remoik
NIGERIA LIMITED
Reducing Cost & Improving Quality

2018 Training Calendar

Procurement and Shipping Management courses

Jan		
Certified International Transport, Shipping and Logistics Management	22 - 24 Jan 18	N200,000
Strategic Procurement and Supply Chain Management	22 - 24 Jan 18	N180,000
Supply Chain Business Analysis, Modelling & Forecasting	24 - 25 Jan 18	N150,000
Cargo Business Strategy and Planning Management	22 - 23 Jan 18	N180,000
Advanced Operations Management and Service Level Agreement Management	25 - 26 Jan 18	N200,000
Cargo Supply Chain and Transport Modes Management	29 - 30 Jan 18	N1180,000
Mastering Clearing and Forwarding/Cargo Project Management with Corporate Applications	29 - 30 Jan 18	N200,000
Integrating Supply Chain Management, Forecasting and Business Planning	25 - 26 Jan 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Feb		
International Commercial Shipping and Freight Forwarding Management	05 - 06 Feb 18	N180,000
Effective Shipping/Carrier service/Conference Line document control	13 - 14 Feb 18	N200,000
Mastering Strategic Procurement and Purchasing Management	13 - 14 Feb 18	N180,000
Innovative Supervisory skills for Logistics and Procurement Professionals	20 - 22 Feb 18	N200,000
Purchasing Managerial Skills: Information for Planning, Decision Making and Control	20 - 22 Feb 18	N180,000
Understanding Forwarders /Carriers Liability in relation to goods Strategy: Essential Business Management Skills	20 - 21 Feb 18	N180,000
International Shipping Technical Reporting Standards	26 - 27 Feb 18	N180,000

March		
Certified International Transport, Shipping and Logistics Management	05 - 07 Mar 18	N200,000
Optimizing Importation Performance: The documentation Process Management Approach	05 - 06 Mar 18	N180,000
Strategic Procurement and Supply Chain Management	05 - 07 Mar 18	N180,000
Multimodal Transportation and goods Packaging Operations	06 - 07 Mar 18	N180,000
Advanced Procurement and Purchasing Business Process Management	12 - 14 Mar 18	N200,000
Advanced Operations Management and Service Level Agreement Management	28 - 29 Mar 18	N180,000
Understanding People to Influence Strategic Decisions	22 - 23 Mar 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Freight, Cargo and Shipping Risk Management & Customs Governance	26 - 28 Mar 18	N300,000
Integrating Supply Chain Management, Forecasting and Business Planning	26 - 27 Mar 18	N150,000
April		
Clearing and Forwarding operations and documentation Management Skills	04 - 06 Apr 18	N200,000
Management Skills for Buyers and Logistics Professionals	05 - 06 Apr 18	N190,000
Stores Management & Stock Control for effective Clearing and Freight forwarding Transportation Systems	12 - 13 Apr 18	N180,000
Mastering Clearing and Forwarding/Cargo Project Management with Corporate Applications	12 - 13 Apr 18	N200,000
Certified International Commercial Contracts and Procurement Management	11 - 13 Apr 18	N250,000
Procurement and Purchasing Fundamentals – Total Cost Analysis and Vendor Performance Management Systems	18 - 20 Apr 18	N200,000
Procurement Managerial Skills: Information for Planning, Decision Making and Control	18 - 19 Apr 18	N180,000
Understanding Customs and Procedures: Essential Freight Insurance and Liabilities Management Skills	19 - 20 Apr 18	N300,000
International Shipping Technical Reporting Standards	25 - 26 Apr 18	N180,000
Essential Fundamentals of Freight Forwarding and Maritime Logistics	26 - 27 Apr 18	N180,000
Advanced Conflict resolution and Change Management Strategies Logistics Managers	26 - 27 Apr 18	N170,000

May		
Strategic Procurement Planning, Control and Performance	02 - 03 May 18	N180,000
Supply Chain Business Analysis, Modelling & Forecasting	03 - 04 May 18	N150,000
Cargo Business Strategy and Planning Management	10 - 11 May 18	N180,000
Importation Risk management in export and documentation process Control	17 - 18 May 18	N200,000
Procurement and Purchasing Business Process Improvement with practical Methodologies	16 - 17 May 18	N180,000
Mastering Procurement Negotiation Techniques and Strategies	16 - 17 May 18	N180,000
Strategy development for successful import operations and understanding the Importation Law	23 - 25 May 18	N260,000
Cost Management and Accounting for Procurement Professionals	24 - 25 May 18	N180,000

June		
Management Skills for Buyers and Logistics Professionals	04 - 05 Jun 17	N190,000
Optimizing Importation Performance: The documentation Process Management Approach	04 – 05 Jun 17	N180,000
Strategic Procurement and Commercial Contracts Management	06 - 08 Jun 17	N200,000
Certified International Transport, Shipping and Logistics Management	05 - 07 Jun 17	N200,000
Understanding important Operations Politics and Stakeholder Management	07 - 08 Jun 18	N180,000
Freight, Cargo and Shipping Risk Management & Customs Governance	11 - 13 Jun 18	N300,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Effective Shipping/Carrier service/Conference Line document control	13 - 14 Jun 18	N200,000
Developing Analytical Competence to Manage Clearing and Freight Forwarding Operations	18 - 19 Jun 18	N200,000
July		
Mastering Procurement Negotiation Techniques and Strategies	05 - 06 Jul 18	N180,000
Team Building skills for Logistics and Freight Operations Team Leads (Beginners and Advanced)	05 - 06 Jul 18	N150,000
Developing Senior Procurement Management Capacity	04 - 06 Jul 18	N270,000
Strategic demand planning and Supply for effective Channel Distribution Management	12 - 13 Jul 18	N150,000
Developing and implementing structured work environment	19 - 20 Jul 18	N150,000
Stores Management & Stock Control for effective Clearing and Freight forwarding Transportation Systems	19 - 20 Jul 18	N180,000
Efficiency Training in Procurement and Purchasing; A compulsory Skill for Managers	19 - 20 Jul 18	N150,000
Certified International Transport, Shipping and Logistics Management	25 - 27 Jul 18	N200,000
Innovative Supervisory skills for Logistics and Procurement Professionals	25 - 27 Jul 18	N200,000

Operations and Management courses

Jan		
Certified International Supply Chain Manager	22 - 24 Jan 18	N180,000
Strategic Procurement and Supply Chain Management	22 - 24 Jan 18	N180,000
Business Analysis, Modelling & Forecasting	24 - 25 Jan 18	N150,000
Advanced Business Process Management	22 - 24 Jan 18	N180,000
Advanced Operations Management and Service Level Agreement Management	25 - 26 Jan 18	N180,000
Understanding People to Influence Strategic Decisions	29 - 30 Jan 18	N150,000
Mastering Clearing and Forwarding/Cargo Project Management with Corporate Applications	29 - 30 Jan 18	N200,000
Integrating Supply Chain Management, Forecasting and Business Planning	25 - 26 Jan 18	N150,000

Feb		
Leadership Preparation and Management Skills	05 - 07 Feb 18	N150,000
Management Skills for Executive-level and Administrative Professionals	06 - 07 Feb 18	N120,000
Effective Stores Management & Stock Control	13 - 14 Feb 18	N180,000
Mastering Executive Project Management with Corporate Applications	13 - 14 Feb 18	N180,000
Corporate Fleet Maintenance and Management	13 - 15 Feb 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Innovative Supervisory skills and Teambuilding	20 - 22 Feb 18	N200,000
Managerial Skills: Information for Planning, Decision Making and Control	20 - 22 Feb 18	N180,000
Understanding Strategy: Essential Business Management Skills	20 - 21 Feb 18	N170,000
International Technical Reporting Standards	26 - 28 Feb 18	N180,000

March

Certified International Supply Chain Manager	05 - 07 Mar 18	N180,000
Certified International Supply Chain Professional	05 - 06 Mar 18	N150,000
Strategic Procurement and Supply Chain Management	05 - 07 Mar 18	N180,000
Business Analysis, Modelling & Forecasting	06 - 07 Mar 18	N150,000
Advanced Business Process Management	12 - 14 Mar 18	N180,000
Advanced Operations Management and Service Level Agreement Management	28 - 29 Mar 18	N180,000
Understanding People to Influence Strategic Decisions	22 - 23 Mar 18	N150,000
Mastering Clearing and Forwarding/Cargo Project Management with Corporate Applications	26 - 27 Mar 18	N200,000
Integrating Supply Chain Management, Forecasting and Business Planning	26 - 27 Mar 18	N150,000

April

Leadership Preparation and Management Skills	04 - 06 Apr 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Management Skills for Executive-level and Administrative Professionals	05 - 06 Apr 18	N120,000
Effective Stores Management & Stock Control	12 - 13 Apr 18	N180,000
Mastering Executive Project Management with Corporate Applications	12 - 13 Apr 18	N180,000
Corporate Fleet Maintenance and Management	11 - 13 Apr 18	N200,000
Innovative Supervisory skills and Teambuilding	18 - 20 Apr 18	N200,000
Managerial Skills: Information for Planning, Decision Making and Control	18 - 20 Apr 18	N180,000
Understanding Strategy: Essential Business Management Skills	19 - 20 Apr 18	N170,000
International Technical Reporting Standards	25 - 27 Apr 18	N180,000
Fundamentals of Managerial Competencies	26 - 27 Apr 18	N150,000
Advanced Conflict resolution and Change Management Strategies	26 - 27 Apr 18	N150,000
May		
Strategic Planning, Control and Performance	02 - 04 May 18	N180,000
Mastering Management and Leadership Skill	03 - 04 May 18	N150,000
Networking Skills for Business Development Executives	03 - 04 May 18	N150,000
Advanced Strategic Brand Development and Management	10 - 11 May 18	N150,000
Turning Strategy into Action; Advanced Management Strategies	10 - 11 May 18	N150,000
Project time and Cost Management	09 - 11 May 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Developing highly effective Leadership competencies	17 - 18 May 18	N150,000
Business Process Improvement with practical Methodologies	16 - 18 May 18	N180,000
Mastering Executive Negotiation Techniques and Strategies	16 - 18 May 18	N180,000
Employee Industrial Relations and understanding the Labor Law	23 - 25 May 18	N200,000
Cost Management and Accounting	24 - 25 May 18	N180,000
Strategies for Outstanding Executive Leadership	28 - 29 May 18	N150,000
June		
Event Management and Organizational skills	04 - 05 Jun 17	N140,000
Optimizing Business Performance: The Process Management Approach	04 – 05 Jun 17	N150,000
Strategic Procurement and Commercial Contracts Management	06 - 08 Jun 17	N200,000
Innovation Management (Basic and Advanced competencies)	05 - 07 Jun 17	N180,000
Understanding important Office Politics and Stakeholder Management	07 - 08 Jun 18	N180,000
Mastering Business Writing and Strategic business Reporting	11 - 13 Jun 18	N170,000
Enterprise Risk Management; Elements of the Process	13 - 14 Jun 18	N180,000
Developing Analytical Competence to Manage Operations	18 - 20 Jun 18	N150,000
Management Skills for Administrative Professionals	20 - 22 Jun 18	N150,000
Technical Report Writing and development techniques	20 - 21 Jun 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

July		
Operations and Service Level Agreement Management	05 - 06 Jul 18	N150,000
Team Building skills for Leaders and Team Leads (Beginners and Advanced)	05 - 06 Jul 18	N150,000
Developing Senior Management Capacity	04 - 06 Jul 18	N180,000
Business Analysis skills for Managers	12 - 13 Jul 18	N150,000
Strategic demand planning and Supply for effective Channel Distribution Management	12 - 13 Jul 18	N150,000
Outstanding Strategies for Administrative Secretaries and Personal Assistants	11 - 13 Jul 18	N180,000
Developing and implementing structured work environment	19 - 20 Jul 18	N150,000
Mastering Management competencies for Personal Assistants and Senior Secretaries	19 - 20 Jul 18	N180,000
Efficiency Training in Strategy; A compulsory Skill for Managers	19 - 20 Jul 18	N150,000
Efficiency training for Operations Managers; understanding outstanding business techniques and structures	25 - 27 Jul 18	N200,000
Travels Management and Protocol Services	25 - 27 Jul 18	N180,000
Strategic Business Intelligence and Data Mining	26 - 27 Jul 18	N150,000

