



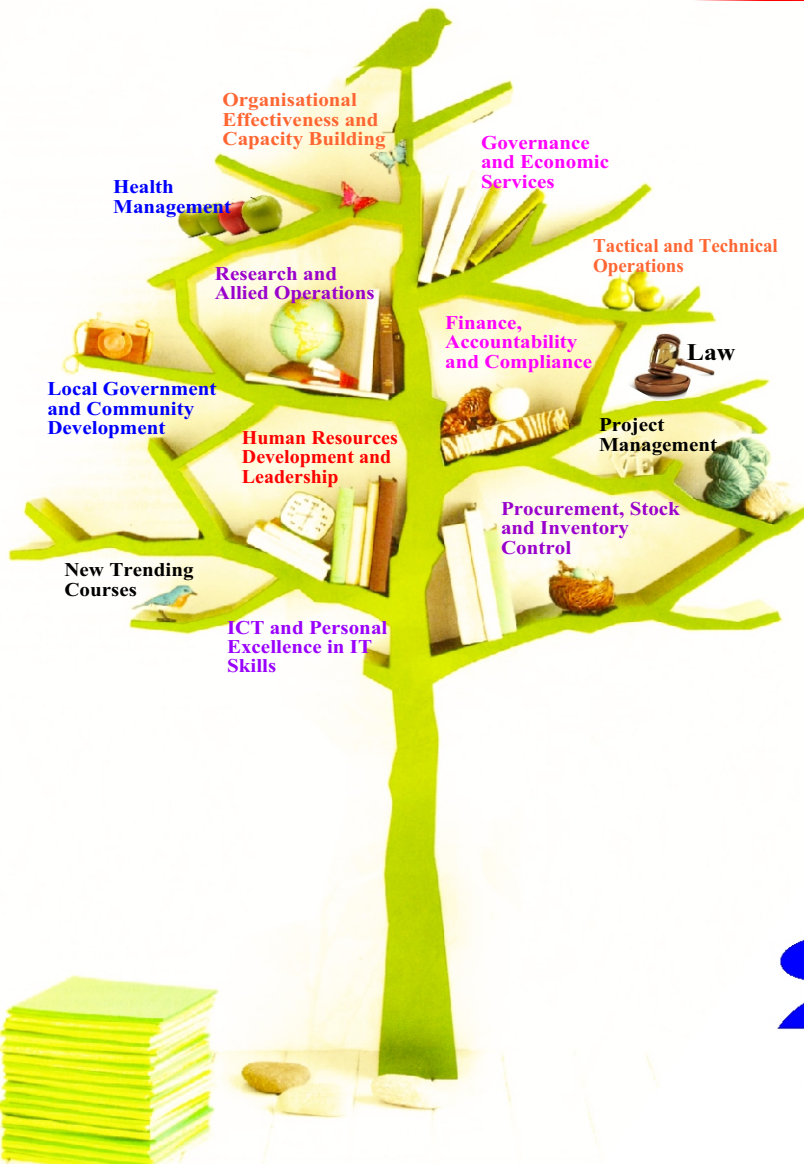
RC: 644848

CMD CERTIFIED

CONFERENCE FOR AFRICA STUDIES LTD

2019 STAFF DEVELOPMENT & CAPACITY BUILDING

ABUJA LAGOS KADUNA IBADAN PORT-HARCOURT IN-HOUSE TAILOR-MADE



2019

BROCHURE

GOALS

OUR MANTRA

- ★ Quality
- ★ Innovation
- ★ Professionalism
- ★ Integrity
- ★ Excellence

OUR MISSION

To facilitate professionalism, standard performance-enhancing, management and developmental training of international repute

OUR GRAND OBJECTIVE

To be a focal for professional management training in a dynamic economic environment.

OUR OPERATIONAL OBJECTIVE

To provide qualitative training and capacity-development services spurring our clients to individual and organizational efficiency.

OUR OPERATIONAL STRATEGY

In accomplishing our goal, we employ a self-designed and adopted CDMC™ technique combined with hindsight for excellence, professionalism and innovation.

OUR FOCUS

Professionalism and Excellence cum Innovation



CONFERENCE FOR AFRICA STUDIES LTD. (CFA Studies) with RC No: 644848 is a Training, Research and Human Resource Development Organization with a class.

We are established in Nigeria and Ghana to facilitate human capacity development of individuals, corporate and public sector in the areas of Economic Management, Finance, Effective Governance and many more. We proffer vocational, professional, developmental-training management and administrative solutions to individuals, corporate organizations and government institutions that seek outstanding operational excellence.

The parent company is duly registered with and recognized by the Corporate Affairs Commission (CAC) of the Federal Republic of Nigeria. The Company is certified as a professional training institute, and awarded a certificate of accreditation by the authority of the Nigerian Council for Management Development of the Centre for Management Development (CMD).



CHIEF BAYO AJIJOLA
CEO

Our subsidiaries span across the globe. Each subsidiary is duly registered and recognised under their respective incorporating laws.

In Ghana, CFA Studies International was incorporated under the company code 1963, issued certificate of incorporation Ca78059 on the 19th of August, 2010 and a certificate to commence business on the 27th August, 2010. The institute was registered as a limited liability company.

The institute has carved a niche for itself in its field of activities and is well known for classic, dedicated and innovative training methods, with well informed vibrant hearts and with a zeal for results. We are result oriented, goal setters, goal getters, and achievers. We take delight in specific and identifiable achievements, and excellence. We offer diverse and flexible range of learning solutions to meet our clients' needs.

PEOPLE ASK WHOM WE ARE!

- ☰ We are the brain stormers
- ☰ We are capable of taking you round the world.
- ☰ We are always at your door step waiting for you to open.
- ☰ We are always advanced, always digitalized, always motivative.
- ☰ We are CFA Studies LTD.
- ☰ We are there to take Organizations to the next level of learning.



Our comprehensive management training programs employ innovative skills and approaches at delivering lectures and is designed to assist our participants in meeting the challenges of globalization and building more competencies for participants globally.

Our competencies are demonstrable. Our achievements are evident, and our standard is excellent in quality. Our programs are designed for and well attended by senior, middle and low level officials from government and non-governmental organisations of all sectors of the economy.

At CFA Studies, we continuously update the content of our curriculum to respond to her dynamic environment and needs of our clients. We maintain dialogue with participants, carefully select our faculty and monitor clients' feedback. Our control process is exquisitely designed to allow for operational excellence!

WE ARE ALWAYS LISTENING AND TAKING NECESSARY ACTIONS TO GIVE OUR PARTICIPANTS THE VERY BEST OF OUR ABILITY AND PRIORITY!



CENTRE FOR MANAGEMENT DEVELOPMENT



*Certificate of
Accreditation*

By the Authority of the

**NIGERIAN COUNCIL FOR
MANAGEMENT DEVELOPMENT**

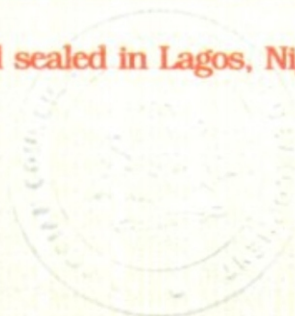
It is hereby certified that,

Conference For Africa Studies Limited

Having met the eligibility requirements to be
a professional Training Institution/firm in
Nigeria, is hereby declared an

ACCREDITED MANAGEMENT TRAINING INSTITUTION

Signed and sealed in Lagos, Nigeria.



