otuoke, Bayelsa
191.	Delta State University	253.	FedEx Redstar Express Plc
192.	De-Tastee Fried Chicken Ltd.	254.	Femab Properties Ltd.
193.	DHL International Nigeria Ltd.	255.	Fengate Insurance Brokers Ltd.
194.	Diamond Bank Plc	256.	Fidelity Bank Plc
195.	Digital Reality Prints Ltd.	257.	Fidson Healthcare Ltd.
196.	Directorate of Petroleum Resources	258.	Filmo Realty Ltd.
197.	Diversey West Africa Ltd (SealedAir)	259.	Financorp Building Society Ltd.
198.	Diya, Fatimilehin & Company	260.	FinBank Plc
199.	Dizengoff West Africa Ltd.	261.	Finepro Manufacturing Co. Ltd.
200.	DN Meyer Plc	262.	Finlab Nigeria Ltd.
201.	Dorman Long Engineering Ltd.	263.	First Alliance Pension & Ben. Ltd.
202.	Doyin Group of Companies	264.	First Aluminum Nigeria Plc
203.	Drum Cussac Nigeria	265.	First Bank of Nigeria Plc
204.	DSV Pipetronix Ltd, Port Harcourt	266.	First Guarantee Pension Ltd.
205.	Dtools International Co. Ltd.	267.	First Independent Power Ltd.
206.	Eagle Packaging Ltd.	268.	First Pension Custodian Ltd.
207.	Eastern Distillers & Food Ind. Ltd.	269.	First Securities Discount House
208.	Ebunoluwa Foundation	270.	Five Star Travel Ltd.
209.	Edo Geographic Information System	271.	Fleet Masters Group
210.	Edumark Consult	272.	Flour Mills of Nigeria Plc