August		
Efficiency training for executive Personal Assistants and Secretaries; The Concrete Angels of Managers	02 - 03 Aug 18	N150,000
Efficiency Training for Administration Managers; The Business Back Bone	06 - 07 Aug 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Efficiency training for Procurement Executives and Managers; The Skills of Trade	07 - 08 Aug 18	N180,000
Efficiency training for Line Managers; The Peak performing line Manager	13 - 14 Aug 18	N180,000
Efficiency Training for Team Leads; Extreme Team Leadership Development; for Senior Executives	14 - 15 Aug 18	N200,000
Effective Time Management and setting work Priorities right	14 - 15 Aug 18	N150,000
Business Planning for effective Management of SMEs	16 - 17 Aug 18	N170,000
Optimizing Business Systems Performance: The Process Management Approach	20 - 22 Aug 18	N180,000
Mastering Outstanding Analytical Competencies to Manage business Operations	20 - 21 Aug 18	N180,000
Executives Skills for Delivering high impact results in the organization	27 - 28 Aug 18	N150,000
September		
Innovating for your Business- Rethinking existing Products and Services for Successful business strategies	05 – 06 Sept 18	N150,000
Becoming an Effective Supervisory Manager	05 - 06 Sept 18	N150,000
Corporate Immigration Coordination and Management Services	05 - 07 Sept 18	N180,000
Successful Transport & Fleet Management	12 - 13 Sept 18	N150,000
Train the Trainer (on the field delivery)	12 - 13 Sept 18	N150,000
Managing The Learning and Development Function	12 - 14 Sept 18	N180,000
Developing and implementing structured on-the-job training work programme	19 - 20 Sept 18	N150,000
Superior Front Desk Management and Public Relations Skills	19 - 20 Sept 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Improving Your Personal Effectiveness and Interpersonal relationship Skills	19 - 20 Sept 18	N150,000
Translating Business Sustainability into Action	26 - 28 Sept 18	N200,000
Travels Management and Protocol Services	26 - 28 Sept 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	26 - 27 Sept 18	N150,000

October

Efficiency training for executive Personal Assistants and Secretaries; The Concrete Angels of Managers	04 - 05 Oct 18	N150,000
Efficiency Training for Administration Managers; The Business Back Bone	04 - 05 Oct 18	N150,000
Efficiency training for Procurement Executives and Managers; The Skills of Trade	10 - 12 Oct 18	N180,000
Efficiency training for Line Managers; The Peak performing line Manager	10 - 12 Oct 18	N180,000
Efficiency Training for Team Leads; Extreme Team Leadership Development; for Senior Executives	15 - 17 Oct 18	N200,000
Effective Time Management and setting work Priorities right	18 - 19 Oct 18	N150,000
Business Planning for effective Management of SMEs	18 - 19 Oct 18	N170,000
Optimizing Business Systems Performance: The Process Management Approach	24 - 26 Oct 18	N180,000
Mastering Outstanding Analytical Competencies to Manage business Operations	25 - 26 Oct 18	N180,000
Executives Skills for Delivering high impact results in the organization	29 - 30 Oct 18	N150,000

November

Certified International Supply Chain Manager	05 - 07 Nov 18	N180,000
Certified International Supply Chain Professional	05 - 07 Nov 18	N150,000
Strategic Procurement and Supply Chain Management	05 - 07 Nov 18	N180,000
Business Analysis, Modelling & Forecasting	06 - 07 Nov 18	N150,000
Advanced Business Process Management	12 - 14 Nov 18	N180,000
Advanced Operations Management and Service Level Agreement Management	29 - 30 Nov 18	N180,000
Understanding People to Influence Strategic Decisions	22 - 23 Nov 18	N150,000
Project, Risk Management & Corporate Governance	24 - 26 Nov 18	N180,000
Integrating Supply Chain Management, Forecasting and Business Planning	26 - 27 Nov 18	N150,000
Leadership Preparation and Management Skills	07 - 08 Nov 18	N150,000
Management Skills for Executive-level and Administrative Professionals	06 - 07 Nov 18	N180,000
Effective Stores Management & Stock Control	12 - 14 Nov 18	N180,000
Mastering Executive Project Management with Corporate Applications	12 - 13 Nov 18	N180,000
Corporate Fleet Maintenance and Management	14 - 16 Nov 18	N200,000
Innovative Supervisory skills and Teambuilding	21 - 23 Nov 18	N200,000
Managerial Skills: Information for Planning, Decision Making and Control	21 - 23 Nov 18	N180,000
Understanding Strategy: Essential Business Management Skills	26 - 27 Nov 18	N170,000
International Technical Reporting Standards	29 - 31 Nov 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Fundamentals of Managerial Competencies	29 - 30 Nov 18	N150,000
Advanced Conflict resolution and Change Management Strategies	29 - 30 Nov 18	N150,000
December		
Strategic Planning, Control and Performance	04 - 06 Dec 18	N180,000
Mastering Management and Leadership Skill	04 - 05 Dec 18	N150,000
Networking Skills for Business Development Executives	05 - 06 Dec 18	N150,000
Advanced Strategic Brand Development and Management	11 - 13 Dec 18	N180,000
Turning Strategy into Action; Advanced Management Strategies	11 - 12 Dec 18	N150,000
Project time and Cost Management	12 - 13 Dec 18	N180,000
Developing highly effective Leadership competencies	18 - 19 Dec 18	N150,000
Business Process Improvement with practical Methodologies	18 - 20 Dec 18	N180,000
Mastering Executive Negotiation Techniques and Strategies	21 - 22 Dec 18	N180,000
Employee Industrial Relations and understanding the Labor Law	19 - 20 Dec 18	N150,000
Cost Management and Accounting	11 - 13 Dec 18	N180,000
Strategies for Outstanding Executive Leadership	11 - 12 Dec 18	N150,000

Accounting and Finance Courses

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Jan		
Financial Management for Non-Financial Professionals	22 - 23 Jan 18	N150,000
Budget Preparation Skills	22 - 23 Jan 18	N150,000
Mergers & Acquisitions Strategies and Due Diligence Process	10 - 12 Jan 18	N200,000
The Essentials of Budgeting & Business Finance	24 - 26 Jan 18	N180,000
Accounting, Decision Making & Financial Communication	29 - 30 Jan 18	N180,000
Corporate & Financial Restructuring	29 - 31 Jan 18	N200,000
Financial Strategy: Essential Finance Management Skills	29 - 31 Jan 18	N180,000

Feb		
Fundamentals of Finance & Accounting	13 - 14 Feb 18	N150,000
Modern International Standards of Internal Audit Function	13 - 15 Feb 18	N180,000
Financial Analysis, Modelling & Forecasting	19 - 20 Feb 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	19 - 21 Feb 18	N180,000
Advanced Financial Statements Analysis	19 - 21 Feb 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Understanding Finance to Influence Strategic Decisions	26 - 27 Feb 18	N200,000
Finance, Risk Management & Corporate Governance	26 - 28 Feb 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	27 - 28 Feb 18	N150,000

March

Budgeting & Cost Control	04 - 05 Mar 18	N150,000
Fundamentals of Finance & Accounting	04 - 05 Mar 18	N150,000
Modern International Standards of Internal Audit Function	07 - 09 Mar 18	N180,000
Financial Analysis, Modelling & Forecasting	11 - 12 Mar 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	12 - 13 Mar 18	N180,000
Advanced Financial Statements Analysis	14 - 15 Mar 18	N180,000
Understanding Finance to Influence Strategic Decisions	19 - 21 Mar 18	N200,000
Finance, Risk Management & Corporate Governance	20 - 21 Mar 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	26 - 27 Mar 18	N150,000
Financial Management and Credit Analysis	27 – 28 Mar 18	N150,000
Designing Budgets and Controls for Strategy Execution	27 – 29 Mar 18	N200,000

April

Budget Preparation Skills	05 - 06 Apr 18	N150,000
Financial Management for Non-Financial Professionals	04 - 05 Apr 18	N150,000
Accounting, Decision Making & Financial Communication	12 - 13 Apr 18	N180,000
The Essentials of Budgeting & Business Finance	11 - 13 Apr 18	N180,000
Mergers & Acquisitions Strategies and Due Diligence Process	16 - 18 Apr 18	N200,000
Corporate & Financial Restructuring	18 - 20 Apr 18	N200,000
Managerial Accounting: Information for Planning, Decision Making and Control	18 - 20 Apr 18	N180,000
Financial Strategy: Essential Finance Management Skills	19 - 20 Apr 18	N170,000
International Financial Reporting Standards	25 - 27 Apr 18	N180,000
Fundamentals of Cost Accounting	26 - 27 Apr 18	N150,000
Cash Flow and Working Capital Management	26 - 27 Apr 18	N150,000
Cost Management and Accounting	25 – 27 Apr 18	N180,000
Advanced Budgeting for effective Cost Management	25 – 27 Apr 18	N180,000

May

Financial Planning, Control and Performance	02 - 04 May 18	N180,000
Payroll Accounting for Human Resources Department	03 – 04 May 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Financial Accounting & Reporting	03 - 04 May 18	N150,000
Budgeting & Cost Control	07 - 08 May 18	N150,000
Fundamentals of Finance & Accounting	10 - 11 May 18	N150,000
Modern International Standards of Internal Audit Function	14 - 16 May 18	N180,000
Financial Analysis, Modelling & Forecasting	15 - 16 May 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	21 - 23 May 18	N180,000
Advanced Financial Statements Analysis	21 - 23 May 18	N180,000
Understanding Finance to Influence Strategic Decisions	24 - 25 May 18	N200,000
Finance, Risk Management & Corporate Governance	28 - 29 May 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	28 - 29 May 18	N150,000
Intermediate to Advanced Microsoft Excel Skills for Financial and Business Analysis	28 – 29 May 18	N150,000
Financial Modelling & Forecasting Techniques Using Advanced MS Excel Techniques Workshop	28 – 29 May 18	N200,000

June

Financial Management for Non-Financial Professionals	04 - 05 Jun 18	N150,000
Budget Preparation Skills	04 - 05 Jun 18	N150,000
Mergers & Acquisitions Strategies and Due Diligence Process	11 - 13 Jun 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

The Essentials of Budgeting & Business Finance	11 - 13 Jun 18	N180,000
Accounting, Decision Making & Financial Communication	13 - 14 Jun 18	N180,000
Corporate & Financial Restructuring	13 - 15 Jun 18	N200,000
Financial Strategy: Essential Finance Management Skills	13 - 15 Jun 18	N180,000
Managerial Accounting: Information for Planning, Decision Making and Control	13 - 15 Jun 18	N180,000
Cash Flow and Working Capital Management	20 - 21 Jun 18	N150,000
Fundamentals of Cost Accounting	21 - 22 Jun 18	N150,000
International Financial Reporting Standards	25 - 27 Jun 18	N180,000
Budgeting & Budgetary Control	25 – 26 Jun 18	N150,000
Accounting and Financial Management for understanding SMEs	27- 28 Jun 18	N150,000

July

Financial Accounting & Reporting	05 - 06 Jul 18	N150,000
Payroll Accounting for Human Resources Department	05 - 06 Jul 18	N150,000
Financial Planning, Control and Performance	04 - 06 Jul 18	N180,000
Budgeting & Cost Control	12 - 13 Jul 18	N150,000
Fundamentals of Finance & Accounting	12 - 13 Jul 18	N150,000