Amulohif

DIRECTOR-GENERAL

29.10.10

DATE

CFA STUDIES NIGERIA

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
HUMAN RESOURCES & ORGANISATION DEV.						
1	Transforming the Role of Learning and Development Dept.	ON DEMAND				
2	Trending Dispute Resolution and Negotiation Skills	ON DEMAND				
3	Developing Effective Performance Management, Reward and Retention Strategies	ON DEMAND				
4	Workforce Planning and Resourcing	ON DEMAND				
5	Planning and Developing Human Resource (HR) Capabilities	ON DEMAND				
6	Implementing Talent Management and Succession Planning	ON DEMAND				
7	Advanced Human Resources Management	ON DEMAND				
8	Management of Pension Scheme: Strategic & International best practice	ON DEMAND				
9	Human Resources Management for Education, Finance & Technical Senior Officers	ON DEMAND				
10	Human Resources Management and Labour Relations Practices	ON DEMAND				
11	Freedom of Information Act: Its Challenges, Solutions and Management	ON DEMAND				
12	Effective Training and Development Skills	ON DEMAND				
13	Management and Assertive Skills Workshop for women Managers	ON DEMAND				
14	Advanced Human Resource & Personnel Management Course	ON DEMAND				
15	Advanced Role and skill of a valuable HRAssistant	ON DEMAND				
16	Best Practice in Human Resource Administration.	ON DEMAND				
17	Building Effective Public Relations.	ON DEMAND				
18	Connecting Public Sector Goals to Quality Performance.	ON DEMAND				
19	Continuing Professional Skill Development for Executive and Senior Secretaries	ON DEMAND				
20	Creating first impressions that Last-A Professional image Course for Frontline Officers.	ON DEMAND				
21	Effective Executive Clerical Operations & Efficient Workflow.	ON DEMAND				
22	Effective Conduct & Productivity Service delivery for Middle Level staff.	ON DEMAND				
23	Effective Public Relations, Protocol, Communication & Report Writing Management Workshop.	ON DEMAND				
24	Effective Work Ethics & Attitude change for Higher Performance.	ON DEMAND				
25	Fatigue Risk management Systems.	ON DEMAND				
26	Global Best Practices for Human resource Management, Planning and administration	ON DEMAND				
27	Industrial Relations: Management for Labour Union Leaders	ON DEMAND				
28	Mastering the Act of Effective World Class Public Services: Issues, Techniques & Best Practices.	ON DEMAND				
29	Performance Improvement Course for Executive Officers of Public sector.	ON DEMAND				
30	Public Relations, Meeting, Events for Management: Protocol & Administrative Secretary	ON DEMAND				
31	Personnel Effectiveness & Dynamic Skills Development for office Administration & Management.	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
HUMAN RESOURCES & ORGANISATION DEV.						
32	Personnel Effectiveness & Dynamic Skills Development for office Administration & Management.	ON DEMAND				
33	Team Building Techniques and Leadership Skill for Higher Productivity.	ON DEMAND				
34	Strategic Human Resource Management & Development Programme.	ON DEMAND				
35	The Art of Human resource Management: Creating & Developing & Effective Personnel function.	ON DEMAND				
36	Women's Capacity Building Programme for Effective Management & Leadership.	ON DEMAND				
37	Protocol & Public Relation Planning Workshop.	ON DEMAND				
38	Strategic Outsourcing for HR: Creating Value from HR Outsourcing Relationships.	ON DEMAND				
39	Performance management & Balance score card	ON DEMAND				
40	General Management Programme: Enhancing Managerial Acumen For Managers & Executives.	ON DEMAND				
LEADERSHIP AND STRATEGIC MANAGEMENT						
1	Public Service and Leadership	ON DEMAND				
2	Essentials of Leadership and Team Building for Managerial Success	ON DEMAND				
3	Strategic Thinking for Top Executives and Directors	ON DEMAND				
4	Strategic Formulation and Implementation- Translating Strategy to result	ON DEMAND				
5	Leadership and Management of Organizational Change	ON DEMAND				
6	Strategic Planning Skills	ON DEMAND				
7	Managing Successfully: Insights and Secrets of the Best Managers	ON DEMAND				
8	Moving from Management to Leadership	ON DEMAND				
9	Conflict Management and Resolution Workshop	ON DEMAND				
10	Leadership and Innovation Monitoring Skills Development - How to Improve Performance and Foster Growth	ON DEMAND				
11	Advanced Management Programme: for Board/council Members & Top Managers.	ON DEMAND				
12	Advanced Leadership Development Programme.	ON DEMAND				
13	Building Coaching and Mentoring Capacity & change.	ON DEMAND				
14	Driving Strategic HR Agenda in an Organizational Design	ON DEMAND				
15	Due Process Workshop (Executives).	ON DEMAND				
16	Inspirational Leadership for Good Corporate Governance in Public Sector.	ON DEMAND				
17	Leadership Training and Development Programme for Managers & Executives	ON DEMAND				
18	Leadership skill: Building Success Through Teamwork.	ON DEMAND				
19	Leadership Skills for Senior Women Executives	ON DEMAND				
20	Leadership Retreat on Change Management, Entrepreneurial Skills Development, Corporate Governance.	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
LEADERSHIP AND STRATEGIC MANAGEMENT						
21	Management Competence Development Programme: Exploring Modern Management Skills for Middle Level Managers & Executives.	ON DEMAND				
22	Managing today's Technical Professionals	ON DEMAND				
23	Organizational Transformation and Change Management.	ON DEMAND				
24	Reputation and Brand Management	ON DEMAND				
25	Total Quality Management for Directors	ON DEMAND				
26	Improving Productivity and Performance	ON DEMAND				
27	Supervisory Skills Development AreaManagers/Supervisors & Field Officers.	ON DEMAND				
28	Team building Strategic planning and Leadership.	ON DEMAND				
29	Strategic Thinking & Strategic Direction for Change.	ON DEMAND				
30	The Company Director's Role, Responsibilities and Liabilities (Executives).	ON DEMAND				
31	Strategic Management Skills Seminar for Senior Admin Assistant, SeniorSecretaries & Personal Assistants.	ON DEMAND				
32	Managing People through Change: Attitudes and Behaviours	ON DEMAND				
ACCOUNTABILITY & COMPLIANCE						
1	Ethics, Integrity, Professionalism and Corruption Prevention in a work place	ON DEMAND				
2	Effective Corporate Governance	ON DEMAND				
3	Combating Cybercrime: An Executive workshop	ON DEMAND				
4	Government and Corporate Security Management	ON DEMAND				
5	Investigating Fraud and Corruption: International Best Practice	ON DEMAND				
6	Internal Audit: Discovering latest talent cyber & cloud fraud	ON DEMAND				
7	Corporate Governance & Ethical Management Practice.	ON DEMAND				
8	Strategic Planning & Leadership Retreat for Accountants & Auditors.	ON DEMAND				
PUBLIC SECTOR REFORM						
1	Managing Legal & Non Legal Information Assets: Effective Records Management	ON DEMAND				
2	Public Private Partnerships: Policy Issues, Options and Success Factors, an Overview	ON DEMAND				
3	PPP Technical Issues: Practitioner Workshop	ON DEMAND				
4	Community Driven Development: Building Effective Local Services	ON DEMAND				
5	Improving Public Service Delivery	ON DEMAND				
	Economic Empowerment through Corporative Society.	ON DEMAND				
6	Transformational Change & High Value for Organizational Success.	ON DEMAND				
7	Workshop on Plan & Budget Management at State & Local Government Administrative Level.	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
FINANCIAL MANAGEMENT						
1	Public Financial Management: Planning and Control	ON DEMAND				
2	Internally Generated Revenue (IGR) : Strategic best practice	ON DEMAND				
3	IPSAS and IFRS: Implementation and Benefits Realisation	ON DEMAND				
4	Integrated Financial Management Systems (IFMIS): Re-Engineering and Implementation	ON DEMAND				
5	A Modern Approach to Procurement: A Strategic Perspective	ON DEMAND				
6	Financial Risk Management	ON DEMAND				
7	Effective Tendering, Award of Contract, and Managing your Provider	ON DEMAND				
8	Procurement Audit: international Best Practices	ON DEMAND				
9	Advanced Financial Management Practices	ON DEMAND				
10	Public Financial Management: An International Perspective	ON DEMAND				
11	Computerised Financial Accounting Workshop	ON DEMAND				
12	Financial Risk Management in Banking and Other Financial Institutions	ON DEMAND				
12	Fraud Prevention and Dynamics of Debt Collection	ON DEMAND				
13	Credit Management and Administration Skills	ON DEMAND				