273.	Flying Eagle Shipping Ltd.	335.	Ibom Power Company Ltd, Uyo
274.	Fohdot Creative Resources	336.	Indemnity Finance Ltd.
275.	Food Choices Ltd.	337.	Industrial & General Insurance Co.
276.	Fortifiers Petroleum Services Ltd.	338.	Industrial Cartons Limited
277.	Fountain Insurance Brokers	339.	Insight Communications Ltd.
278.	Friesland Foods Wamco Nig. Plc	340.	Inst of Estate Surveyors & Valuers
279.	FSS Gases Limited	341.	Insurance PHB Ltd.
280.	Full Life Foundation, Uyo, Akwa Ibom	342.	Integrated Corrosion Service Co. Ltd.
281.	Future Unity Glanvills Pensions Ltd.	343.	Intercellular Nigeria Plc
282.	Galaxy Backbone Ltd., Abuja	344.	Intercon Partnership Ltd.
283.	Gambia Inv. & Exp. Promotion Agency	345.	Interconnect Clearinghouse Nig Ltd.
284.	Garment Care Ltd.	346.	Intercontinental Wapic Insurance Plc
285.	G. Elias & Co. (Solicitors & Advocate)	347.	Interkel Nigeria Ltd.
286.	Gbenga Olaniyan & Associates Ltd.	348.	International Energy Insurance Plc
287.	General Telecom Plc	349.	International Energy Services Ltd.
288.	Geodetec Positioning Service Ltd.	350.	International Health Mgt Services Ltd.
289.	Geometric Synergy Services Ltd.	351.	International Standard Securities Ltd.
290.	Germaine Auto Centre Ltd.	352.	International Tools Ltd.
291.	Glanvill Enthoven & Co. (Nig.) Ltd.	353.	Interior Specifics Ltd.
292.	Glaxosmithkline Consumer Nig. Plc	354.	Interior Woodworks Ltd.
293.	Global Credit Rating Agency Co. Ltd.	355.	Interstate Securities Ltd.
294.	Global Energy Co. Ltd.	356.	Inventmedia Ltd.
295.	Global International College	357.	IO Furniture Ltd.
296.	Globe Motors Holdings Ltd.	358.	IPNX Nigeria Ltd.
297.	Globestar Engineering Co. Ltd.	359.	IPWA Plc
298.	Gold Cross Hospital	360.	Ismail & Partners
299.	Gran Imperio Group	361.	ISN Products Ltd.
300.	Grants Management Office, LSMOH	362.	Jackson, Etti & Edu
301.	Graylink Flexfreight Services Ltd.	363.	Jagal Nigeria Ltd.
302.	Grimaldi Agency Nig. Ltd.	364.	James Cubitt Architects
303.	Grooming Centre NGO	365.	Jawachi Oilfield Services Ltd.
304.	Guaranty Trust Assurance Plc	366.	Jetlink Ltd.
305.	Guaranty Trust Bank Plc	367.	Jide Taiwo & Company
306.	Guardian Newspapers Ltd.	368.	Jigawa State SLOGOR Project, Dutse
307.	Gulf Coast Marine Nig. Ltd.	369.	JK Gadzama LLP
308.	Gulf Treasures Ltd.	370.	JKK Holdings Ltd.
309.	Halogen Security Co. Ltd.	371.	JMG Ltd.
310.	Harbury Nigeria Ltd.	372.	John Holt Plc
311.	Harmony Securities Ltd.	373.	John Snow, Inc. Nigeria
312.	Harval Nigeria Ltd.	374.	Joint Admin & Matric Board (JAMB)
313.	Harvestfield Industries Ltd.	375.	Jubaili Bros. Engineering Ltd.
314.	Hayat Kimya Nigeria Ltd.	376.	Jumbo Sports Mart Ltd.
315.	Healing School	377.	Julius Berger Nigeria Plc
316.	Healthcare International Ltd.	378.	Kakanfo Inn & Conf Centre, Ibadan
317.	Healthcare Security Ltd., Abuja	379.	Kakawa Asset Management Ltd.
318.	Heartbeat Investments Ltd.	380.	Kamgam Consult
319.	Henkel Chemical Co. Ltd.	381.	Kandaval Communications Ltd.
320.	Heritage Capital Markets Ltd.	382.	Kibo Graphics Ltd.
321.	Hewlett-Packard (HP)	383.	Kings Care Hospital, Abuja
322.	High Flyers Media Ltd.	384.	Kings Guards Security Services Ltd.
323.	Hiqos Technologies Ltd.	385.	Kives Global Integrated Services Ltd.
324.	HJF Medical Research International	386.	Knightsbridge Ltd.
325.	Home Gyms Equipment Ltd.	387.	Kresta Laurel Ltd.
326.	Honeywell Flour Mills Plc	388.	Krisoral Group of Companies, Onitsha
327.	Howard Roark Group	389.	Kwara State Internal Revenue Service
328.	Hudson Offshore Ltd.	390.	Lagoon Home Savings & Loans Ltd.
329.	Hygeia HMO Ltd.	391.	Lagoon Hospital
330.	Hydrodive Nigeria Ltd.	392.	Lagos State Ministry of Health, GMO
331.	Hydro Marine Engineering Co. Ltd.	393.	Legacy Pension Managers Ltd.
332.	Ibadan Electricity Distribution Co. Plc	394.	Legacy Realities Ltd.
333.	Ibile Holdings Limited	395.	Lagos Channel Management Ltd.
334.	IBTC Chartered Bank Plc	396.	Lasaco Assurance Plc