Modern International Standards of Internal Audit Function	11 - 13 Jul 18	N180,000
Financial Analysis, Modelling & Forecasting	19 - 20 Jul 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	18 - 20 Jul 18	N180,000
Advanced Financial Statements Analysis	19 - 21 Jul 18	N180,000
Understanding Finance to Influence Strategic Decisions	26 - 27 Jul 18	N200,000
Finance, Risk Management & Corporate Governance	25 - 27 Jul 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	30 - 31 Jul 18	N150,000
August		
Budget Preparation Skills	01 - 02 Aug 18	N150,000
Financial Management for Non-Financial Professionals	01 - 02 Aug 18	N150,000
Accounting, Decision Making & Financial Communication	09 - 10 Aug 18	N180,000
The Essentials of Budgeting & Business Finance	13 - 14 Aug 18	N180,000
Mergers & Acquisitions Strategies and Due Diligence Process	13 - 15 Aug 18	N200,000
Corporate & Financial Restructuring	13 - 15 Aug 18	N200,000
Financial Strategy: Essential Finance Management Skills	20 - 22 Aug 18	N180,000
Managerial Accounting: Information for Planning, Decision Making and Control	20 - 22 Aug 18	N180,000
International Financial Reporting Standards	20 - 22 Aug 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Fundamentals of Cost Accounting	27 - 28 Aug 18	N150,000

September

Financial Planning, Control and Performance	04 - 06 Sept 18	N180,000
Payroll Accounting for Human Resources Department	05 – 06 Sept 18	N150,000
Financial Accounting & Reporting	04 - 05 Sept 18	N150,000
Budgeting & Cost Control	10 - 11 Sept 18	N150,000
Fundamentals of Finance & Accounting	11 - 12 Sept 18	N150,000
Modern International Standards of Internal Audit Function	11 - 13 Sept 18	N180,000
Financial Analysis, Modelling & Forecasting	18 - 19 Sept 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	19 - 21 Sept 18	N180,000
Advanced Financial Statements Analysis	19 - 21 Sept 18	N180,000
Understanding Finance to Influence Strategic Decisions	25 - 26 Sept 18	N200,000
Finance, Risk Management & Corporate Governance	25 - 27 Sept 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	27 - 28 Sept 18	N150,000
Intermediate to Advanced Microsoft Excel Skills for Financial and Business Analysis	27 – 28 Sept 18	N150,000
Financial Modelling & Forecasting Techniques Using Advanced MS Excel Techniques Workshop	27 – 28 Sept 18	N200,000

October		
Financial Accounting & Reporting	08 - 09 Oct 18	N150,000
Payroll Accounting for Human Resources Department	08 - 09 Oct 18	N150,000
Financial Planning, Control and Performance	02 - 04 Oct 18	N180,000
Budgeting & Cost Control	11 - 12 Oct 18	N150,000
Fundamentals of Finance & Accounting	15 - 16 Oct 18	N150,000
Modern International Standards of Internal Audit Function	17 - 19 Oct 18	N180,000
Financial Analysis, Modelling & Forecasting	22 - 23 Oct 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	22 - 24 Oct 18	N180,000
Advanced Financial Statements Analysis	24 - 26 Oct 18	N180,000
Understanding Finance to Influence Strategic Decisions	24 - 26 Oct 18	N200,000
Finance, Risk Management & Corporate Governance	29 - 31 Oct 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	29 - 30 Oct 18	N150,000
November		
Budgeting & Cost Control	05 - 06 Nov 18	N150,000
Fundamentals of Finance & Accounting	05 - 06 Nov 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Modern International Standards of Internal Audit Function	07 - 09 Nov 18	N180,000
Financial Analysis, Modelling & Forecasting	12 - 13 Nov 18	N150,000
Methodology for Evaluating the Real Worth of Organizations	12 - 13 Nov 18	N180,000
Advanced Financial Statements Analysis	14 - 15 Nov 18	N180,000
Understanding Finance to Influence Strategic Decisions	19 - 21 Nov 18	N200,000
Finance, Risk Management & Corporate Governance	20 - 21 Nov 18	N180,000
Integrating Budgeting, Forecasting and Business Planning	26 - 27 Nov 18	N150,000
Financial Management and Credit Analysis	26 – 27 Nov 18	N150,000
Designing Budgets and Controls for Strategy Execution	27 – 29 Nov 18	N200,000

December

Budget Preparation Skills	03 - 04 Dec 18	N150,000
Financial Management for Non-Financial Professionals	03 - 04 Dec 18	N150,000
Accounting, Decision Making & Financial Communication	11 - 12 Dec 18	N180,000
The Essentials of Budgeting & Business Finance	12 - 13 Dec 18	N180,000
Mergers & Acquisitions Strategies and Due Diligence Process	12 - 14 Dec 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Corporate & Financial Restructuring	12 - 14 Dec 18	N200,000
Financial Strategy: Essential Finance Management Skills	18 - 20 Dec 18	N180,000
Managerial Accounting: Information for Planning, Decision Making and Control	18 - 20 Dec 18	N180,000
International Financial Reporting Standards	18 - 20 Dec 18	N180,000
Fundamentals of Cost Accounting	18 - 20 Dec 18	N150,000

Administration and Secretarial Courses

Jan		
Competence Development Master class for Secretaries and Administrators	22 - 23 Jan 18	N150,000
Business Fundamentals: Professional Writing & Speaking Skills	23 - 24 Jan 18	N150,000
Finance & Accounting for Office Administrators & Secretaries	23 - 25 Jan 18	N180,000
Project Management Fundamentals for Administrative Professionals	24 - 25 Jan 18	N150,000

The Senior Secretary Development Programme	24 - 26 Jan 18	N200,000
Information & Documentation Compliance	29 - 30 Jan 18	N130,000
Back Office Management	30 - 31 Jan 18	N130,000

Feb

Documents and Records Management Compliance	05 - 06 Feb 18	N120,000
Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	07 - 09 Feb 18	N150,000
Advanced Documents and Records Management Compliance	07 - 09 Feb 18	N150,000
SharePoint Implementation Best Practices	15 - 16 Feb 18	N150,000
Best Practices in Communication and Relational Skills	15 - 16 Feb 18	N130,000
Communication and Planning Skills for Administrative Professionals	26 - 28 Feb 18	N180,000

March

The Executive/Personal Assistant Master class	06 - 08 Mar 18	N180,000
The Certified Executive Assistant Program	06 - 09 Mar 18	N250,000
Advanced Business Writing	06 - 07 Mar 18	N150,000
Business Fundamentals: Professional Writing & Speaking Skills	13 - 14 Mar 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Competence Development Master class for Secretaries and Administrators	13 - 14 Mar 18	N150,000
Developing Core Skills for Administrators & Secretaries	13 - 14 Mar 18	N120,000
The Senior Secretary Development Programme	20 - 22 Mar 18	N200,000
Project Management Fundamentals for Administrative Professionals	20 - 21 Mar 18	N150,000
Finance & Accounting for Office Administrators & Secretaries	20 - 22 Mar 18	N180,000
Information & Documentation Compliance	27 - 28 Mar 18	N130,000
Back Office Management	30 - 31 Mar 18	N130,000
April		
Office Management and Effective Administration Skills	03 - 05 Apr 18	N150,000
The Office Professional and Records Management Master class	03 - 04 Apr 18	N120,000
Advanced Documents and Records Management Compliance	10 - 12 Apr 18	N150,000
Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	10 - 12 Apr 18	N150,000
Documents and Records Management Compliance	10 - 11 Apr 18	N120,000
SharePoint Implementation Best Practices	19 - 20 Apr 18	N150,000
Best Practices in Communication and Relational Skills	17 - 18 Apr 18	N130,000
Communication and Planning Skills for Administrative Professionals	17 - 19 Apr 18	N180,000
E-Library Management Techniques	24 - 25 Apr 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Business Writing Skills (Memos, Reports, Letters, and Faxes)	24 - 25 Apr 18	N140,000
The Highly Productive and Effective Administrator	24 - 25 Apr 18	N120,000
May		
Office Management and Effective Administration Skills	02 - 04 May 18	N150,000
The Office Professional and Records Management Master class	08 - 09 May 18	N120,000
Documents and Records Management Compliance	15 - 16 May 18	N120,000
Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	14 - 16 May 18	N150,000
Advanced Documents and Records Management Compliance	16 - 18 May 18	N150,000
Communication and Planning Skills for Administrative Professionals	16 - 18 May 18	N180,000
Best Practices in Communication and Relational Skills	17 - 18 May 18	N130,000
SharePoint Implementation Best Practices	22 - 23 May 18	N150,000
E-Library Management Techniques	24 - 25 May 18	N150,000
Business Writing Skills (Memos, Reports, Letters, and Faxes)	28 - 29 May 18	N140,000
The Highly Productive and Effective Administrator	29 - 30 May 18	N120,000
June		
The Executive/Personal Assistant Master class	04 - 06 Jun 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

The Certified Executive Assistant Program	04 - 07 Jun 18	N250,000
Advanced Business Writing	06 - 07 Jun 18	N150,000
Developing Core Skills for Administrators & Secretaries	11 - 12 Jun 18	N120,000
Competence Development Master class for Secretaries and Administrators	11 - 12 Jun 18	N150,000
Business Fundamentals: Professional Writing & Speaking Skills	14 - 15 Jun 18	N150,000
Finance & Accounting for Office Administrators & Secretaries	18 - 20 Jun 18	N180,000
Project Management Fundamentals for Administrative Professionals	18 - 19 Jun 18	N150,000
The Senior Secretary Development Programme	19 - 21 Jun 18	N200,000
Information & Documentation Compliance	19 - 20 Jun 18	N130,000
Back Office Management	26 - 27 Jun 18	N130,000

July

Documents and Records Management Compliance	09 - 10 Jul 18	N120,000
Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	09 - 11 Jul 18	N150,000
Advanced Documents and Records Management Compliance	09 - 11 Jul 18	N150,000
SharePoint Implementation Best Practices	16 - 17 Jul 18	N150,000
Best Practices in Communication and Relational Skills	16 - 17 Jul 18	N130,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Communication and Planning Skills for Administrative Professionals	16 - 18 Jul 18	N180,000
The Highly Productive and Effective Administrator	23 - 24 Jul 18	N120,000
Business Writing Skills (Memos, Reports, Letters, and Faxes)	23 - 24 Jul 18	N140,000
E-Library Management Techniques	24 - 25 Jul 18	N150,000

August

The Executive/Personal Assistant Master class	06 - 08 Aug 18	N180,000
The Certified Executive Assistant Program	06 - 09 Aug 18	N250,000
Advanced Business Writing	06 - 07 Aug 18	N150,000
Business Fundamentals: Professional Writing & Speaking Skills	13 - 14 Aug 18	N150,000
Competence Development Master class for Secretaries and Administrators	13 - 14 Aug 18	N150,000
Developing Core Skills for Administrators & Secretaries	13 - 14 Aug 18	N120,000
The Senior Secretary Development Programme	20 - 22 Aug 18	N200,000
Project Management Fundamentals for Administrative Professionals	20 - 21 Aug 18	N150,000
Finance & Accounting for Office Administrators & Secretaries	20 - 22 Aug 18	N180,000
Information & Documentation Compliance	27 - 28 Aug 18	N130,000
Back Office Management	30 - 31 Aug 18	N130,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