14	Financial Policy Making and Analysis	ON DEMAND				
15	Financial Analysis, Planning and Control	ON DEMAND				
16	Mortgage Credit Analysis and Risk Management	ON DEMAND				
17	Essential Skills for Managing Today's Mortgage Institutions	ON DEMAND				
18	Public Accounting and Internal Control	ON DEMAND				
19	Structured Approach for Advanced Internal Auditing	ON DEMAND				
20	Advanced Treasury Management Strategy	ON DEMAND				
21	Forensic Auditing and Accounting: Guidelines for Financial Professionals	ON DEMAND				
22	Payroll Management: Costs and Control	ON DEMAND				
TENDER, CONTRACT, PROCUREMENT & STOCK MGT						
1	A Practical Approach to Proactive Procurement in the Public Sector Organisations	ON DEMAND				
2	International and Emerging Best Practices in Procurement and Contract Management	ON DEMAND				
3	Contract Management Skills	ON DEMAND				
4	The Strategic Approach to Procurement	ON DEMAND				
5	Management and Control of Stocks/Stores and Materials Handling	ON DEMAND				
6	Store Organisation and Materials Management	ON DEMAND				
7	Procurement Audit	ON DEMAND				
8	Fundamentals of Purchasing for the New Procurement/Buyer Officer.	ON DEMAND				
9	Implementation of Public Procurement Act.	ON DEMAND				
10	Performance Improvement for Purchasing & store Executives	ON DEMAND				
11	Risk Management in Procurement.	ON DEMAND				
12	Understanding Procurement Act: Challenges & Solutions.	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
JUDICIARY & PARLIAMENTARY						
1	Judicial Ethics: International Best Practices	ON DEMAND				
2	Parliamentary Administration: Benchmarking against Advanced Parliaments	ON DEMAND				
3	Translating Policy into Legislation	ON DEMAND				
4	Managing Government and Diplomatic Protocol: Etiquette, Procedures and Logistics	ON DEMAND				
5	Community Safety and Community Policing	ON DEMAND				
6	Young People in the Justice System	ON DEMAND				
7	Managing Legal & non-legal Information Assets: Effective Records Management Lawyers	ON DEMAND				
8	Judicial Records Management Skills	ON DEMAND				
9	Policy Development and Management Skills for Legal Officers	ON DEMAND				
10	Professional Ethics, Values & Effective Administration/ Governance Workshop	ON DEMAND				
11	Court Management and Judicial Administration	ON DEMAND				
12	Freedom of Information Act: Its Challenges, Solutions and Management	ON DEMAND				
13	Effective Management of Legal Services	ON DEMAND				
14	Trends & Approaches in Efficient Parliamentary Administration & Oversight Functions in the 21st Century	ON DEMAND				
15	Link Analysis, Counter-terrorism and Security management	ON DEMAND				
16	Advanced & Effective Document Tracking, Records/Registry and Archiving Management Course for Judiciary	ON DEMAND				
MONITORING AND EVALUATION POLICIES & PROJECTS						
1	Project and Programme Management	ON DEMAND				
2	The Complete Policy-Maker	ON DEMAND				
3	Developing Effective Policy: Analysis and Use of Evidence	ON DEMAND				
4	Developing Strategic Skills for Organisational Improvement	ON DEMAND				
5	Impact Assessment and Evaluation	ON DEMAND				
6	Gender Mainstreaming and Analysis	ON DEMAND				
7	The Balanced Scorecard: A Tool for Benchmarking the Organisation	ON DEMAND				
8	Project Risk Management	ON DEMAND				
9	Mainstreaming Gender Concerns In Development Planning & Project Management Communication	ON DEMAND				
10	Project Management Workshop for Public Officers	ON DEMAND				
11	Project Performance Management & the Balance scorecard.	ON DEMAND				
12	Project Financial Management and Cost Control.	ON DEMAND				
13	Advanced Project Management.	ON DEMAND				
14	Project Budgeting and Estimating taking: Control of Your Project	ON DEMAND				
15	Project Management: Skills for Success.	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
MONITORING AND EVALUATION POLICIES & PROJECTS						
16	Project Management in Cooperative Organisations	ON DEMAND				
17	Project Scheduling: Controlling the Project Timeline.	ON DEMAND				
18	Workshop on Recovering Troubled Projects.	ON DEMAND				
19	Project fund disbursement and Cost Control	ON DEMAND				
COMMUNICATION						
1	Public Relations and Working with the Media	ON DEMAND				
2	Citizen Engagement and Strategic Communication	ON DEMAND				
3	Masters in Internal Communication Management	ON DEMAND				
4	Advanced Speech/Report Writing Skills Development.	ON DEMAND				
5	Communicating With Diplomacy, Discretion and Influence.	ON DEMAND				
6	Effective Communication & Human Relations workshop.	ON DEMAND				
7	Effective Communication skills and Management for Managers.	ON DEMAND				
HEALTH MANAGEMENT						
1	Effective Health Management in Private and Public Organisations	ON DEMAND				
2	Industrial and Hospital Waste & Environmental Management	ON DEMAND				
3	Millennium Development Goals (MDG) in Maternal & Child Mortality Rate in Nigeria (Challenges & Solutions)	ON DEMAND				
4	Performance Improvement Process Towards Health Quality Assurance	ON DEMAND				
5	e-Medical Record Management Skills	ON DEMAND				
6	Environmental Pollution, Flood & Solid Waste Management.	ON DEMAND				
7	Computerized Data Management for Medical records.	ON DEMAND				
8	Health, Safety & Environmental Risk Communications in Organizations.	ON DEMAND				
9	Health and Safety Scheme Planning & Management in the 21st Century.	ON DEMAND				
10	Highway Accident and Emergency Management. International Best Practice	ON DEMAND				
11	Hospital Management & Administration.	ON DEMAND				
12	Hospital Supplies & Stores Management.	ON DEMAND				
13	Improving the Quality of Health Service.	ON DEMAND				
14	Leadership in the Implementation & Management of Community and Health Care Management	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
GENERAL ADMINISTRATIVE, PROFESSIONAL & MANAGEMENT SUPPORT / SECRETARIAT EFFICIENCY						
1	Management Development & Performance Improvement For Executive Secretaries, & Personal Assistants	ON DEMAND				
2	International Workshop for Executive Secretaries and Senior Personal Assistants	ON DEMAND				
3	Time Management, Strategic Quality, Planing and Organising for Executive Secretary	ON DEMAND				
4	Smarter Decision Making and Critical Thinking for Administrative Professionals	ON DEMAND				
5	Communicating with Diplomacy, Discretion, and Influence Modern best practice for executive secretary	ON DEMAND				
6	Project Management for Administrative Professionals	ON DEMAND				
7	Fundamentals of Finance and Accounting for Administrative Professionals	ON DEMAND				
8	Advanced & Effective Document Tracking, Records/Registry and Archiving Management Course .	ON DEMAND				
9	Advanced Management skill for Secretaries and Personal assistant.	ON DEMAND				
10	Advanced Secretaries Communication Networking and Information Management workshop	ON DEMAND				
11	Corporate Governance & Ethical Management Practice.	ON DEMAND				
12	Developing Administrative Officers Competence for Organizational Change Workshop.	ON DEMAND				
13	e-generation Secretaries and P.A's: Filling the Knowledge Gaps.	ON DEMAND				
14	Effective Secretarial & Administrative Seminar; Exposing the New Advancement in Technologies.	ON DEMAND				
15	Excellent Protocol function & Organizational Efficiency.	ON DEMAND				
16	Secretarial Administration & the Use of My script Technology for Effective Documentation.	ON DEMAND				
17	Secretarial Competence, Development & Effective Boss, Office Co-ordination Strategies for Seasoned Administrative	ON DEMAND				
18	Professionals, Executive Assistants, Administrative Assistants, Senior Secretaries, Protocol Officers	ON DEMAND				
19	The Advanced Development Course for Secretaries & Personal Assistants.	ON DEMAND				
20	Total Quality Management for Administrative professionals	ON DEMAND				
21	Workshop on Achieving Organizational Goals & Target Setting.	ON DEMAND				
22	Advanced Management Skills & Total Quality Management for Organizational Development Workshop.	ON DEMAND				
23	Advanced Management Workshop for Administrative/ Personnel Officers	ON DEMAND				
24	Applied Strategic Planning & Management.	ON DEMAND				
25	Business Process Management Seminar: Managing Change, People and Process for senior Managers & Executives.	ON DEMAND				
26	Corporate Planning for Organizational Transformation.	ON DEMAND				
27	Entrepreneurship Development Workshop for Retiring officers.	ON DEMAND				