397.	Laterna Ventures Ltd.	459.	NEPZA-Calabar Free Trade Zone
398.	Law Union & Rock Ins. Plc	460.	NetcoDietsmann Nigeria Ltd.
399.	Leadway Assurance Co. Ltd.	461.	Netcom Africa Limited
400.	Leatherworld Ltd.	462.	Niger Insurance Plc
401.	Lift Above Poverty Organization NGO	463.	Nigeria Communications Comm (NCC)
402.	Linkage Assurance Plc	464.	Nigeria Electricity Liability Management
403.	Linkso Nigeria Ltd.	465.	Nigeria Energy Support Prog (NESP)
404.	Literamed Publications Ltd.	466.	Nigeria Inter-Bank Settlement Plc
405.	Livestock Feeds Plc	467.	Nigeria NLG Ltd, Port Harcourt
406.	Logic Sciences Ltd.	468.	Nigeria Police Academy, Wudil-Kano
407.	Lonestar Drilling Nigeria Ltd.	469.	Nigeria Reinsurance Corporation
408.	Longman Nigeria Plc	470.	Nigerian Agric Insurance Corp (NAIC)
409.	Loveworld International	471.	Nig. Aviation Handling Co. (NAHCO)
410.	Lugaco Nigeria Ltd.	472.	Nigerian Bag Mfg Co. (BAGCO)
411.	MacAdams Baking System	473.	Nig. Bulk Electricity Trading (NBET)
412.	Mainstream Energy Solutions Ltd.	474.	Nig. Content Dev & Monitoring Board
413.	Mainstreet Bank Bureau de Change	475.	Nigerian-Danish Chamber of Commerce
414.	Maldini Granite & Marbles Ltd.	476.	Nig Elect Regulatory Comm (NERC)
415.	Mandilas Enterprises Ltd.	477.	Nigerian Export Import Bank (NEXIM)
416.	Mane Limited	478.	Nigerian Foundries Ltd.
417.	Manifold Computers Ltd.	479.	Nigerian-German Chemicals Plc
418.	Mantrac Nigeria Ltd.	480.	Nigerian Law Reform Commission
419.	Manufacturers Association of Nigeria	481.	Nig National Petroleum Corp. (NNPC)
420.	Maple Group Ltd.	482.	Nigerian Ropes Plc
421.	Marketing & Media Ltd.	483.	Nigerianet Communications Ltd.
422.	May & Baker Nigeria Plc	484.	Nigerite Ltd.
423.	Mayfield Finance Ltd.	485.	Nobleserve Capital Management Ltd.
424.	Mechanical Systems Ltd, Port Harourt	486.	Nomase Microfinance Bank Ltd.
425.	Mediaplus International Ltd.	487.	Nova Internet Solutions Nig. Ltd.
426.	Medical Lab Science Council of Nigeria	488.	Nutech Telecoms & Technical Services
427.	Medplus Pharmacy	489.	OAN Overseas Agency Nigeria
428.	Mega Lifesciences Nigeria	490.	Oando Plc
429.	Metro Mortgages Ltd.	491.	Oasis Group Ltd.
430.	Micro Access Ltd.	492.	Oasis Insurance Plc
431.	Mikano International Ltd.	493.	Ocean Marine Solutions Ltd.
432.	Ministry of Budget & National Planning	494.	Odu'a Telecoms Ltd.
433.	Min. of Energy & Nat Res, Uganda	495.	Odudu & Company
434.	Minnesota Nigeria Ltd (3M)	496.	Odujinrin & Adefulu, LP
435.	Momentum Media Ltd.	497.	O'La-Kleen Nigeria Plc
436.	Moni Pulo Ltd.	498.	Olaiwon Ajayi LP
437.	Moody International Nig. Ltd.	499.	Olam Nigeria Ltd.
438.	Mopson Pharmaceuticals Ltd.	500.	Olisa Agbakoba & Associates
439.	Morgan Omonitan & Abe Ltd.	501.	Ondo State House of Assembly, Akure
440.	Morison Industries Plc	502.	Onward Paper Mill Ltd.
441.	Motayo Foods & Health Ltd.	503.	Optimum Exposures Ltd.
442.	Mozyk Ventures Ltd.	504.	Ora Egbunike & Associates
443.	MTN Nigeria Communications Ltd.	505.	Orangeline Design & Dev. Ltd.
444.	Multichoice Nigeria	506.	Orwell International (Oil & Gas) Ltd.
445.	Multimesh Communications	507.	Osun State SLOGOR Project, Osogbo
446.	Multinational Technologies	508.	Overere Services Ltd., Effurun
447.	Murphy Shipping & Comm. Serv. Ltd.	509.	Owel-Linkso Group
448.	Mutual Benefits Assurance Plc	510.	Oxbridge Tutorial College
449.	Nagode Industries Ltd.	511.	Pahek Security Services Ltd.
450.	Nampak Cartons Ltd., Ibadan	512.	Palm Line Agencies Nig. Ltd.
451.	Nampak Nigeria Plc	513.	Pamol Nigeria Ltd.
452.	Nasarawa State Min of Youth&Sports	514.	Panat Nigeria Ltd.
453.	National Hajj Commission of Nigeria	515.	Pan African Airlines
454.	National Health Ins. Scheme (NHIS)	516.	Pan Ocean Oil Corporation
455.	National Ins. Commission (NAICOM)	517.	Papilon Industry Ltd.
456.	Nat Power Training Institut (NAPTIN)	518.	Paradigm Initiative Nigeria
457.	Natural Prime Resources Nig. Ltd	519.	Paramount Frozen Food Ltd.
458.	Neimeth International Pharm Plc	520.	Partnership Initiative in the Niger Delta