September		
Office Management and Effective Administration Skills	03 - 05 Sep 18	N150,000
The Office Professional and Records Management Master class	03 - 04 Sep 18	N120,000
Advanced Documents and Records Management Compliance	10 - 12 Sep 18	N150,000
Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	10 - 12 Sep 18	N150,000
Documents and Records Management Compliance	10 - 11 Sep 18	N120,000
SharePoint Implementation Best Practices	20 - 21 Sep 18	N150,000
Best Practices in Communication and Relational Skills	17 - 18 Sep 18	N130,000
Communication and Planning Skills for Administrative Professionals	17 - 19 Sep 18	N180,000
E-Library Management Techniques	24 - 25 Sep 18	N150,000
Business Writing Skills (Memos, Reports, Letters, and Faxes)	24 - 25 Sep 18	N140,000
The Highly Productive and Effective Administrator	24 - 25 Sep 18	N120,000
October		
Advanced Business Writing	02 - 03 Oct 18	N150,000
The Certified Executive Assistant Program	02 - 05 Oct 18	N250,000
The Executive/Personal Assistant Master class	02 - 04 Oct 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Business Fundamentals: Professional Writing & Speaking Skills	08 - 09 Oct 18	N150,000
Competence Development Master class for Secretaries and Administrators	08 - 10 Oct 18	N150,000
Developing Core Skills for Administrators & Secretaries	08 - 09 Oct 18	N120,000
Finance & Accounting for Office Administrators & Secretaries	15 - 17 Oct 18	N180,000
Project Management Fundamentals for Administrative Professionals	15 - 16 Oct 18	N150,000
The Senior Secretary Development Programme	15 - 17 Oct 18	N200,000
Business Writing Skills (Memos, Reports, Letters, and Faxes)	22 - 23 Oct 18	N140,000
Back Office Management	22 - 23 Oct 18	N130,000
Information & Documentation Compliance	22 - 23 Oct 18	N130,000
November		
Office Management and Effective Administration Skills	05 - 07 Nov 18	N150,000
The Office Professional and Records Management Master class	08 - 09 Nov 18	N120,000
Documents and Records Management Compliance	15 - 16 Nov 18	N120,000
Organising and Behavioural Skills for Administrative Professionals/ Executive Secretaries/PAs	14 - 16 Nov 18	N150,000
Advanced Documents and Records Management Compliance	12 - 14 Nov 18	N150,000
Communication and Planning Skills for Administrative Professionals	19 - 21 Nov 18	N180,000
Best Practices in Communication and Relational Skills	19 - 20 Nov 18	N130,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

SharePoint Implementation Best Practices	22 - 23 Nov 18	N150,000
E-Library Management Techniques	26 - 27 Nov 18	N150,000
Business Writing Skills (Memos, Reports, Letters, and Faxes)	26 - 27 Nov 18	N140,000
The Highly Productive and Effective Administrator	26 - 27 Nov 18	N120,000

December

The Executive/Personal Assistant Master class	03 - 05 Dec 18	N180,000
The Certified Executive Assistant Program	03 - 06 Dec 18	N250,000
Advanced Business Writing	03 - 04 Dec 18	N150,000
Developing Core Skills for Administrators & Secretaries	10 - 11 Dec 18	N120,000
Competence Development Master class for Secretaries and Administrators	10 - 11 Dec 18	N150,000
Business Fundamentals: Professional Writing & Speaking Skills	10 - 11 Dec 18	N150,000
Finance & Accounting for Office Administrators & Secretaries	17 - 19 Dec 18	N180,000
Project Management Fundamentals for Administrative Professionals	17 - 18 Dec 18	N150,000
The Senior Secretary Development Programme	17 - 19 Dec 18	N200,000
Information & Documentation Compliance	19 - 20 Dec 18	N130,000
Back Office Management	27 - 28 Dec 18	N130,000
Business Writing Skills (Memos, Reports, Letters, and Faxes)	19 - 20 Dec 18	N140,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Customer Service and PR Courses

Jan		
Advanced Public Relations	22 - 24 Jan 18	N180,000
Protocol & Event Management (Certified Event Specialist)	22 - 24 Jan 18	N200,000
Key Account Management: Establishing Profitable Customer Relationships	24 - 25 Jan 18	N150,000
Implementing and Managing a Customer Complaints System	24 - 25 Jan 18	N150,000
Certified Customer Service Professional	24 - 26 Jan 18	N180,000
The Strategic Marketing Plan	29 - 30 Jan 18	N180,000
Value-Based Selling: Overcoming Price Objections	29 - 30 Jan 18	N150,000
Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	29 - 31 Jan 18	N180,000

Feb		
Advanced Customer Service Management	01 - 02 Feb 18	N140,000
Power Selling	01 - 02 Feb 18	N150,000
New Product Launch Using Marketing Communication: Proven Strategies and Techniques	05 - 07 Feb 18	N200,000
The Sales & Marketing Management Master Class	12 - 13 Feb 18	N180,000
Public Relations & Corporate Communications (Certified Public Relations Officer)	13 - 15 Feb 18	N200,000

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Customer Focused Management	15 - 16 Feb 18	N140,000
Beyond Customer Service: Building a Customer Centric Organisation	19 - 21 Feb 18	N180,000

March

Key Account Management: Establishing Profitable Customer Relationships	01 - 02 Mar 18	N150,000
Protocol & Event Management (Certified Event Specialist)	05 - 07 Mar 18	N200,000
Advanced Public Relations	05 - 07 Mar 18	N180,000
The Strategic Marketing Plan	08 - 09 Mar 18	N180,000
Certified Customer Service Professional	08 - 10 Mar 18	N180,000
Implementing and Managing a Customer Complaints System	08 - 09 Mar 18	N150,000
Value-Based Selling: Overcoming Price Objections	15 - 16 Mar 18	N150,000
Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	19 - 21 Mar 18	N180,000
Strategic Sales Planning and Territory Management	19 - 20 Mar 18	N120,000
Customer Service Mind-set	22 - 23 Mar 18	N140,000
Hospitality Events and Conferences Management	26 - 28 Mar 18	N180,000
Public Relations and Media Skills	28 - 29 Mar 18	N150,000

April

Advanced Customer Service Management	05 - 06 Apr 18	N140,000
Power Selling	05 - 06 Apr 18	N150,000
New Product Launch Using Marketing Communication: Proven Strategies and Techniques	09 - 11 Apr 18	N200,000
Customer Focused Management	12 - 13 Apr 18	N140,000
Public Relations & Corporate Communications (Certified Public Relations Officer)	16 - 18 Apr 18	N200,000
The Sales & Marketing Management Master Class	16 - 17 Apr 18	N180,000
Customer Service Excellence	19 - 20 Apr 18	N140,000
Advanced Office Management & Effective Administration Skills	23 - 25 Apr 18	N180,000
Beyond Customer Service: Building a Customer Centric Organisation	23 - 25 Apr 18	N180,000
Certified Sales Professional	26 - 27 Apr 18	N150,000
The Customer Service & Public Relations Master class	25 - 27 Apr 18	N180,000
Strategic Planning and Managing PR Campaigns	26 - 27 Apr 18	N150,000

May

Advanced Public Relations	02 - 04 May 18	N180,000
Protocol & Event Management (Certified Event Specialist)	02 - 04 May 18	N200,000
Key Account Management: Establishing Profitable Customer Relationships	03 - 04 May 18	N150,000
Implementing and Managing a Customer Complaints System	07 - 08 May 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Certified Customer Service Professional	08 - 10 May 18	N180,000
The Strategic Marketing Plan	10 - 11 May 18	N180,000
Value-Based Selling: Overcoming Price Objections	15 - 16 May 18	N150,000
Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	16 - 18 May 18	N180,000
Strategic Sales Planning and Territory Management	17 - 18 May 18	N120,000
Public Relations and Media Skills	17 - 18 May 18	N150,000
Hospitality Events and Conferences Management	21 - 23 May 18	N180,000
Customer Service Mind-set	24 - 25 May 18	N140,000

June

Advanced Customer Service Management	04 - 05 Jun 18	N140,000
Power Selling	04 - 05 Jun 18	N150,000
New Product Launch Using Marketing Communication: Proven Strategies and Techniques	04 - 06 Jun 18	N200,000
The Sales & Marketing Management Master Class	11 - 13 Jun 18	N180,000
Public Relations & Corporate Communications (Certified Public Relations Officer)	13 - 15 Jun 18	N200,000
Customer Focused Management	18 - 19 Jun 18	N140,000
Beyond Customer Service: Building a Customer Centric Organisation	18 - 20 Jun 18	N180,000
Advanced Office Management & Effective Administration Skills	25 - 27 Jun 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Customer Service Excellence	25 - 26 Jun 18	N140,000
Certified Sales Professional	25 - 26 Jun 18	N150,000
The Customer Service & Public Relations Master class	26 - 28 Jun 18	N180,000
Strategic Planning and Managing PR Campaigns	28 - 29 Jun 18	N150,000

July

Customer Focused Management	09 - 10 Jul 18	N140,000
Public Relations & Corporate Communications (Certified Public Relations Officer)	09 – 11 Jul 18	N200,000
The Sales & Marketing Management Master Class	09 - 11 Jul 18	N180,000
Beyond Customer Service: Building a Customer Centric Organisation	16 - 18 Jul 18	N180,000
Advanced Office Management & Effective Administration Skills	16 - 18 Jul 18	N180,000
Customer Service Excellence	19 - 20 Jul 18	N140,000
Strategic Planning and Managing PR Campaigns	23 - 24 Jul 18	N150,000
The Customer Service & Public Relations Master Class	23 - 25 Jul 18	N180,000
Certified Sales Professional	26 - 27 Jul 18	N150,000

August

Advanced Public Relations	06 - 08 Aug 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Protocol & Event Management (Certified Event Specialist)	06 - 08 Aug 18	N200,000
Key Account Management: Establishing Profitable Customer Relationships	07 - 08 Aug 18	N150,000
The Strategic Marketing Plan	13 - 14 Aug 18	N180,000
Certified Customer Service Professional	13 - 15 Aug 18	N180,000
Implementing and Managing a Customer Complaints System	15 - 16 Aug 18	N150,000
Strategic Sales Planning and Territory Management	20 - 21 Aug 18	N120,000
Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	20 - 22 Aug 18	N180,000
Value-Based Selling: Overcoming Price Objections	23 - 24 Aug 18	N150,000
Public Relations and Media Skills	27 - 28 Aug 18	N150,000
Hospitality Events and Conferences Management	27 - 29 Aug 18	N180,000
Customer Service Mindset	29 - 30 Aug 18	N140,000
September		
Advanced Customer Service Management	03 - 04 Sep 18	N140,000
Power Selling	03 - 04 Sep 18	N150,000
New Product Launch Using Marketing Communication: Proven Strategies and Techniques	03 - 05 Sep 18	N200,000
The Sales & Marketing Management Master Class	10 - 12 Sep 18	N180,000
Public Relations & Corporate Communications (Certified Public Relations Officer)	10 - 12 Sep 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Customer Focused Management	10 - 11 Sep 18	N140,000
Beyond Customer Service: Building a Customer Centric Organisation	17 - 19 Sep 18	N180,000
Advanced Office Management & Effective Administration Skills	17 - 19 Sep 18	N180,000
Customer Service Excellence	17 - 18 Sep 18	N140,000
Certified Sales Professional	24 - 25 Sep 18	N150,000
The Customer Service & Public Relations Master class	24 - 26 Sep 18	N180,000
Strategic Planning and Managing PR Campaigns	24 - 25 Sep 18	N150,000
October		
Key Account Management: Establishing Profitable Customer Relationships	02 - 03 Oct 18	N150,000
Protocol & Event Management (Certified Event Specialist)	02 - 04 Oct 18	N200,000
Advanced Public Relations	02 - 04 Oct 18	N180,000
The Strategic Marketing Plan	08 - 09 Oct 18	N180,000
Certified Customer Service Professional	08 - 10 Oct 18	N180,000
Implementing and Managing a Customer Complaints System	08 - 09 Oct 18	N150,000
Value-Based Selling: Overcoming Price Objections	15 - 16 Oct 18	N150,000
Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	15 - 17 Oct 18	N180,000
Strategic Sales Planning and Territory Management	15 - 16 Oct 18	N120,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Customer Service Mindset	22 - 23 Oct 18	N140,000
Hospitality Events and Conferences Management	22 - 24 Oct 18	N180,000
Public Relations and Media Skills	22 - 23 Oct 18	N150,000

November

Advanced Customer Service Management	05 - 06 Nov 18	N140,000
Power Selling	05 - 06 Nov 18	N150,000
New Product Launch Using Marketing Communication: Proven Strategies and Techniques	05 - 07 Nov 18	N200,000
Customer Focused Management	12 - 13 Nov 18	N140,000
Public Relations & Corporate Communications (Certified Public Relations Officer)	12 - 14 Nov 18	N200,000
The Sales & Marketing Management Master Class	12 - 14 Nov 18	N180,000
Customer Service Excellence	19 - 20 Nov 18	N140,000
Advanced Office Management & Effective Administration Skills	19 - 21 Nov 18	N180,000
Beyond Customer Service: Building a Customer Centric Organisation	19 - 21 Nov 18	N180,000
Certified Sales Professional	26 - 27 Nov 18	N150,000
The Customer Service & Public Relations Masterclass	26 - 28 Nov 18	N180,000
Strategic Planning and Managing PR Campaigns	26 - 27 Nov 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