2019 ALL COURSES SCHEDULE

S/N	PROGRAMME / WORKSHOP	VENUE	DAY	START	END	PRICE
GENERAL ADMINISTRATIVE, PROFESSIONAL & MANAGEMENT SUPPORT / SECRETARIAT EFFICIENCY						
1	General Management Skills Programme for Senior Government Officers.	ON DEMAND				
2	Management Workshop for heads of Libraries/ documentation.	ON DEMAND				
3	Management workshop for Cooperative and Agro-Allied Venture.	ON DEMAND				
4	Managing for Result: Driving to Driver Result.	ON DEMAND				
5	Material Management and Corporate Strategies Planning.	ON DEMAND				
6	Middle level Management Development workshop.	ON DEMAND				
7	Performance Management & the Balanced Scorecard.	ON DEMAND				
8	Policy Analysis & Strategic Planning for Management Staff.	ON DEMAND				
9	Reputation Management & Brand Management	ON DEMAND				
10	Risk Management: Adding Value to your Organization.	ON DEMAND				
11	Strategic Financial Analysis & Planning Business Seminar	ON DEMAND				
12	Strategic Management Course:	ON DEMAND				
13	Enhancing Strategic Thinking for Directors & Senior Managers.	ON DEMAND				
14	Strategic Management Skills Seminar for Admin Assistants, Senior Secretaries & Personal Assistants.	ON DEMAND				
15	Strategic Management workshop for education Administrators and executives.	ON DEMAND				
16	Strategic Management workshop	ON DEMAND				
17	Strategic Sales Negotiation.	ON DEMAND				
18	Strategic Thinking & Strategic Direction for Change.	ON DEMAND				
19	Tendering and Contracting Management	ON DEMAND				
20	Transformational Leadership, Inspiring & Leading people & Team through Change.	ON DEMAND				
21	Youth Empowerment and Entrepreneur skills development Workshop.	ON DEMAND				

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— Accounting for Non-Accountants.	8
— Advanced Treasury Management Strategies.	8
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— Tax Planning, Tax Management and Compliance Workshop.	10
— Budget Implementation, Monitoring and Management (Challenges & Solution).	10
— Improvement Course for Accounting Officers.	11
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— e-Accounting Operations in the Public & Private Sectors Financial System -Challenges and Solutions.	12
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— Achieving Organisational Goal and Targets Settings.	19
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Booking Terms & Condition

Course Nomination forms



GOVERNANCE & ECONOMIC SERVICES



POLICY ISSUES IMPLEMENTATION AND SUSTAINABLE DEVELOPMENT

TARGET AUDIENCE

Senior Government Officers with Administrative, Finance & Human Resources Function, Heads of Departments and Units

ABOUT THE WORKSHOP

Policy issues is one of the most challenging task facing officials, advisers and politicians in government and other public service organizations. Government also needs sound guidance on how and to what extent its desired objectives might be best achieved.

This programme is designed to equip participants with the requisite competencies, essential for formulating, designing & implementing,

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify clearly the nature of policy problems and put them in proper context
- Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy
- Develop efficient channels of policy communication.
- Coordinate policy management activities

COURSE CONTENTS

- Policy process and sustainability
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and public sector approach
- The role of directors in public policy management
- Current concepts and best practices in strategic management
- Role of ICT in effective decision making

MONTH	1 WEEK	2 WEEKS
JANUARY	14 - 18	14 - 25
MARCH	4 - 8	4 - 15
MAY	6 - 10	6 - 17
JULY	1 - 5	1 - 12
SEPTEMBER	2 - 6	2 - 13
NOVEMBER	4 - 8	4 - 15

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of five (5) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350,08055246151,

POLICY ANALYSIS & STRATEGIC PLANNING FOR MANAGERIAL SUCCESS

TARGET AUDIENCE

Entrepreneurs, Top level Executives (Directors), Corporate Advisers and Assistants, and others who are Boardroom members and top level decision makers' both at the Private and public sectors of the economy

ABOUT THE WORKSHOP

Provision of efficient and effective service is the hallmark of success for organizations, more especially in the public service as a result of this; they are constantly expected to be guided by sound policy for strategic planning in order to achieve the set objective.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- identify clearly the nature of policy problems and put them in proper context
- use a range of methods for getting to the root of policy failures
- develop and evaluate options for subsequent recommendation for a preferred policy
- develop efficient channels of policy communication.
- Coordinate policy management activities

COURSE CONTENTS

- Policy process and sustainability
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and Public Sector Approach
- The role of directors in public policy management
- Current concepts and best practices in strategic management
- Role of I.C.T in effective decision making

MONTH	1 WEEK	2 WEEKS
JANUARY	14 - 18	14 - 25
MARCH	4 - 8	4 - 15
MAY	6 - 10	6 - 17
JULY	1 - 5	1 - 12
SEPTEMBER	2 - 6	2 - 13
NOVEMBER	4 - 8	4 - 15

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of five (5) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350,08055246151,

MANAGEMENT & POLICY DEVELOPMENT SKILLS FOR LEGAL OFFICERS

TARGET AUDIENCE

Senior Government Officers with Administrative, Finance & Human Resources Function, Heads of Departments and Units

ABOUT THE WORKSHOP

Policy issues is one of the most challenging task facing officials, advisers and politicians in government and other public service organizations. Government also needs sound guidance on how and to what extent its desired objectives might be best achieved. This programme is designed to equip participants with the requisite competencies, essential for formulating, designing & implementing,

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify clearly the nature of policy problems and put them in proper context
- Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy
- Develop efficient channels of policy communication.
- Coordinate policy management activities

COURSE CONTENTS

- Policy process and sustainability
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and public sector approach
- Managing Policies in Legal Environment
- Legal officers as watchdogs to public policy makers
- Application of ICT tools in management of public policy development

MONTH	1 WEEK	2 WEEKS
JANUARY	14 - 18	14 - 25
MARCH	4 - 8	4 - 15
MAY	6 - 10	6 - 17
JULY	1 - 5	1 - 12
SEPTEMBER	2 - 6	2 - 13
NOVEMBER	4 - 8	4 - 15

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of five (5) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

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CORPORATE STRATEGY & MANAGEMENT OF MICRO/MACROBUSINESS ENTERPRISE

TARGET AUDIENCE

Entrepreneurs, Top level Executives (Directors), Corporate Advisers and Assistants, and others who are Boardroom members and top level decision makers' both at the Private and public sectors of the economy.

ABOUT THE WORKSHOP

Directors hold a special position of trust and leadership. They are both responsible legally and morally for the well-being of their organization. By serving their customers successfully, they are able to safeguard the separate interests of their different stakeholders and the community as a whole The Workshop is designed to provide the participants an authoritative and practical-oriented approach to the major and minor issues confronting them as Directors and top Executives of their various organizations.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand the nature and intricacies of responsibilities of being a director in an organization.
- Be in a better position to know when to differently apply leadership, management, administrative and entrepreneurial skills, and when to combine the skills to achieve Result

COURSE CONTENTS

- The role of the Director in an organization
- Corporate and Tactical strategies
- Managing change
- Issues and conflict management
- Boardroom practice/politics
- Accounting and Financial Planning strategy and control
- Planning and implementing strategies

MONTH	1 WEEK	2 WEEKS
JANUARY	14 - 18	14 - 25
MARCH	4 - 8	4 - 15
MAY	6 - 10	6 - 17
JULY	1 - 5	1 - 12
SEPTEMBER	2 - 6	2 - 13
NOVEMBER	4 - 8	4 - 15

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of five (5) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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FINANCE, ACCOUNTABILITY & COMPLIANCE



INTERNATIONAL FINANCIAL REPORTING STANDARDS: CONVERGENCE OPTIONS, METHODS AND ISSUES

TARGET AUDIENCE

Accountants, financial controllers, financial staff auditors
treasury accountants, senior managers

ABOUT THE WORKSHOP

This workshop provides users of financial information with sufficient background to confidently deal with main IFRS standards. It also provides deeper insight into the complexities of IFRS theory.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand the principles and measures of IFRS and how to implement IFRS recognition and measurement rates for assets, liabilities, revenues, expenses, gains and losses
- Understand likely future IFRS changes including national accounting standard

COURSE CONTENTS

- A critical assessment of transatlantic convergence/difference in IASB/FASB (state of play consistency compliance)
- How to ensure consistency and comparability without giving rise to volatility of earnings and complexity through too much disclosure, fair value
- Financial statement presentation and revenue recognition, automation of systems
- Problem of joint ventures and multi-nationals with dual requirements (financial statement presentation issues)
- Benefits or drawbacks in competitiveness, difficulties in implementation
- Role of regulator in ensuring smooth progression, active or passive
- Introduction and overview of the regulatory issues and recent changes
- Presentation and disclosure issues
- Accounting for assets
- Accounting for liabilities
- Accounting for financial instruments
- Other issues in IFRS accounting
- Accounting for groups
- First Time adoption of IFRS
- Recent issues and possible future changes