521.	PIND Foundation, Asokoro, Abuja	583.	SAGETO Ltd.
522.	Pavilion Technology Ltd.	584.	SAHCO Plc
523.	Peacegate Oil & Gas Ltd.	585.	Sapid Holdings Ltd.
524.	Peaktrust Insurance Brokers Ltd.	586.	SATCO Consultancy & Energy Service
525.	Pecuniary & Trust Insurance Brokers	587.	Savannah Petroleum Plc
526.	Penman Pensions Ltd.	588.	Save the Children International NGO
527.	Petro Base Ltd.	589.	SCIB Nigeria & Co. Ltd.
528.	Petroleum Commission, The Gambia	590.	SPDC West Multipurpose Coop Socie
529.	Petrostuff Ltd.	591.	SDV Nigeria Ltd.
530.	Peugeot Automobile Nigeria Ltd.	592.	SecTrust Finance Ltd.
531.	Pharmabase Nigeria Ltd.	593.	Securities & Exchange Commission
532.	Phase 3 Telecom	594.	Servetek Engineering Ltd.
533.	PHB HealthCare Ltd.	595.	SFA Logistics Ltd.
534.	Pillar Oil Limited	596.	SGS Inspection Services Ltd.
535.	Pinnacle Insurance Brokers Ltd.	597.	Shongai Packaging Ltd.
536.	Pivot Engineering Co. Ltd.	598.	Shoreline Power Company
537.	Planet Earth Nigeria Ltd.	599.	Sidmach Technologies Nig. Ltd.
538.	Platform Petroleum Ltd.	600.	SIFAX Group
539.	Platinum Mortgage Bank Ltd.	601.	Sigmund Engineering Works Ltd.
540.	Popham Walter Odusote Ltd.	602.	Silverbird Group
541.	Polo Limited	603.	Silverbird Communications Ltd
542.	Port Harcourt Water Corporation	604.	Simba Agric & Power Products Ltd.
543.	Premier Petroleum Ltd.	605.	Simba Group (Nigeria)
544.	Premium Pension Ltd.	606.	Simba Industries Ltd.
545.	PRESCO Plc	607.	Simba Motors Ltd.
546.	Primera Food Nigeria Ltd	608.	Simba Technology Ltd.
547.	Printpro Projects Ltd.	609.	Simbanet Nigeria Ltd.
548.	Priority Communications Ltd.	610.	Siotel Nigeria Ltd.
549.	Private Networks Nigeria Ltd.	611.	SKG-Pharma Ltd.
550.	Pro-Natural International (Nigeria)	612.	Skybright Industries Ltd.
551.	ProsperFunds Ltd.	613.	Skypower Aviation Handling Co.
552.	Providence Hospitals Ltd.	614.	Skyview Estates Ltd.
553.	Punch Nigeria Ltd.	615.	Smile360 Dental Specialists
554.	Punuka Attorneys & Solicitors	616.	Smoothway Ins. Brokers Ltd.
555.	P.W. (Nigeria) Ltd.	617.	Soc Sec & Hsing Fin. Corp. Gambia
556.	Pyramids	618.	Socket Works Ltd.
557.	PZ Cussons Nigeria Plc	619.	Sofisticat Ltd.
558.	Quantum Securities Ltd.	620.	Sofitam Nigeria Ltd.
559.	Quintessence Ltd.	621.	Sofunde Osakwe Ogundipe & Belgore
560.	Quinn Mcgrath Ltd.	622.	Soft Solutions Ltd.
561.	Rabbonitech Ltd.	623.	Sojitz Global Trading Nigeria Ltd.
562.	Radial Circle Telecoms Ltd.	624.	Solar Energy Adv Power System
563.	Rainoil Ltd.	625.	Solarmate Engineering Ltd.
564.	Rapid Vigil Security Co. Ltd.	626.	Somotex Nigeria Ltd.
565.	Real Time Technology (Nig.) Ltd.	627.	Sonnex Packaging Nig. Ltd.
566.	Reals Pharma Ltd.	628.	SOS Children's Village Nigeria
567.	REAN Finance Company Ltd.	629.	Sovereign Trust Insurance Plc
568.	Reckitt Benckiser Nigeria Ltd.	630.	SPA Ajibade & Co., LP
569.	Reddington Hospital	631.	SPL Business Solutions Nig. Ltd.
570.	Remlords Tours & Car Hire Services	632.	Sparklight Group
571.	Research International	633.	Spring Bank Plc
572.	Resource Intermediaries Ltd.	634.	Staco Assurance Plc
573.	Resourcery Plc	635.	Stallion Home Savings & Loans Ltd.
574.	Restral Ltd.	636.	Stanbic IBTC Bank Ltd.
575.	Rockson Engineering Co. Ltd.	637.	Standard Alliance Group
576.	Rosabel Leo Burnett	638.	Standard Alliance Insurance Plc
577.	Rose of Sharon Foundation	639.	Standards Organisation of Nigeria
578.	Royalsec Securities Ltd.	640.	Starcom Media Ltd.
579.	Rural Access & Agric Marketing Project	641.	Starcomms Plc
580.	Rwanda Airports Company Ltd, Kigali	642.	STB MacCann Lagos
581.	Rwanda Utility Regulatory Authority	643.	STI Consulting Ltd.
582.	Saje Marine	644.	Sterling Bank Plc