December		
Advanced Public Relations	03 - 05 Dec 18	N180,000
Protocol & Event Management (Certified Event Specialist)	03 - 05 Dec 18	N200,000
Key Account Management: Establishing Profitable Customer Relationships	03 - 04 Dec 18	N150,000
Implementing and Managing a Customer Complaints System	10 - 11 Dec 18	N150,000
Certified Customer Service Professional	10 - 12 Dec 18	N180,000
The Strategic Marketing Plan	10 - 11 Dec 18	N180,000
Value-Based Selling: Overcoming Price Objections	17 - 18 Dec 18	N150,000
Managing Service Quality and Customer Satisfaction (Certified Customer Management Specialist)	17 - 19 Dec 18	N180,000
Strategic Sales Planning and Territory Management	17 - 18 Dec 18	N120,000
Public Relations and Media Skills	17 - 18 Dec 18	N150,000
Hospitality Events and Conferences Management	24 - 26 Dec 18	N180,000
Customer Service Mindset	17 - 18 Dec 18	N140,000

Engineering, Oil and Gas Courses

July		
Commissioning and De-Commissioning, Mothballing of all Facilities	09 - 11 Jul 18	N450,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Control Systems and Emergency Shutdown (ESD)	12 - 13 Jul 18	N300,000
Condensate Recovery Unit and Gas Compressor	16 - 18 Jul 18	N450,000
Electrical network System Protection and Coordination	16 - 17 Jul 18	N350,000
Monitor Gas Flaring & Effluent Water Disposal	18 - 19 Jul 18	N300,000
Perform Trouble Shooting of Gas Processing Units	18 - 20 Jul 18	N450,000
Workover Engineers Rigging and Completion	23 - 26 Jul 18	N650,000
Welding Technology	23 - 25 Jul 18	N400,000
Root Cause Analysis for all Operating Parameters and Implement Corrective Actions	30 - 31 Jul 18	N350,000

August

Maintenance Auditing, Benchmarking & Improvement	06 - 08 Aug 18	N450,000
Petroleum Refining-Production Planning, Scheduling and Yield Optimization	06 - 09 Aug 18	N600,000
Safe Operation & Maintenance of Circuit Breakers and Switchgears	06 - 09 Aug 18	N500,000
Injecting Corrosion Inhibitors to Protect Pipelines	06 - 08 Aug 18	N480,000
Piping Operations Control	01 - 03 Aug 18	N450,000
Power Generation: Gas Turbines, Co-Generation, Combined Cycle Plants, Wind Power Generation and Solar Power	13 - 16 Aug 18	N750,000
Pipelines: Design, Inspect, and Test	16 - 17 Aug 18	N350,000
Managing Efficient Shutdown	16 - 17 Aug 18	N350,000

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Crude and Petroleum, Expert Logistics and Quality of the Export Products	20 - 21 Aug 18	N400,000
Heat Exchangers: Types and Applications, Design, Operation and Maintenance	21 - 24 Aug 18	N500,000
Material Selection	27 - 28 Aug 18	N280,000
Oil Spill Response and Shoreline Clean Up Techniques	30 - 31 Aug 18	N450,000

September

Advanced Oil Chemistry and Crude Oil Testing & Equipment	03 - 05 Sep 18	N500,000
Applying International Oil Company HSEMS Standards and Procedures	03 - 05 Sep 18	N500,000
Assess Well Production Decline due to Aging of Reservoir	05 - 07 Sep 18	N400,000
Piping Operations Control	10 - 12 Sep 18	N450,000
Control Systems and Emergency Shutdown (ESD)	13 - 14 Sep 18	N300,000
Condensate Recovery Unit and Gas Compressor	12 - 14 Sep 18	N450,000
Commissioning and De-Commissioning, Mothballing of all Facilities	10 - 12 Sep 18	N450,000
Monitor Gas Flaring & Effluent Water Disposal	17 - 18 Sep 18	N300,000
Electrical network System Protection and Coordination	17 - 18 Sep 18	N350,000
Injecting Corrosion Inhibitors to Protect Pipelines	17 - 19 Sep 18	N480,000
Perform Trouble Shooting of Gas Processing Units	17 - 19 Sep 18	N450,000
Welding Technology	24 - 26 Sep 18	N400,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Workover Engineers Rigging and Completion	24 – 27 Sep 18	N650,000
Root Cause Analysis for all Operating Parameters and Implement Corrective Actions	24 - 25 Sep 18	N350,000
Piping Operations Control	24 - 26 Sep 18	N450,000
October		
Petroleum Refining-Production Planning, Scheduling and Yield Optimization	02 - 05 Oct 18	N600,000
Maintenance Auditing, Benchmarking & Improvement	02 - 04 Oct 18	N450,000
Injecting Corrosion Inhibitors to Protect Pipelines	02 - 04 Oct 18	N480,000
Safe Operation & Maintenance of Circuit Breakers and Switchgears	02 - 04 Oct 18	N450,000
Piping Operations Control	08 - 10 Oct 18	N450,000
Power Generation: Gas Turbines, Co-Generation, Combined Cycle Plants, Wind Power Generation and Solar Power	08 - 11 Oct 18	N750,000
Pipelines: Design, Inspect, and Test	15 - 16 Oct 18	N350,000
Crude and Petroleum, Expert Logistics and Quality of the Export Products	15 - 16 Oct 18	N400,000
Managing Efficient Shutdown	15 - 16 Oct 18	N350,000
Material Selection	22 - 23 Oct 18	N280,000
Oil Spill Response and Shoreline Clean Up Techniques	22 - 23 Oct 18	N450,000
Heat Exchangers: Types and Applications, Design, Operation and Maintenance	22 - 25 Oct 18	N500,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

November		
Advanced Oil Chemistry and Crude Oil Testing & Equipment	05 - 07 Nov 18	N500,000
Assess Well Production Decline due to Aging of Reservoir	05 - 07 Nov 18	N400,000
Applying International Oil Company HSEMS Standards and Procedures	05 - 07 Nov 18	N500,000
Commissioning and De-Commissioning, Mothballing of all Facilities	12 - 14 Nov 18	N450,000
Condensate Recovery Unit and Gas Compressor	12 - 14 Nov 18	N450,000
Control Systems and Emergency Shutdown (ESD)	12 - 13 Nov 18	N300,000
Perform Trouble Shooting of Gas Processing Units	19 - 21 Nov 18	N450,000
Electrical network System Protection and Coordination	19 - 20 Nov 18	N350,000
Monitor Gas Flaring & Effluent Water Disposal	19 - 20 Nov 18	N300,000
Welding Technology	26 - 28 Nov 18	N400,000
Workover Engineers Rigging and Completion	26 - 29 Nov 18	N650,000
Root Cause Analysis for all Operating Parameters and Implement Corrective Actions	26 - 27 Nov 18	N350,000

December		
Safe Operation & Maintenance of Circuit Breakers and Switchgears	03 - 05 Dec 18	N450,000
Petroleum Refining-Production Planning, Scheduling and Yield Optimization	03 - 06 Dec 18	N600,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Maintenance Auditing, Benchmarking & Improvement	03 - 05 Dec 18	N450,000
Power Generation: Gas Turbines, Co-Generation, Combined Cycle Plants, Wind Power Generation and Solar Power	10 - 13 Dec 18	N750,000
Pipelines: Design, Inspect, and Test	17 - 18 Dec 18	N350,000
Managing Efficient Shutdown	17 - 18 Dec 18	N350,000
Crude and Petroleum, Expert Logistics and Quality of the Export Products	17 - 18 Dec 18	N400,000
Heat Exchangers: Types and Applications, Design, Operation and Maintenance	17 - 20 Dec 18	N500,000
Oil Spill Response and Shoreline Clean Up Techniques	19 - 20 Dec 18	N450,000
Material Selection	19 - 20 Dec 18	N280,000

Health, Safety, and Security Courses

July		
The Security Officer Development Programme: Developing Practical Skills & Techniques	09 - 10 Jul 18	N200,000
Energy Management System (BS EN 16001/ISO 50001 Development and Implementation)	09 - 10 Jul 18	N250,000
Advanced Process Risk Assessment & Risk Management	12 - 13 Jul 18	N180,000
Energy, Carbon and the Environment	12 - 13 Jul 18	N150,000
Basic HACCP Training	16 - 17 Jul 18	N150,000
Safety Technology & Risk Management	16 - 18 Jul 18	N180,000

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Industrial Hygiene	18 - 19 Jul 18	N180,000
Developing an Effective Safety Culture	18 - 19 Jul 18	N150,000

August

Leading Under Pressure: Managing Organisational & Personal Crises	01 - 03 Aug 18	N200,000
Human Error Analysis & Prevention	01 - 02 Aug 18	N150,000
Strategic Crisis Management: Planning for Unexpected Challenges	06 - 08 Aug 18	N200,000
Scaffolding, Rigging & Lifting: Safe Handling, Operation & Supervision	08 - 10 Aug 18	N350,000
Process Safety Management Compliance	13 - 14 Aug 18	N180,000
Leadership Excellence in Handling Pressure & Stress	13 - 14 Aug 18	N150,000
Security Monitoring & Control	14 - 15 Aug 18	N180,000
HSE LEADERSHIP	20 - 21 Aug 18	N180,000
Oil & Gas Operational Safety	20 - 23 Aug 18	N350,000
IOSH Managing Safely	20 - 22 Aug 18	N300,000
Media Management in Crisis Communications	20 - 21 Aug 18	N250,000
Contamination and Hazardous Wastes- Management and Prevention	27 - 29 Aug 18	N250,000

September

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Advanced Health & Safety Management	03 - 04 Sep 18	N200,000
Confined Space Awareness and Compliance: Safe Work Practices for Confined Space Entry	03 - 05 Sep 18	N300,000
Marine Security Management and Control as per ISPS Code	05 - 07 Sep 18	N300,000
Energy Management System (BS EN 16001/ISO 50001 Development and Implementation)	10 - 11 Sep 18	N250,000
The Security Officer Development Programme: Developing Practical Skills & Techniques	10 - 11 Sep 18	N200,000
Advanced Process Risk Assessment & Risk Management	17 - 18 Sep 18	N180,000
Basic HACCP Training	17 - 18 Sep 18	N150,000
Developing an Effective Safety Culture	24 - 25 Sep 18	N150,000
Industrial Hygiene	24 - 25 Sep 18	N180,000
Safety Technology & Risk Management	24 - 25 Sep 18	N180,000
October		
Strategic Crisis Management: Planning for Unexpected Challenges	02 - 04 Oct 18	N200,000
Human Error Analysis & Prevention	04 - 05 Oct 18	N150,000
Leading Under Pressure: Managing Organisational & Personal Crises	05 - 07 Oct 18	N200,000
Scaffolding, Rigging & Lifting: Safe Handling, Operation & Supervision	10 - 12 Oct 18	N350,000
Process Safety Management Compliance	11 - 12 Oct 18	N180,000
Leadership Excellence in Handling Pressure & Stress	11 - 12 Oct 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Oil & Gas Operational Safety	18 - 19 Oct 18	N180,000
HSE LEADERSHIP	18 - 19 Oct 18	N180,000
Security Monitoring & Control	15 - 16 Oct 18	N180,000
Contamination and Hazardous Wastes- Management and Prevention	22 - 24 Oct 18	N250,000
Media Management in Crisis Communications	22 - 23 Oct 18	N250,000
IOSH Managing Safely	22 - 24 Oct 18	N300,000
November		
Advanced Health & Safety Management	05 - 06 Nov 18	N200,000
Confined Space Awareness and Compliance: Safe Work Practices for Confined Space Entry	05 - 07 Nov 18	N300,000
Marine Security Management and Control as per ISPS Code	05 - 07 Nov 18	N300,000
The Security Officer Development Programme: Developing Practical Skills & Techniques	12 - 13 Nov 18	N200,000
Energy Management System (BS EN 16001/ISO 50001 Development and Implementation)	12 - 13 Nov 18	N250,000
Basic HACCP Training	19 - 20 Nov 18	N150,000
Advanced Process Risk Assessment & Risk Management	19 - 20 Nov 18	N180,000
Developing an Effective Safety Culture	26 - 27 Nov 18	N150,000
Industrial Hygiene	26 - 27 Nov 18	N180,000
Safety Technology & Risk Management	29 - 30 Nov 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