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos, Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118,
+233244718350, 08055246151,

INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)

TARGET AUDIENCE

Directors of finance, financial managers, treasurers, senior accountants and senior financial analysts senior officers in government ministries, agencies and carrying out internal financial audit practice and management

ABOUT THE WORKSHOP

International public sector accounting standard (IPSAS) enables public entities to show clear accrual accounting and reporting. This workshop will provide a comprehensive understanding of applying IPSAS to the framework of public bodies and enable participants to increase transparency and develop a better system of performance/results

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand the nature and intricacies of, apply IPSAS to their organization's accounting practices
- Accomplish increased transparency and meet the international requirements of bank and donor multilateral agencies
- Apply best practices and avoid common pitfalls in their IPSAS implementation
- Build a strong system of performance based management in their accounting reports

COURSE CONTENTS

- Conceptual framework for general purpose reporting by public sector entities
- Indept look at key standard: Hyperinflation, adjusting and non-adjusting events disclosure requirements, investments reporting equity/costs; interest in joint ventures
- Accounting and financial reporting for services concession arrangements
- Amendments, reviews and changes in FLPSAS and expected future development
- IPSAS B projects, consultation papers, resources, reference material and research on IPSAS
- Presentation of financial statements and cash flow statement
- Accounting policies, change in accounting estimates and errors
- Consolidated and separate financial statements
- Properly-valuation depreciation, expensing,

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

TAX PLANNING AND ADMINISTRATION

TARGET AUDIENCE

Accountants, Auditors in the Federal, State and Local Government as well as in Private Sector Organisations

ABOUT THE WORKSHOP

This workshop has been specifically designed for participants to obtain current knowledge and competencies in planning and administration of tax.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Satisfy the purpose of raising maximum revenue
- Administer tax collection system properly
- Identify the benefits of tax planning and administrations
- Presents an overview of the Federal Tax collection system
- Analyze the impact of tax planning and administration on the conduct of business operations
- Draws on the disciplines of business finance, public finance and accounting as they relate to taxation

COURSE CONTENTS

- Overview of Tax concept
- Types, Methods, Policies & Procedures
- Personal Income Tax Administration - (Nigeria in focus)
- Understanding the Legal aspects of Taxation
- Collection and Remittance of Tax
- Internal Control Mechanism for Effective tax Administration
- Tax Forecasting and Estimation

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

ADVANCED FINANCIAL MANAGEMENT PRACTICES

TARGET AUDIENCE

Senior Government Officers with Ministries, Agencies & other Parastatal bodies responsible for their organisation's effective financial management

ABOUT THE WORKSHOP

This programme will teach participants the concepts, tools and techniques that will help them to learn how to 'think Finance' and translate it into performance

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Examine the purpose and use of a budget
- Successfully get budget reviewed and approved
- Communicate effectively with the top executives of the organisation and financial Policy makers
- Forecast organisation financial position, based on its past performance.
- Effectively allocate overhead and prevent over or under costing of procurement
- Develop control based audit recommendations that truly help management meet

COURSE CONTENTS

- Tactical and strategic objective
- Manage bank costs effectively
- The essential of Budgeting and Budgetary control
- Interpreting & analysing financial data
- Treasury management strategies
- Assessing and streamlining treasury operations.
- Challenges of procurement of goods and services.
- Computer application in financial management practices
- Understanding IT software and application in payroll
- Spreadsheet fundamentals, Analysis & Usage
- Reconciliation of statements from your banks and handling inter-branch transaction using quickbook accounting software

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00

2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

ACCOUNTING FOR NON ACCOUNTANTS**TARGET AUDIENCE**

Accounting and Non-Accounting Officer, Senior Officers in Government organization who need clear understanding of accounting & financial knowledge for their decision making process

ABOUT THE WORKSHOP

The course is aimed at improving on the skills of non-accounting officers in accounting process. At the end of the course participants will be better on their job, as they will be exposed to various aspect of accounting expected at their level

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understanding the accounting environment
- Analyzing and recording business transaction
- Preparing worksheets, closing entries and reversing entries
- Preparing Cash records and management
- Understand the role of computer in the accounting process

COURSE CONTENTS

- Effective and Efficient Public Finance Management
- Basic Cost Accounting
- Overview of Financial and Management Accounting.
- Cash and Funds Flow Analysis
- Principles and Tools of Accounting
- Preparing Worksheets: Closing Entries and Reversing Entries
- Use of Current Accounting Software
- Overview of Microsoft excel for non-accountants.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118,
+233244718350, 08055246151,

ADVANCED TREASURY MANAGEMENT STRATEGIES**TARGET AUDIENCE**

Directors of finance, Accountant-Generals, Senior and Mid-level financial officers, treasures and controllers and their assistants and directors/officers of treasurers operations.

ABOUT THE WORKSHOP

This workshop and examine the current issues, techniques and technologies vital for the improvement of management of critical treasury activities.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify the organizational treasury functions
- Identify the main problems associated with Treasury management, and proffer appropriate solutions.
- Apply appropriate treasury management techniques
- Outline the roles of the internal audit in treasury management

COURSE CONTENTS

- An overview and features of treasury management system
- Imprest Accounting and treasury management
- The role of organisation treasury internal control
- ICT & Fraud detections, prevention and control measures
- Internal audit and treasury management
- Cash budgeting, Budgeting and Budgetary control
- Treasury problems and solution
- Current treasury technology
- Projecting cash flow, cash flow tracker and other financial entries
- Loan amortization schedules
- Cash handling & Management

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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For More Information Please call: 08037881118,
+233244718350, 08055246151,

STRUCTURED APPROACH FOR EFFECTIVE INTERNAL AUDITING

TARGET AUDIENCE

Internal Auditors at supervisor level or management level and above or those involved in the audit and computer based accounting and other financial system

ABOUT THE WORKSHOP

The demand for improved accountability and greater transparency in government activities has resulted in a call for more information about government programmes and services. As a result of this, it has become imperative to learn a structured approach for conducting internal audits that get results, and go beyond the boundaries of accounting, and gain real insight into managerial, political and technical dynamics of internal auditing.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify "high-risk" processes and build control system that mitigates the risk.
- Develop control based audit recommendations that truly help management meets tactical and strategic objectives
- Encourage and assist in proper reporting and sound management of public debt and in seeing value of money.

COURSE CONTENTS

- Internal auditing guidelines & standard
- The importance of the relationship between internal and external audit
- Audit management, reporting, communication and quality control
- System Based Audit (SBA)
- Computer based audit and the use of the computer as an audit tool.
- The importance of corporate governance and the role of the audit committee
- Selling your audit recommendation to management
- Investigation of fraud and corruption.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
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OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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PAYROLL AND PERSONAL INCOME TAX ADMINISTRATION

TARGET AUDIENCE

Finance and Administrative officers Account Officers, Internal Auditors, etc.

ABOUT THE WORKSHOP

This workshop is designed to help participants develop the requisite skills to structure their payroll systems to meet existing and emerging organizational needs. It will highlight accounting and environmental factors that have to be taken into consideration in order to improve the system information generation capability

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Design a perfect payroll system.
- Identify difficulties associated with the formulation of payroll systems.
- Restructure existing payroll system and financial information systems

COURSE CONTENTS

- Accounting systems, design and installation
- Payroll formulation process and techniques
- Payroll formulation in the public sector organizations
- Role of Account officers in payroll formulation and implementation
- Restructure technique for existing payroll systems
- Application of computer to payroll formulation, design and implementation
- Cash handling & Management

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00

2 WKS N170,100.00

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TAX PLANNING, TAX MANAGEMENT AND COMPLIANCE WORKSHOP

TARGET AUDIENCE

Accountants, Auditors in the Federal State & Local Government as well as Private Sector Organisations.

ABOUT THE WORKSHOP

Frequent changes in tax legislation and regulations has put tax practitioners and affected organizations under pressure to comply. These organizations have also had to turn their attention to the annual ritual of tax preparation and returns to attain compliance. This workshop will provide a platform on which tax practitioners will discuss pertinent tax issues affecting them.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Satisfy the purpose of raising maximum revenue
- Administer tax collection system properly
- Identify the benefits of tax planning and administration
- Presents an overview of the federal tax collection system
- Analyse the impact of tax planning and administration on the conduct of business operations
- Draws on the disciplines of business finance, public finance and accounting as they relate to taxation.