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|------|---------------------------------------|------|---|
| 645. | St. Nicholas Hospital | 707. | Unilever Nigeria Plc |
| 646. | Strachan Partners | 708. | Union Assurance Company Plc |
| 647. | Suburban Trust S & L Ltd. | 709. | Union Bank of Nigeria Plc |
| 648. | Supercard Ltd. | 710. | Union Homes Savings & Loans Plc |
| 649. | Swap Technologies & Telecoms | 711. | Union Registrars Ltd. |
| 650. | Swifttalk Ltd. | 712. | United Bank for Africa Plc |
| 651. | Swiss Pharma Nigeria Ltd. | 713. | United Geophysical Nigeria Ltd. |
| 652. | Synergy Systems Ltd. | 714. | United Nations Office for Human Affairs |
| 653. | Syngenta Nigeria Ltd. | 715. | United Parcel Service (UPS) |
| 654. | Systemspecs Ltd. | 716. | United States Embassy, Abuja |
| 655. | Systemtech Services Ltd. | 717. | Unity Bank Plc |
| 656. | Tabson Gases Ltd., Abuja | 718. | UnityKapital Assurance Plc |
| 657. | TaijoWonukabe Ltd. | 719. | Universal Energy Resources Ltd, Uyo |
| 658. | Tantalizers Plc | 720. | University of Ife |
| 659. | Task Systems Ltd. | 721. | USAID Maternal & Child Care Project |
| 660. | Tavia Technologies Ltd. | 722. | U.S.Centers for Disease Control (CDC) |
| 661. | TBWA/Concept | 723. | Vanguard Media Ltd. |
| 662. | Technocrime Security Ltd. | 724. | VDT Communications Ltd. |
| 663. | Technology Distributions Ltd. | 725. | VFD Bridge Ltd. |
| 664. | Technovatives Engineering Ltd. | 726. | VFD Group Plc |
| 665. | Teco Limited | 727. | Ventures & Trust Ltd. |
| 666. | Teledom International Ltd. | 728. | Viadaz FD Ltd. |
| 667. | Telnet Nigeria Ltd. | 729. | Vigeo Holdings Ltd. |
| 668. | Tenece Professional Services | 730. | Virgin Nigeria Airways Ltd. |
| 669. | Terra Energy Services Ltd. | 731. | Vitafoam Nigeria Plc |
| 670. | TG Arla Dairy Products LFTZ Ent. | 732. | Wandel International Nigeria |
| 671. | The Chair Centre Ltd. | 733. | Washaman Nigeria Ltd. |
| 672. | The Eko Hospitals | 734. | Wayne (West Africa) Ltd. |
| 673. | The National Assembly | 735. | Weco Engineering & Const. Co. Ltd. |
| 674. | The Nigerian Stock Exchange (NSE) | 736. | Weco Systems Group |
| 675. | The Okomu Oil Palm Co. Plc | 737. | Wema Bank Plc |
| 676. | The Quadrant Company | 738. | West Africa Offshore Ltd. |
| 677. | The Tent Event Ltd. | 739. | West Plastics Ltd. |
| 678. | Ticon Technologies Ltd. | 740. | Westoil Petroleum Services Ltd. |
| 679. | TNT/IAS Express | 741. | Wytak Press Ltd. |
| 680. | Toptech Engineering Ltd. | 742. | Xerox H. S. Nigeria Ltd. |
| 681. | Total Health Trust Ltd. | 743. | XL Africa Group |
| 682. | Total E&P CPFA | 744. | Yobe State SLOGOR Project, Damaturu |
| 683. | Total Nigeria Plc | 745. | Zain Nigeria Ltd. |
| 684. | Total Telecom Solutions Ltd. | 746. | Zenith Bank Plc |
| 685. | Toyota Nigeria Ltd. | 747. | Zenith Medical Centre |
| 686. | Tradeways Express Ltd. | 748. | Zenith Medicare Ltd. |
| 687. | Tranex Express Plc | 749. | Zinox Technologies Ltd. |
| 688. | Trans Africa Financial Services | | |
| 689. | Transmission Company of Nig (TCN) | | |
| 690. | Transnational Corporation of Nig. Plc | | |
| 691. | Tranter IT Infrastructure Services | | |
| 692. | Trevi Foundations Ltd. | | |
| 693. | Tri Continental Oil Services Ltd. | | |
| 694. | Tripple 'A' Outdoor Ltd. | | |
| 695. | Triple 'E' Systems Associates | | |
| 696. | Trustfund Pensions Plc | | |
| 697. | TV Continental | | |
| 698. | TY Danjuma Foundation, Taraba State | | |
| 699. | UAC Foods Ltd. | | |
| 700. | UAC of Nigeria Plc | | |
| 701. | UACN Property Dev. Co. Plc | | |
| 702. | UBA Metropolitan Life Ins. Ltd. | | |
| 703. | UBA Pension Custodian Ltd. | | |
| 704. | Udo Udoma & Belo-Osagie | | |
| 705. | UHY Maaji & Company | | |
| 706. | Unic Insurance Plc | | |