December		
Leading Under Pressure: Managing Organisational & Personal Crises	05 - 07 Dec 18	N200,000
Human Error Analysis & Prevention	06 - 07 Dec 18	N150,000
Strategic Crisis Management: Planning for Unexpected Challenges	03 - 05 Dec 18	N200,000
Leadership Excellence in Handling Pressure & Stress	13 - 14 Dec 18	N150,000
Process Safety Management Compliance	13 - 14 Dec 18	N180,000
Scaffolding, Rigging & Lifting: Safe Handling, Operation & Supervision	12 - 14 Dec 18	N350,000
Oil & Gas Operational Safety	19 - 20 Dec 18	N180,000
HSE LEADERSHIP	18 - 19 Dec 18	N180,000
Security Monitoring & Control	17 - 18 Dec 18	N180,000
IOSH Managing Safely	17 - 19 Dec 18	N300,000
Media Management in Crisis Communications	19 - 20 Dec 18	N250,000
Contamination and Hazardous Wastes- Management and Prevention	10 - 12 Dec 18	N250,000

Human Resources and Training Courses

Jan		
Training Material Design and Development	22 - 24 Jan 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Enhancing Job Performance: Skills for Achieving Personal and Organisational Goals	22 - 23 Jan 18	N150,000
Workplace Diversity and Talent Management	24 - 25 Jan 18	N180,000
Auditing HR Processes	29 - 30 Jan 18	N180,000
Advanced Career Development and Succession Planning	29 - 30 Jan 18	N150,000
Career Development and Succession Planning	29 - 30 Jan 18	N150,000
e-HR: Modern Trends and Applications	30 - 31 Jan 18	N180,000
Feb		
Teamwork Fundamentals	05 - 06 Feb 18	N150,000
Managing Human Resources in the Digital World	05 - 06 Feb 18	N180,000
Planning & Managing Transfer of Jobs to Nationals	08 - 09 Feb 18	N200,000
Recruitment Business Skills & Best Practices	12 - 13 Feb 18	N150,000
Building an Effective Coaching System in your Organization (As a Strategic Project)	15 - 16 Feb 18	N180,000
HRM Skills for Today's Leaders and Professionals	19 - 20 Feb 18	N180,000
March		
Teamwork Fundamentals	05 - 06 Mar 18	N150,000
Managing Human Resources in the Digital World	05 - 06 Mar 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Planning & Managing Transfer of Jobs to Nationals	06 - 07 Mar 18	N200,000
Building an Effective Coaching System in your Organization (As a Strategic Project)	12 - 13 Mar 18	N180,000
Recruitment Business Skills & Best Practices	12 - 13 Mar 18	N150,000
Systematic Management & Leadership Skills Needs Analysis	19 - 20 Mar 18	N160,000
Human Resource Essentials for the New Human Resource Professional	19 - 20 Mar 18	N180,000
HRM Skills for Today's Leaders and Professionals	19 - 20 Mar 18	N180,000
Advanced Human Resource Management	26 - 28 Mar 18	N200,000
Enhancing the Skills of Training Coordinators and Administrators	28 - 29 Mar 18	N170,000
April		
Training Material Design and Development	02 - 04 Apr 18	N200,000
Enhancing Job Performance: Skills for Achieving Personal and Organisational Goals	02 - 03 Apr 18	N150,000
Workplace Diversity and Talent Management	04 - 05 Apr 18	N180,000
Auditing HR Processes	11 - 12 Apr 18	N180,000
Advanced Career Development and Succession Planning	09 - 10 Apr 18	N150,000
Career Development and Succession Planning	16 - 17 Apr 18	N150,000
e-HR: Modern Trends and Applications	23 - 24 Apr 18	N180,000
Designing and Implementing a Performance Management System	24 - 25 Apr 18	N170,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

May		
Enhancing Job Performance: Skills for Achieving Personal and Organisational Goals	07 - 08 May 18	N150,000
Training Material Design and Development	07 - 09 May 18	N200,000
Talent Retention through Renumeration and Training: Managing Pay Scales, Promotions and Provision of Training	14 - 15 May 18	N180,000
Auditing HR Processes	15 - 16 May 18	N180,000
Advanced Career Development and Succession Planning	15 - 16 May 18	N150,000
Career Development and Succession Planning	21 - 22 May 18	N150,000
Designing and Implementing a Performance Management System	22 - 23 May 18	N170,000
e-HR: Modern Trends and Applications	30 - 31 May 18	N180,000

June		
Teamwork Fundamentals	04 - 05 Jun 18	N150,000
Managing Human Resources in the Digital World	04 - 05 Jun 18	N180,000
Planning & Managing Transfer of Jobs to Nationals	06 - 07 Jun 18	N200,000
Building an Effective Coaching System in your Organization (As a Strategic Project)	11 - 12 Jun 18	N180,000
Recruitment Business Skills & Best Practices	11 - 12 Jun 18	N150,000
Systematic Management & Leadership Skills Needs Analysis	18 - 19 Jun 18	N160,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Human Resource Essentials for the New Human Resource Professional	20 - 21 Jun 18	N180,000
HRM Skills for Today's Leaders and Professionals	19 - 20 Jun 18	N180,000
Advanced Human Resource Management	25 - 27 Jun 18	N200,000
Enhancing the Skills of Training Coordinators and Administrators	27 - 28 Jun 18	N170,000

July

Workplace Diversity and Talent Management	09 - 10 Jul 18	N180,000
Recruitment Business Skills & Best Practices	09 - 10 Jul 18	N150,000
Creating World Class Training Centers	09 - 10 Jul 18	N180,000
Building an Effective Coaching System in your Organization (As a Strategic Project)	10 - 11 Jul 18	N180,000
Systematic Management & Leadership Skills Needs Analysis	11 - 12 Jul 18	N160,000
Human Resource Essentials for the New Human Resource Professional	16 - 17 Jul 18	N180,000
HRM Skills for Today's Leaders and Professionals	17 - 18 Jul 18	N180,000
Enhancing the Skills of Training Coordinators and Administrators	19 - 20 Jul 18	N170,000
The HR Management MBA	23 - 24 Jul 18	N200,000
Advanced Human Resource Management	24 - 26 Jul 18	N200,000

August

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Enhancing Job Performance: Skills for Achieving Personal and Organisational Goals	06 - 07 Aug 18	N150,000
Training Material Design and Development	06 - 08 Aug 18	N200,000
Talent Retention through Renumeration and Training: Managing Pay Scales, Promotions and Provision of Training	13 - 14 Aug 18	N180,000
Auditing HR Processes	13 - 14 Aug 18	N180,000
Advanced Career Development and Succession Planning	15 - 16 Aug 18	N150,000
Career Development and Succession Planning	20 - 21 Aug 18	N150,000
Designing and Implementing a Performance Management System	27 - 28 Aug 18	N170,000
e-HR: Modern Trends and Applications	30 - 31 Aug 18	N180,000
September		
Teamwork Fundamentals	03 - 04 Sep 18	N150,000
Managing Human Resources in the Digital World	03 - 04 Sep 18	N180,000
Planning & Managing Transfer of Jobs to Nationals	06 - 07 Sep 18	N200,000
Building an Effective Coaching System in your Organization (As a Strategic Project)	10 - 11 Sep 18	N180,000
Recruitment Business Skills & Best Practices	11 - 12 Sep 18	N150,000
Systematic Management & Leadership Skills Needs Analysis	17 - 18 Sep 18	N160,000
Human Resource Essentials for the New Human Resource Professional	17 - 18 Sep 18	N180,000
HRM Skills for Today’s Leaders and Professionals	19 - 20 Sep 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Advanced Human Resource Management	24 - 26 Sep 18	N200,000
Enhancing the Skills of Training Coordinators and Administrators	27 - 28 Sep 18	N170,000
October		
Training Material Design and Development	02 - 04 Oct 18	N200,000
Enhancing Job Performance: Skills for Achieving Personal and Organisational Goals	02 - 03 Oct 18	N150,000
Workplace Diversity and Talent Management	04 - 05 Oct 18	N180,000
Auditing HR Processes	11 - 12 Oct 18	N180,000
Advanced Career Development and Succession Planning	08 - 09 Oct 18	N150,000
Career Development and Succession Planning	15 - 16 Oct 18	N150,000
e-HR: Modern Trends and Applications	22 - 23 Oct 18	N180,000
Designing and Implementing a Performance Management System	24 - 25 Oct 18	N170,000
November		
Teamwork Fundamentals	05 - 06 Nov 18	N150,000
Managing Human Resources in the Digital World	05 - 06 Nov 18	N180,000
Planning & Managing Transfer of Jobs to Nationals	08 - 09 Nov 18	N200,000
Recruitment Business Skills & Best Practices	12 - 13 Nov 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Building an Effective Coaching System in your Organization (As a Strategic Project)	15 - 16 Nov 18	N180,000
HRM Skills for Today's Leaders and Professionals	19 - 20 Nov 18	N180,000
Human Resource Essentials for the New Human Resource Professional	19 - 20 Nov 18	N180,000
Systematic Management & Leadership Skills Needs Analysis	19 - 20 Nov 18	N160,000
Advanced Human Resource Management	25 - 27 Nov 18	N200,000
December		
Workplace Diversity and Talent Management	03 - 04 Dec 18	N180,000
Enhancing Job Performance: Skills for Achieving Personal and Organisational Goals	03 - 04 Dec 18	N150,000
Training Material Design and Development	03 - 05 Dec 18	N200,000
Advanced Career Development and Succession Planning	10 - 11 Dec 18	N150,000
Auditing HR Processes	10 - 11 Dec 18	N180,000
Talent Retention through Renumeration and Training: Managing Pay Scales, Promotions and Provision of Training	13 - 14 Dec 18	N180,000
e-HR: Modern Trends and Applications	13 - 14 Dec 18	N180,000

Legal and Contract Management Courses

March		
Contract Preparation and Management	05 - 06 Mar 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Legal Secretary Skills Development	13 - 14 Mar 18	N130,000
Project, Contract & Procurement Management	05 - 06 Mar 18	N150,000
Managing Tenders Specifications & Contracts	12 - 14 Mar 18	N180,000
Certified International Commercial Contracts Manager	26 - 27 Mar 18	N180,000
Legal and advisory skills development	19 - 21 Mar 18	N180,000
Advanced Contracts & Project Management	19 - 21 Mar 18	N200,000
Advanced Contract Law	15 - 16 Mar 18	N150,000
Contract Law Management & Tendering	10 - 12 Jul 18	N180,000
Legal Research, Writing & Analysis	11 - 12 Jul 18	N150,000
Bid and Tendering Management Leading to Contract	26 - 28 Mar 18	N175,000
Quality Assured Contract Management	26 - 27 Mar 18	N150,000
Tendering Procedures and Bid Evaluation	01 - 02 Mar 18	N150,000
Contract Drafting and Negotiating	29 -30 Mar 18	N180,000