COURSE CONTENTS

- Overview of Tax Planning and Administration
- Optimising PIT through Efficient salary Restructuring
- Effective Management of Capital Gain
- Tax Capital Allowance
- Withholding Tax System
- Regulatory Frameworks for Tax Remittance
- Value Added Tax Processing
- Combating Tax Evasion

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA,

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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For More Information Please call: **08037881118, +233244718350, 08055246151,**

BUDGET IMPLEMENTATION, MONITORING AND MANAGEMENT (CHALLENGES & SOLUTIONS)

TARGET AUDIENCE

Admin, Finance, Account, Budget and Treasury Officers.

ABOUT THE WORKSHOP

The workshop is designed to enhance participants skills in providing effective strategies, practical tools and techniques for the management and development of public and private sector accounting programmes and budgets. These tools and techniques are designed to be highly flexible and wide-ranging in order to meet organisational needs across the budget and programme spectrum, from relatively simple performance improvement budget through to complex multi-million naira national capacity-building programmes

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify abstracts to effective budget preparation and implementation in their various organizations and devise appropriate strategies to address them.
- Explain the bases for fiscal and monetary policies and how they affect their organizations.
- Identify the positive contributions that good budgeting practice can make to the management of public sector organizations
- Get identified with modern strategies for implementing national, sectional and local government budget for a sustainable national development.

COURSE CONTENTS

- Planning in Government
- Fiscal/Monetary policies
- Financial control in government
- Budget execution and cash management
- Programmed monetary and evaluation
- Problems of budget implementation
- Budget innovation & revenue forecasting
- Managing negotiation in budget defence
- Macro economic framework for public expenditure, programming and management
- Sectorial policy implications of the 2016 budget
- Computer application of budget implementation
- Inter-governmental relationship and issues in the federation account & statutory allocation to all tiers of government.
- Effective and efficient monitoring and management of budget
- The role of the public sector in national development
- Overview of public expenditure programming and management in Nigeria

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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IMPROVEMENT COURSE FOR ACCOUNTING OFFICERS IN THE PUBLIC SECTOR

TARGET AUDIENCE

Account, Finance and others, Internal Audits, Principal Officers, Senior Officers in Government Ministries, Agencies and other Parastatal bodies responsible for improving Financial Management, Prevention & Control of Fraud.

ABOUT THE WORKSHOP

This programme will teach participants the concepts, tools and techniques, that help them to learn how to 'think Finance and translate it to performance'

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Forecast organization financial position, based on its post-performance
- Effectively allocate overhead and prevent over or under costing of procurement
- Develop control based audit recommendations that truly help management meet tactical and strategic objectives

COURSE CONTENTS

- Financial organization, reporting & information management
- Treasury management strategies
- ICT & Fraud detection, prevention and control measures
- Selling audit recommendation to management
- The importance of the relationship between internal and external audit
- Total Quality Management
- Leadership & Responsibilities for ethical behaviours for financial administration
- Cash Handling and Management

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

FRAUD DETECTION, PREVENTION AND CONTROL

TARGET AUDIENCE

Account, Finance and others, Internal Audits, Principal Officers, Senior Officers in Government Ministries, Agencies and other Parastatal bodies responsible for improving Financial Management, Prevention & Control of Fraud.

ABOUT THE WORKSHOP

The fast growing and changing economic environment makes business transactions more demanding, more versatile and volatile. The workshop is designed to expose participants to current practices in internal auditing with a view to acquiring and sharpening their skills in fraud detection, prevention & control. The various fraudulent practices made through use of computer form the basis of the case studies in this workshop

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify various types of frauds and their causes
- Identify and analyze methods and approaches to perpetuating fraud in organisation in Nigeria.
- Carry out effective investigation and audit report writing
- Use control tools for prevention and detection of fraud

COURSE CONTENTS

- Globalization and Challenges for Auditors
- Operations of Internal Auditing
- Managing Internal Audit Department
- Classification and types of Fraud
- Basic Detection and Preventive Methods of Fraud
- Fraud Investigation Procedures
- Police Investigation of Fraud Cases
- Computer in Auditing, Internal Audit Reports, Audit Programmes and Working Papers

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LOCATION: ABUJA, LAGOS, KADUNA

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e-ACCOUNTING OPERATIONS IN THE PUBLIC & PRIVATE SECTOR FINANCIAL SYSTEM (Challenges & Solution)

TARGET AUDIENCE

Finance and Non-Financial Officers, Most especially in Treasury Department.

ABOUT THE WORKSHOP

Give us five days! We'll help your fear of e-payment system. This workshop is designed for finance and non-financial officers. The focus is knowing e-payment procedures and how it affects the operating system of an organisation

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Gain a thorough understanding of every e-payment concepts.
- Know how to monitor operating results to achieve long-term financial goals
- Create effective e-payment transfer that meet your organisation needs
- Identify and utilize key e-payment drivers and integrates them into your system

COURSE CONTENTS

- Accounting systems, Design and Installation
- Moderate auditing processes and e-payment and e-government
- Contract accounting and systems procedures in e-payment
- Accounting and systems procedures in e-payment
- E-payment design process and techniques
- Control problems in e-payment systems design and installation
- Fraud prevention and e-payment
- Salaries and e-payment fraud
- Computer fraud and banking transaction in e-payment

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LOCATION: ABUJA, LAGOS, KADUNA

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FINANCIAL MANAGEMENT AND EXPENDITURE CONTROL WORKSHOP

TARGET AUDIENCE

Senior Officers in Government Ministries, Agencies and other parastatals responsible for Improving Financial Management

ABOUT THE WORKSHOP

Financial assets are some of the most important assets of every organizations which have to be effectively harnessed for the attainment of organizational goals. Financial managers have the responsibility to undertake financial analysis, advise on financial plans and guild management on investments, projects, funding, operational levels, expenditure control and other organizational activities. They are expected to manage the financial assets of their organizations completely.

For financial managers to perform these roles creditably, they must have appropriate skills and competence. This workshop aims at providing this competence.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Prepare analyze and interpret financial statement
- Develop financial plans for their organisations
- Advise top managers on management of funds.
- Manage financial resources effectively and exercise necessary control measures
- Minimize the level of risks associated with investment decisions

COURSE CONTENTS

- Financial management and the current economic environment
- Planning and management of funds, financial management policy: formulation and implementation
- Budget and budgetary control, Cost analysis and expenditure control
- Computer application in financial management
- Investment appraisal techniques, Cost benefit analysis and Cash-flow statement
- Preparation and reporting
- Project financing and sourcing of fund
- Financial statement analysis and interpretation
- Taxation planning and management

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SKILLS & COMPETENCIES ENHANCEMENT FOR ACCOUNTING OFFICERS & SUPERVISORS

TARGET AUDIENCE

Officers and Supervisors in Accounts departments who have the responsibility of implementing accounting roles and processes in their organizations.

ABOUT THE WORKSHOP

The language of business in every industry around the globe is rooted in the accounting equation. Thus, keeping your accounting officers and supervisors well-grounded in modern skills is central to success. Much of this can be achieved by uncovering and correcting problems associated with poor recording of sales, expenses, equity and debt.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Gain understanding of trend in accounting concepts
- Accurately access and appraise efficient recording of original entries
- Set up paper work, forms and systems to get timely and accurately financial information
- Use computer based accounting & financial system

COURSE CONTENTS

- Different Accounting processes/procedures, and what they mean
- Financial reporting systems
- Account closing procedures
- Measuring and managing payables and receivables
- Application of accounting softwares
- Spreadsheet application in accounting
- Budgeting

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FIXED ASSETS ACCOUNTING AND INSURANCE POLICIES MANAGEMENT

TARGET AUDIENCE

Officers and Supervisors in Accounts and Admin. departments who have the responsibility of implementing accounting & admin rules and processes in their organization

ABOUT THE WORKSHOP

Maximize your assets and protect your organization's investment in this programme you will learn to maximize your potentials by discovering everything you need to know about your company's assets: what assets you have and where they are located. How to make sure they are fully utilized & protected. How to reap the maximum tax & insurance benefits, and how to accurately assess their current value in today's economy.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Maximize the tax benefits from your fixed assets.
- Make a smooth transition from a manual system to computerized accounting,
- Accurately appraise the value of your assets in today's economy
- Set up paper work, forms and systems to get timely, accurate information & result

COURSE CONTENTS

- How to meet all accounting, tax, insurance and other requirements
- Value concepts
- Establishing the fixed asset accounting, record taking/keeping an effective inventory
- Establishing property control
- Perpetuating the property accounting system'
- Insurance policies management
- Application of accounting software

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PUBLIC SECTOR ACCOUNTING & AUDITING

TARGET AUDIENCE

Directors of finance and supply, Heads of Accounts Division, Accountants in Federal and State Ministries, Parastatals, and Corporations, Treasurers, and Accountants in Local Government Councils, Budget officers in Public Sector, Organizations, Financial Analysts, Consultants and Advisers in public sector organisation as well as internal auditors.