What participants are saying about our programs...



Thank you Capacity for Africa for professionalism and affable atmosphere that promoted learning and sharing of experience.

Jerome K. Olowoyeye, AGM (PR&D), Nigerian Agricultural Insurance Corporation, Abuja

Please keep the flag flying. You people are a very professional team.

Obed Nworgu, Station Manager, Arik Air Ltd., Benin Airport Benin City

I will definitely recommend this course. I think it is perfect like that for the moment.

Gaoussou Baba Traore, Local Content Specialist, B2Gold Mining Corporation, Bamako, Mali

On behalf of my team, I'm satisfied and grateful for both the coordination and support received at the facilities.

Honey Malinga, Ag. Director, Directorate of Petroleum, Ministry of Energy & Mineral Development (MEMD), Kampala, Uganda

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

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

The training is good. Please attend and acquire the knowledge.

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

I would highly recommend the training at Capacity for Africa.

Opemipo Akin-Williams, Senior Accountant, Silverbird Communication Ltd., Victoria Island

The training is good and exposes a lot of talent in short time. Thanking the facilitators.

Ebrima Jallow, Procurement Assistant, Gambia Investment & Export Promotion Agency, Banjul, The Gambia

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

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

The facilitators are professional and well-equipped.

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

The course was quite insightful. A lot of new innovations in HR practices were learnt.

Christian Uwakwe, Head, Career & Performance Management, Egbin Power Plc

I highly recommend the course. It is highly structured.

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