April

Legal Research, Writing & Analysis	16 - 17 Apr 18	N150,000
Quality Assured Contract Management	17 - 18 Apr 17	N150,000
Advanced Contracts & Project Management	05 - 07 Apr 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Fundamentals of Supply Chain Management	11 - 12 Apr 18	N150,000
Project, Contract & Procurement Management	10 - 11 Apr 18	N150,000
Advanced Contracts & Project Management	17 - 19 Apr 18	N200,000
Contract Administration with Quality Assurance	05 - 06 Apr 18	N150,000
Drafting Build Operate Transfer Contracts Skills Development	23 - 25 Apr 18	N200,000
Planning Build Operate Transfer Projects and Contracts Skills Development	23 - 24 Apr 18	N180,000
Contract Administration and Claims Management on Turn-Key Contracts Skills Development	23 – 25 Apr 18	N200,000
Contract Administration - From Project Award to Completion Skills Development	18 - 20 Apr 18	N180,000
Contract Management Including Favorable Settlement Of Disputes Skills Development	09 - 10 Apr 18	N150,000
Build Operate Transfer Projects and Contracts Skills Development	09 - 10 Apr 18	N180,000
Managing Turn-Key Projects and Contracts Skills Development	12-13 Apr 18	N180,000
September		
Art of Persuading Arbitrators, Judges, Boards and Decision Makers Skills Development	03 - 05 Sep 18	N200,000
Advanced Contract Management Using Quality Assurance Methodology Skills Development	10 - 11 Sep 18	N150,000
Contractual, Technical and Managerial Skills for Contract Professionals Skills Development	10 - 11 Sep 18	N180,000
Contracts Management: Procurement, Partnering and Tendering Skills Development	12 - 13 Sep 18	N180,000
Planning and Drafting IT Service Contracts Skills Development	11 - 12 Sep 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Gas and LNG Contracts - Drafting, Pricing and Negotiating Skills Development	11 - 13 Sep 18	N250,000
Understanding Expert Witness Skills, Processes and Evaluation Methods Skills Development	11 - 12 Sep 18	N170,000
Effective Contracts Administration and drafting of EPC Contracts Skills Development	11 - 12 Sep 18	N150,000
Contract Administration with Quality Assurance Skills Development	11 - 13 Sep 18	N180,000
Quality Assured Contract Management Skills Development	17 - 18 Sep 18	N150,000
Drafting Call-Off or Framework Contracts Skills Development	19 - 20 Sep 18	N170,000
Administering Call-Off or Framework Contracts Skills Development	18 - 20 Sep 18	N180,000
Exculpatory Clauses-Interpretation Avoiding Liability Mitigation Negotiating Skills Development	18 - 19 Sep 18	N150,000
Professional Liability Skills Development	18 - 19 Sep 18	N150,000
Claim and Counter-Claim Management Skills Development	18 - 19 Sep 18	N170,000
Advanced Contracts and Project Management Skills Development	18 - 20 Sep 18	N200,000
Punitive Damages-Avoidance-Mitigation-Defending Skills Development	18 - 20 Sep 18	N200,000
Advanced Contracts and Purchasing Management Skills Development	24 - 25 Sep 18	N150,000
Workshop Drafting Enforceable Contracts Conditions Skills Development	24 - 25 Sep 18	N180,000
Drafting and Negotiating International Commercial Contracts Skills Development	24 - 25 Sep 18	N150,000
FIDIC Condition of Contract -Benchmarking and Drafting Contract and Conditions Skills Development	25 - 27 Sep 18	N250,000
Judicial Court Management Best Practices Skills Development	25 – 26 Sep 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

October		
Law Firm Management Best Practices Skills Development	01 - 03 Oct 18	N150,000
Skills for Oil and Gas Contract Negotiation Skills Development	02 - 04 Oct 18	N200,000
Negotiating Contracts Effectively Skills Development	08 - 10 Oct 18	N180,000
English for Contracts Professionals Skills Development	08 - 10 Oct 18	N180,000
Oil Field Land Leasing and Production Sharing Agreements Skills Development	08 - 10 Oct 18	N150,000
Effectively Implementing Contracts and Legal Knowledge Management System Skills Development	09 - 11 Oct 18	N150,000
Damages and Indemnities in Oil and Gas Contracts Skills Development	15 - 16 Oct 18	N200,000
Advanced Purchasing Management Skills Development	09 - 13 Oct 17	N150,000
Contracts for Buying and Selling Technology Skills Development	09 - 13 Oct 17	N180,000
English Contract Law and Drafting Skills Development	15 - 19 Oct 17	N150,000
Negotiating and Dispute Resolutions Skills Development	15 - 17 Oct 17	N200,000
Understanding and Negotiating International Oil and Gas Contracts Skills Development	16 - 20 Oct 17	N180,000
Price Review in Gas and LNG Sales Skills Development	16 - 20 Oct 17	N170,000
Production Sharing Contracts Skills Development	16 - 20 Oct 17	N180,000
Legal and advisory skills development	22 - 24 Oct 18	N180,000
Project, Contract Procurement	22 - 26 Oct 17	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Managing Tenders Specifications & Contracts	22 - 24 Oct 17	N180,000
Legal Secretary skills development	22 - 23 Oct 17	N130,000
Negotiation Skills for the Oil and Gas Industry Advanced Skills Development	22 - 26 Oct 17	N150,000
Contract Preparation and Management	23 - 27 Oct 18	N150,000
Advanced Contracts & Project Management	28-30 Oct 18	N200,000
Advanced Contract Law	29-30 Oct 18	N150,000
Managing Tenders Specifications & Contracts	27-29 Oct 18	N180,000
Bid and Tendering Management Leading to Contract	28-30 Oct 18	N175,000
Contract Preparation and Management	28 – 29 Oct 18	N150,000
Global Supply Chains and International Trade	28-30 Oct 18	N200,000
Managing Tenders, Specifications & Contracts	29-30 Oct 18	N150,000
Legal Research, Writing & Analysis	29- 30 Oct 18	N150,000
Project, Contract & Procurement Management	29-30 Oct 18	N150,000
Contract Law Management & Tendering	28-30 Oct 18	N180,000
Legal Secretary skills development	28-29 Oct 18	N130,000

November

Quality Assured Contract Management	05 - 06 Nov 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Contract Law Management & Tendering	05 - 07 Nov 18	N180,000
Project, Contract & Procurement Management	05 - 06 Nov 18	N150,000
Bid and Tendering Management Leading to Contract	06 - 8 Nov 18	N175,000
Contract Drafting and Negotiating	06 - 07 Nov 18	N180,000
Legal and advisory skills development	06 - 08 Nov 18	N180,000
Tendering Procedures and Bid Evaluation	06 - 07 Nov 18	N150,000
Advanced Contracts & Project Management	12 - 14 Nov 18	N200,000
Fundamentals of Supply Chain Management	12 - 13 Nov 18	N150,000
Legal Research, Writing & Analysis	13 - 14 Nov 18	N150,000
Project, Contract & Procurement Management	19 - 20 Nov 18	N150,000
Contract Administration with Quality Assurance	19 - 20 Nov 18	N150,000
Planning Build Operate Transfer Projects and Contracts Skills Development	20 - 21 Nov 18	N180,000
Drafting Build Operate Transfer Contracts Skills Development	20 - 22 Nov 18	N200,000
Build Operate Transfer Projects and Contracts Skills Development	20 - 21 Nov 18	N180,000
Turnkey Contract Administration Skills Development	20-21 Dec 18	N150,000
Contract Administration - From Project Award to Completion Skills Development	26 - 28 Nov 18	N180,000
Contract Management Including Favorable Settlement Of Disputes Skills Development	26 - 27 Nov 18	N150,000
Effective Contracts Administration and drafting of EPC Contracts Skills Development	26-27 Nov 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Contract Administration with Quality Assurance Skills Development	27- 28 Nov 18	N150,000
Art of Persuading Arbitrators, Judges, Boards and Decision Makers Skills Development	27-29 Nov 18	N200,000
Advanced Contract Management Using Quality Assurance Methodology Skills Development	27-28 Nov 18	N150,000
Contractual, Technical and Managerial Skills for Contract Professionals Skills Development	27-28 Nov 18	N180,000
Contracts Management: Procurement, Partnering and Tendering Skills Development	27-28 Nov 18	N180,000
Managing Turn-Key Projects and Contracts Skills Development	27-28 Nov 18	N180,000

December

Legal Secretary Skills Development	03 - 04 Dec 18	N130,000
Planning and Drafting IT Service Contracts Skills Development	03 - 04 Dec 18	N150,000
Gas and LNG Contracts - Drafting, Pricing and Negotiating Skills Development	03 - 05 Dec 18	N250,000
Certified International Commercial Contracts Manager	04 - 06 Dec 18	N180,000
Quality Assured Contract Management Skills Development	04 - 05 Dec 18	N150,000
Drafting Call-Off or Framework Contracts Skills Development	04 - 05 Dec 18	N170,000
Administering Call-Off or Framework Contracts Skills Development	04 - 06 Dec 18	N180,000
Exculpatory Clauses-Interpretation Avoiding Liability Mitigation Negotiating Skills Development	04 - 05 Dec 18	N150,000
Claim and Counter-Claim Management Skills Development	10 - 11 Dec 18	N170,000
Professional Liability Skills Development	10 - 11 Dec 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Punitive Damages-Avoidance-Mitigation-Defending Skills Development	10 - 12 Dec 18	N200,000
Advanced Contracts and Project Management Skills Development	11 - 13 Dec 18	N200,000
Advanced Contracts and Purchasing Management Skills Development	11 - 12 Dec 18	N150,000
Workshop Drafting Enforceable Contracts Conditions Skills Development	11 - 12 Dec 18	N180,000
Drafting and Negotiating International Commercial Contracts Skills Development	11 - 12 Dec 18	N150,000
FIDIC Condition of Contract -Benchmarking and Drafting Contract and Conditions Skills Development	11 - 13 Dec 18	N250,000
English for Contracts Professionals Skills Development	17 - 19 Dec 18	N180,000
Negotiating Contracts Effectively Skills Development	17 - 19 Dec 18	N180,000
Skills for Oil and Gas Contract Negotiation Skills Development	17 - 19 Dec 18	N200,000
Law Firm Management Best Practices Skills Development	17 - 19 Dec 18	N150,000
Effectively Implementing Contracts and Legal Knowledge Management System Skills Development	18 - 20 Dec 18	N150,000
Contract Risk Management and Compliance Skills Development	18 - 19 Dec 18	N150,000
Contracts for Buying and Selling Technology Skills Development	18 - 19 Dec 18	N150,000