ABOUT THE WORKSHOP

The need for sound, effective and efficient accounting systems in the public sector cannot be overemphasized, particularly with the current economic restructuring in the country. Operating an efficient accounting system and managing financial resources require relevant competence. Public sectors establishments are today expected to minimize bureaucracy, shed over-heads, manage their financial resources more competently and become more focused. The workshop is being organized to equip participants with the skills to effectively manage the financial resources of public enterprises

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use appropriate public sector finance and accounting and financial resources techniques
- Effectively manage public sector funds
- Identify the problems associated with the public sector and proffer solutions
- Generate financial information for quality managerial decisions
- Use public sector budget as an instrument for directing and achieving appropriate goals
- Use computer-based accounting and financial information system.

COURSE CONTENTS

- Public Sector accounting: An overview
- The Basic of Accounting in the Public Sector
- Principles and Procedures of Book Keeping in Public Sector Organizations
- Budgeting and Budgetary Control/Accountability in the Public Sector
- Administration of Finance and Financial Control Measures in the Public Sector and the Role of Public Account Committee
- Financial and Pricing Policies in Public Enterprises and Public Debt Management
- Performance & Internal Audit as an aid to Managing and preventive fraud in Public Org.
- Computer Application to Accounting and Financial Information/Taxation in the Public sector
- Selling your audit recommendation to management
- Investigation of fraud and corruption.

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COMMUNITY COURT OF JUSTICE - ECOWAS AT CFA STUDIES PROGRAMME



ORGANISATIONAL EFFECTIVENESS AND CAPACITY BUILDING



ATTITUDINAL CHANGE AND WORK ETHICS WORKSHOP

TARGET AUDIENCE

GL 04 - 10 officers cutting across all the departments in the organisation

ABOUT THE WORKSHOP

Today more than ever, successful operation in an organisation depends upon the combined effort, co-operation positive attitudes, and action of the workers. Positive attitudes of a workforce are keys to improving organisational efficiency for superior performance. This workshop is designed to improve participant's attitudes in every aspect of working relationships. That's why organisation attitudinal change is so critical to effectiveness of individual staff.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Discover how attitude is a powerful tool for positive action
- Monitor and manage attitude
- Identify those attitude that hold you back and those that propel you forward
- Consider which attitudes are conducive to goal-setting and which can spoil the process
- Recognize and get rid of debilitating attitude by identifying the three P's that cause bad attitudes
- Look at underlying causes of a bad attitudes and learn the three types of bad attitudes
- Use appropriate techniques for planning & achievement of target
- Learn the characteristics of the change process, the way individuals respond to it and ten strategies for embracing change
- Identify time wasters, Plan their activities & Prioritize their functions

COURSE CONTENTS

- Overview of Attitude formulation and attitude change
- Eradicating Organisation Negative attitude Issues, Challenges and Solutions
- Principle and Practice of Time Management
- Management Processes
- Managing Organisational climate for effective performance
- Fundamentals of Microsoft word applications.

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LOCATION: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N87,500.00 - 2 WKS N157,500.00

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VANDALISATION PREVENTION, EMERGENCY & MAINTENANCE MANAGEMENT SKILLS

TARGET AUDIENCE

Senior Officers in Ministries, Parastatals and Local Governments, Security Officers, Managers and officers of the armed forces, Defense, Police and other Paramilitaries

ABOUT THE WORKSHOP

The Vandalisation, prevention, maintenance and safety management skills programme is designed to provide participants the opportunity to:

- Acquire the necessary knowledge, skills and attitude which will enable them effectively recommend the formulations of vandalism policies and procedures for the protection of corporate assets against theft, vandalism, destruction by fire and other unforeseen disasters.
- Familiarize participants with the latest methods of vandalism and its prevention.
- Describe the components of maintenance systems plan & execute maintenance schedules. Manage materials resources efficiently
- Describe basic fire prevention and control in office
- Describe measures to safeguard vital records in the office.
- Protect organizational secrets from espionage agents, curious journalists and subversive elements and apply necessary counter measures

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Adopt and practice current innovation in the field of vandalism disaster and emergency management
- Recognize the vital roles of the disaster manager in the achievement of the over-all objectives of their organisation
- Devise measures of preventing and planning for any vandalism, disaster and emergency occurrences

COURSE CONTENTS

- Basic control and maintenance management, inventory and a sets documentation, planned and preventive maintenance,
- Issues in Maintenance management and inventory & Stock Management
- Maintenance management information technology and essentials of Information Communication Technology
- Overview of Management, function, materials control, Equipment Acquisition & Maintenance Cycle
- Theories of crime vandalism.
- Prevention strategies & measures, the patterns of vandalism in Nigeria
- Systematic fault diagnostic recording, computer and information system for maintenance management
- Issues of information and leakage in the public services and the necessary counter measures

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PERFORMANCE IMPROVEMENT WORKSHOP FOR PURCHASING & STORES OFFICERS

TARGET AUDIENCE

Purchasing Officers, store officers, Senior Buyers, Depot Offices and Warehouse Offices, Member of the tender's board

ABOUT THE WORKSHOP

Turn the purchasing department into a corporate service/profit Centre and improve your organisation's efficiency.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Learn to effectively manage inventory and avoid risk
- Become a more efficient and productive purchasing/store officer
- Improve the services provided by your department through more effective planning
- Understand the ethical/legal aspects of purchasing and possible liabilities
- Fine out how to select vendors and suppliers of desired quality

COURSE CONTENTS

- An overview of purchasing & store functions
- Roles and qualities of modern purchasing and store officers: store procedures, documentation and records.
- Inventory valuation and control Local and International Sourcing and procurement techniques
- Materials, logistics, time, and stress management
- Fraud prevention and control in purchasing & stores functions.
- Total Quality Management concepts, and purchasing & stores functions
- Code of ethics for purchasing and store officers
- ICT and record management for stores officers

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TOTAL QUALITY MANAGEMENT FOR PERSONAL AND ORGANIZATIONAL DEVELOPMENT

TARGET AUDIENCE

Senior and Middle Managers, Consultants, Entrepreneurs, Administrators, Trainers; Team Leaders and other Executives who have responsibility for ensuring quality of Products and services.

ABOUT THE WORKSHOP

Quality products and services are known to add value and generate stakeholders' confidence. Total Quality Management (TQM) holds the ace for effective and efficient product output. Commitment to TQM can enable organisation achieve zero defects, low percentage customer rejects, improved productivity and performance. The programme is designed to provide TQM value orientation in organisations and equip participants with TQM techniques, tools and skills.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Determine the role which quality management can play in the task of achieving their organisation's objectives
- Apply modern quality management techniques in all area of operation to improve productivity
- Advise on the maintenance of quality at minimum overall cost to satisfy customer's needs
- Create an enabling environment for employee commitment, empowerment, creativity, innovation and leadership development
- Build customer-driven organizations
- Proffer solution to quality problems

COURSE CONTENTS

- Confidence Building Towards Total Quality Management
- Team and Confidence Building
- Motivation as a tool for effective and quality efficient service delivery
- TQM in Public Service, Public Service Rules and Challenges of Generation Y
- TQM in Retirement Plans
- Computer application, roles, relevance & benefits in TQM.