Management and Leadership Courses

July		
Leadership, Communication & Interpersonal Skills Leadership through Self-Mastery	09 - 10 Jul 18	N150,000
Motivating Staff by Promoting Entrepreneurship among your Employees	10 - 11 Jul 18	N150,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Knowledge Management System for Your Community Relations Management System	11 - 12 Jul 18	N180,000
Knowledge Management System for Increasing Productivity and Effectiveness of Your Business Operations Department	12 - 13 Jul 18	N170,000
The Advanced Management & Leadership Programme	16 - 17 Jul 18	N180,000
Supervisory Skills And Development of leadership	16 - 17 Jul 18	N150,000
Effective Business Risk Management	16 - 17 Jul 18	N150,000
Resource Planning for Your Business Unit or Project	16 - 17 Jul 18	N150,000
Real Estate and Property Management	17 - 18 Jul 18	N160,000
Providing Leadership through Improving Work Processes	17 - 18 Jul 18	N160,000
Creating Work Culture Suitable for your Business Strategies	18 - 19 Jul 18	N150,000
Strategic Management of Innovation	19 - 20 Jul 18	N150,000
Strategic Management of Technology	20 - 21 Jul 18	N150,000
Implementing Quality Assurance and TQM in Service Departments or Industry	23 - 25 Jul 18	N200,000
Advanced Process Risk Assessment & Risk Management	23 - 24 Jul 18	N180,000
Personal Effectiveness & Influencing Skills: Communicate Openly, Negotiate, Influence & Persuade	23 - 24 Jul 18	N150,000
Managing Risk to Organizational Image and Brand	24 - 25 Jul 18	N170,000
Managing Community Relations Related Risks	25 - 26 Jul 18	N170,000
ISO 9001: 2008 Quality Management Systems	26 - 27 Jul 18	N180,000
Interpersonal Skills for the Energy Sector	26 - 27 Jul 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Organizational Risk Management Strategies and Methodologies	30 - 31 Jul 18	N180,000
Strategic Planning, Communication, Measurement and Implementation	30 - 31 Jul 18	N150,000
August		
TQM & Continuous Improvement Implementation	06 - 07 Aug 18	N180,000
Negotiation and Conflict Management in Organizations	06 - 07 Aug 18	N150,000
Leadership, Creativity and Peak Performance	06 - 07 Aug 18	N150,000
Advanced Strategic Management & Leadership	07 - 08 Aug 18	N180,000
Business Process Analysis Modelling	09 - 10 Aug 18	N170,000
Customer Focus for Front-Line Managers/Supervisors	09 - 10 Aug 18	N150,000
Administration and Office Management Best Practice and Technologies	13 - 15 Aug 18	N180,000
Cost Accounting Techniques & Skills For Businesses & Industries	15 - 16 Aug 18	N180,000
The Leadership Challenge : Inspired, Enable & Encourage	16 - 17 Aug 18	N150,000
Public Private Partnership Project Management	16 - 17 Aug 18	N180,000
Breakthrough Leadership & Driving Change	20 - 21 Aug 18	N150,000
Strategic Thinking & Planning	14 - 15 Aug 18	N150,000
Advanced Teamwork and Cooperation Skills	21 - 22 Aug 18	N180,000
Smart Leadership Achieving Strategy through Leadership and Innovation	22 - 23 Aug 18	N180,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Leadership Best Practices Enhancing Leadership for Peak Performance	23 - 24 Aug 18	N150,000
Business Process Reengineering	27 - 28 Aug 18	N200,000
Benchmarking Practical Implementation to Gain Performance Excellence	27 - 28 Aug 18	N180,000
Mind, Attitude & Motivation Power for Professional Excellence	27 - 28 Aug 18	N150,000
Negotiating Across Cultures	28 - 29 Aug 18	N160,000
Leadership, Communication & Interpersonal Skills Leadership through Self-Mastery	21 - 22 Aug 18	N150,000
Managing Organizational Change	21 - 22 Aug 18	N150,000
Business Strategy and Planning Toolkit	21 - 22 Aug 18	N150,000
Strategic Business And People Leadership For Accelerated Growth	23 - 24 Aug 18	N180,000
Goal Setting, Planning & Decision Making	27 - 28 Aug 18	N150,000
The Manager as a Strategic Leader	27 - 28 Aug 18	N150,000
Strategic Thinking & Planning	27 - 28 Aug 18	N150,000
Developing Excellence in People Leadership	28 - 29 Aug 18	N180,000
September		
Back Office Management	03 - 04 Sep 18	N130,000
Project Management and Compliance: Planning, Scheduling and Control	03 - 04 Sep 18	N150,000
Strategic Management for Banks	03 - 05 Sep 18	N200,000

Accredited Education Providers for International Purchasing &Supply Chain Management Institute and American Certification Institute, Delaware, USA.

Effective People Skills	10 - 11 Sep 18	N150,000
Strategic Thinking & Planning	10 - 11 Sep 18	N150,000
Business Process Analysis Modelling	10 - 11 Sep 18	N170,000
Executive Decision Making and Problem Solving	10 - 11 Sep 18	N150,000
Leadership, Communication & Interpersonal Skills Leadership through Self-Mastery	10 - 11 Sep 18	N150,000
Strategic Business and People Leadership For Accelerated	10 - 11 Sep 18	N180,000
Creative Strategic IT Leadership	11 - 12 Sep 18	N150,000
Breakthrough Leadership & Driving Change	11 - 12 Sep 18	N150,000
Advanced Teamwork and Cooperation Skills	11 - 12 Sep 18	N180,000
Building Task Leadership Skills	11 - 12 Sep 18	N150,000
The Advanced Management & Leadership Programme	17 - 18 Sep 18	N180,000
Creative Strategic Planning and Leadership	17 - 18 Sep 18	N150,000
Real Estate and Property Management	17 - 18 Sep 18	N160,000
Supervisory Skills And Development of leadership	17 - 18 Sep 18	N150,000
Effective Team Building	18 - 19 Sep 18	N150,000
Effective Negotiation, Persuasion and Critical Thinking	18 - 19 Sep 18	N150,000
Excellence Strategies in Management, Administrative Change and Life long Development Skills	18 - 20 Sep 18	N180,000
Executive Decision Making and Problem Solving	18 - 19 Sep 18	N150,000

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High Impact Supervisory Skills	18 - 19 Sep 18	N160,000
The Essentials of Effective Management	18 - 19 Sep 18	N150,000
Strategic Thinking & Planning	24 - 25 Sep 18	N150,000
Personal Effectiveness & Influencing Skills: Communicate Openly, Negotiate, Influence & Persuade	24 - 25 Sep 18	N150,000
Advanced Process Risk Assessment & Risk Management	24 - 25 Sep 18	N180,000
Creativity, Excellence, Continues Improvement and Quality	25 - 26 Sep 18	N150,000
Administration and Office Management Best Practice and Technologies	25 - 27 Sep 18	N180,000
October		
TQM & Continuous Improvement Implementation	02 - 03 Oct 18	N180,000
Negotiation and Conflict Management in Organizations	02 - 03 Oct 18	N150,000
Leadership, Creativity and Peak Performance	04 - 05 Oct 18	N150,000
Breakthrough Leadership & Driving Change	02 - 03 Oct 18	N150,000
Cost Accounting Techniques & Skills For Businesses & Industries	08 - 09 Oct 18	N180,000
Public Private Partnership Project Management	08 - 09 Oct 18	N180,000
The Leadership Challenge : Inspired, Enable & Encourage	08 - 09 Oct 18	N150,000
Leadership Best Practices Enhancing Leadership for Peak Performance	08 - 09 Oct 18	N150,000
Executive Decision Making and Problem Solving	09 - 10 Oct 18	N150,000

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Critical thinking and Creative Problem Solving	09 - 10 Oct 18	N150,000
Effective Management for Supervisors & Newly Appointed Managers	09 - 11 Oct 18	N170,000
Mind, Attitude & Motivation Power for Professional Excellence	15 - 16 Oct 18	N150,000
Business Process Reengineering	15 - 16 Oct 18	N200,000
Negotiating Across Cultures	15 - 16 Oct 18	N160,000
Strategic Thinking & Planning	22 - 23 Oct 18	N150,000
Excellence Strategies in Management, Administrative Change and Lifelong Development Skills	22 - 24 Oct 18	N180,000
The Manager as a Strategic Leader	22 - 23 Oct 18	N150,000
Goal Setting, Planning & Decision Making	22 - 23 Oct 18	N150,000
Developing Management Skills	23 - 24 Oct 18	N150,000
Leadership, Communication & Interpersonal Skills Leadership through Self-Mastery	29 - 30 Oct 18	N150,000
Managing Organizational Change	29 - 30 Oct 18	N150,000
Strategic Business And People Leadership For Accelerated Growth	29 - 30 Oct 18	N180,000
Personal Effectiveness Influencing Skills Communicate Openly Negotiate Influence Persuade	30 - 31 Oct 18	N160,000
Advanced Strategic Management & Leadership	30 - 31 Oct 18	N180,000
Executive Decision Making and Problem Solving	30 - 31 Oct 18	N150,000
Developing Excellence in People Leadership	30 - 31 Oct 18	N180,000

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November		
Project Management and Compliance: Planning, Scheduling and Control	05 - 06 Nov 18	N150,000
Strategic Management for Banks	05 - 09 Nov 18	N130,000
Effective Team Building	06 - 07 Nov 18	N150,000
Effective Negotiation, Persuasion and Critical Thinking	06 - 07 Nov 18	N150,000
Effective Management for Supervisors & Newly Appointed Managers	06 - 08 Nov 18	N170,000
Personal Effectiveness Influencing Skills Communicate Openly Negotiate Influence Persuade	06 - 07 Nov 18	N160,000
High Impact Supervisory Skills	12 - 13 Nov 18	N160,000
Leadership, Communication & Interpersonal Skills Leadership through Self-Mastery	12 - 13 Nov 18	N150,000
Strategic Business and People Leadership For Accelerated	12 - 13 Nov 18	N180,000
Effective People Skills	12 - 13 Nov 18	N150,000
The Essentials of Effective Management	13 - 14 Nov 18	N150,000
Supervisory Skills And Development of leadership	19 - 20 Nov 18	N150,000
The Advanced Management & Leadership Programme	19 - 20 Nov 18	N180,000
Process Troubleshooting and Problem Analyze and Solving	19 - 20 Nov 18	N150,000
Robust Leadership and Executive Decision Making	19 - 20 Nov 18	N150,000
Smart Leadership Achieving Strategy through Leadership and Innovation	19 - 20 Nov 18	N180,000

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Strategic People Management for Performance Improvement	22 - 23 Nov 18	N170,000
Business Process Analysis Modelling	20 - 21 Nov 18	N170,000
Advanced Process Risk Assessment & Risk Management	26 - 27 Nov 18	N180,000
Personal Effectiveness & Influencing Skills: Communicate Openly, Negotiate, Influence & Persuade	26 - 27 Nov 18	N150,000
Creative Strategic Planning and Leadership	29 - 30 Nov 18	N150,000
Business Process Analysis & Modelling	27 - 28 Nov 18	N180,000
Successful Management for Business Achievement	27 - 28 Nov 18	N150,000
Advanced Strategic Management & Leadership	27 - 28 Nov 18	N180,000

December

Robust Leadership and Executive Decision Making	03 - 04 Dec 18	N150,000
Negotiation and Conflict Management in Organizations	03 - 04 Dec 18	N150,000
TQM & Continuous Improvement Implementation	03 - 04 Dec 18	N180,000
Leadership, Creativity and Peak Performance	06 - 07 Dec 18	N150,000
Strategic Thinking & Planning	03 - 04 Dec 18	N150,000
Strategic Planning and Performance Measurement	04 - 05 Dec 18	N150,000
Creative Strategic IT Leadership	04 - 05 Dec 18	N150,000
Effective Negotiation and Critical Thinking	04 - 05 Dec 18	N150,000

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Advanced Teamwork and Cooperation Skills	10 - 11 Dec 18	N180,000
Business Process Analysis & Modelling	10 - 11 Dec 18	N180,000
Public Private Partnership Project Management	10 - 11 Dec 18	N180,000
The Leadership Challenge : Inspired, Enable & Encourage	10 - 11 Dec 18	N150,000
Cost Accounting Techniques & Skills For Businesses & Industries	10 - 11 Dec 18	N180,000
Effective Management for Supervisors & New Managers	11 - 12 Dec 18	N160,000
Effective Negotiation, Persuasion and Critical Thinking	17 - 18 Dec 18	N180,000
Effective Team Building	17 - 18 Dec 18	N150,000
Business Process Reengineering	17 - 18 Dec 18	N200,000
Negotiating Across Cultures	17 - 18 Dec 18	N160,000
Mind, Attitude & Motivation Power for Professional Excellence	17 - 18 Dec 18	N150,000
Executive Decision Making and Problem Solving	18 - 19 Dec 18	N150,000
Personal Effectiveness Influencing Skills Communicate Openly Negotiate Influence Persuade	19 - 20 Dec 18	N160,000
Goal Setting, Planning & Decision Making	19 - 20 Dec 18	N150,000

Quality and Productivity Courses

July

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Quality Management and Quality Control	09 - 11 Jul 18	N250,000
Quality and Productivity Training for Food and Beverages Industry	23 - 24 Jul 18	N180,000
August		
Quality Management and Quality Control	13 - 15 Aug 18	N250,000
Total Quality Management	20 - 22 Aug 18	N250,000
September		
Quality management systems (QMS)	03 - 04 Sep 18	N200,000
Quality Assurance Training	17 - 19 Sep 18	N180,000
October		
ISO 9001 Quality Management	08 - 10 Oct 18	N200,000
Quality Management and Quality Control	15 - 17 Oct 18	N250,000
November		
Total Quality Management	19 - 21 Nov 18	N250,000
Quality Control Training	26 - 27 Nov 18	N180,000

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December		
Quality and Productivity Training for Food and Beverages Industry	10 - 11 Dec 18	N180,000
ISO 9001 Quality Management	17 - 19 Dec 18	N200,000
Quality Management and Quality Control	17 - 19 Dec 18	N250,000

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