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BUILDING & MANAGING EFFECTIVE TEAM

TARGET AUDIENCE

Managers and Senior Managers, Head of Department, Unit/Sectional Heads, Team and Project Leaders, Chairmen/Chairpersons of Committees

ABOUT THE WORKSHOP

People working together have their characteristics, similarities and differences. These differing attributes, skills, knowledge, attitude abilities and potentials need be harnessed and directed towards achieving the desired results. This course is, therefore packaged to assist managers to acquire modern team dynamics and leading tools with which productivity can be highly maximized and improved.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Apply knowledge and skills in building, leading and managing work team
- Achieve optimal productivity through team work self and subordinate effectively
- Resolve and Manage Conflict
- Handles Criticisms effectively

COURSE CONTENTS

- Team, Team Roles and Functional Roles
- The Characteristic and How to build Effective Teams
- Group dynamics Leadership and Leadership Styles
- Allocating Work to Team members, managing discussion and leading
- Conflict Management,
- Communication and Human Relations
- Managing Self and Time
- Evaluating and Improving Performance of Teams
- The role of ICT in building & managing effective team

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CUSTOMER RELATIONSHIP MANAGEMENT

TARGET AUDIENCE:

executive and non executive directors, Nodal Officers, marketing directors, senior managers, heads of department, training managers, account managers, customer relationship managers, consultants, sales professionals, customer service representatives.

ABOUT THE WORKSHOP

In this increasingly competitive world, where the level of customer demands, in terms of quality service is increasing on a daily basis. An organisation, that wishes to survive the turbulent business terrain, therefore needs to systematically enhance and improve the levels of customer satisfaction and secure an overall competitive advantage.

BENEFITS OF ATTENDING

THIS COURSE AIMS AT PREPARING THE PARTICIPANTS TO:

- Define customer relationship management
- Develop customer strategy
- Prepare a platform for good CRM
- Collate and analyse key customer data
- Customer Creation & Satisfaction
- List the essential tools to manage customer data
- Explain the customer relationship process
- Understand the skills, knowledge and behaviours to extract data from customer.
- Develop a business plan for a new CRM Process

COURSE CONTENTS

PEOPLE SKILLS TO DELIVER EXCELLENT CUSTOMER SERVICE:

Communicating with our customers, Listening styles and building rapport, influencing skills Persuasion techniques, dealing with difficult customers, understanding customer behaviour understanding where anger comes from, developing emotional intelligence.

CUSTOMER RELATIONSHIP MANAGEMENT OVERVIEW:

definition of customer Relationship. The importance of CRM developing a customer strategy, creating a plan to interact with customer, assigning a value to my customer Key elements of successful customer architecture, flow to develop customer information data base, Tools needed when building and analyzing customer information database.

CAMPAIGN /CONTACT MANAGEMENT:

what is the process (interactive dialogue talk, listen, react, repeat), Consistency in the message to customers through all channels, formulation and testing different direct marketing and personalization approached Risk &return elements to consider in a CRM business case

QUALITY MANAGEMENT AND CUSTOMER SERVICES:

Introduction to Quality Management, Basic quality concepts, What customers want and at what cost, Managing Customer satisfaction, Knowing customer perception and expectation, Managing stressful situation more effectively

SERVICE QUALITY - TOOLS TECHNIQUE: Effective quality management, Quality measurement and quality control, Continuous improvement, Service quality tools & techniques, Courses and effect analysis, Exceeding customer expectation, Recognize the signals of customers irritation.

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ACHIEVING ORGANISATIONAL GOAL AND TARGET SETTINGS

TARGET AUDIENCE

Special Assistants, Project Managers, Project Supervisors, Planners, Administrators and Directors

ABOUT THE WORKSHOP

Directors hold a special position of trust and leadership. They are both responsible legally and morally for the well-being of their organisation. By serving their customers successfully, they are able to safeguard the separate interests of their different stakeholders and the community as a whole.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Differentiate between missions, objectives and goals of their organization
- Formulate appropriate strategies for programme implementation

COURSE CONTENTS

- Managing People.
- Organisational Mission, Objectives and Goals
- Target Setting and Evaluation
- Time Management
- Management Principles and practice
- Total Quality Management
- Analysis & Understanding of Case Study
- Role of ICT in job Analysis

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VALUES RE-ORIENTATION & OFFICE ETHICS SENSITIZATION

TARGET AUDIENCE

Middle and Senior Officers cutting across all the Operational Departments of the Organisation

ABOUT THE WORKSHOP

Positive attitudes of a workforce are keys to improving organisational efficiency for superior performance. This Workshop is designed to improve Participants' attitudes in every aspect of working relationships. Today more than ever, success depends upon the combined cooperation, positive attitudes and action of people. That's why organisational attitudinal change is as critical to individual effectiveness as a staff.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Discover how attitude is a powerful tool for positive action
- Monitor and manage attitude
- Identify those attitudes that hold you back and those that propel you forward
- Consider which attitude are conducive to goal-setting and which can spoil the process
- Recognize and get rid of a debilitating attitude by identifying the three P's that cause bad attitudes
- Look at underlying causes of bad attitudes and learn the three types of bad attitudes
- Use appropriate techniques for planning & achievement of target
- Learn the characteristics of the change process, the four ways individuals respond to it and strategies for embracing change
- Identify time waster, plan their activities, prioritize their functions

COURSE CONTENTS

- Corporate Vision, Mission and Objectives: Challenges for the Categories of Workers
- Overview of Attitude formulation and attitude change
- Eradicating Organisation Negative attitude Issues, Challenges and Solutions
- Principle and Practice of Time Management
- Public Service Rules and Code of Ethics in the Civil Service
- Communication and Human Relations
- Managing Organizational climate for effective performance

MONTH	1 WEEK	2 WEEKS
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LOCATIONS: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N87,500.00
2 WKS N157,500.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151

STRATEGY FOR MODERN SECURITY MANAGEMENT: SKILLS IN PREVENTION/CONTROL

TARGET AUDIENCE

Security Guards and security Supervisors, Chief Security Officers (CSOs) who have responsibility for safety and security of assets and materials at their organisations

ABOUT THE WORKSHOP

The workshop examines in broad terms, modern security and guard operational techniques that Security Guards must be conversant with, if they must discharge their responsibility effectively without any iota of fear or favour. Participants would also be made to appreciate what their primary role and obligations are, first and foremost, to organisation, the staff and the overall surveillance that is required of them in the course of performing their duties

BENEFITS OF ATTENDING

Amongst the numerous benefits that organizations would enjoy by undertaking this workshop for its security operatives is that of outstanding security consciousness and effectiveness by the participants in safeguarding both human and material assets of the Company. This, CFA Studies shall do by driving participants to a level of appreciation whereby the only tolerable and acceptable target is an error-free operations

COURSE CONTENTS

- Corporate Security Operatives in a Proactive Organisation
- Security Planning, Design and Physical Security
- Code of Ethics and Adherence
- Fundamentals of Public and Human Relations Skills
- Access Control and Reception Duties
- Effective Patrolling and Monitoring
- Internal Crime Prevention and Control Mechanisms
- Documentation and Report Writing
- The legal aspect of Private Security Operations
- Risk Management Process (Problem Sensing, Problem Solving and Decision Making)
- Fire Preventions and First aid (Theory and Practical)

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ADMINISTRATION & MAINTENANCE OF ORGANISATION ASSETS, UTILITIES & FACILITIES FOR IMPROVED EFFICIENCY

TARGET AUDIENCE

Directors, Assistant Directors (Public Sector), Senior Managers/Executives (Private Organizations), and other higher officers in charge of management and administration of their organisation's assets, and facilities/utilities. Other professionals, other than admin personnel who oversee the smooth running of support services in their organisation will find the workshop highly beneficiary.

AIMS AND OBJECTIVES OF THE WORKSHOP

The business environment is changing rapidly, and every day too. So also is the attendant ever increasing challenges and cost, for successful operation, especially in Nigeria. This trend is likely to continue for the next foreseeable years. There is no doubt that the success or effectiveness of any organisation is usually measured by how its objectives/goals have been attained. Attainment of these goals however depends on key factors, notably among which is the efficiency and effectiveness of how the organisation assets, facilities and utilities are being put into use.

THIS COURSE HAS THEREFORE BEEN DESIGNED, TO BASICALLY

- Improve the operational efficiency of the participants, with respect to their management, administration and maintenance of the resources at their disposal, for the required support services of the organisation to run smoothly.
- To highlight the challenges of administering these needed support services, with a view of identifying the problems they encounter and ultimately providing pragmatic solutions to them.

COURSE CONTENTS

- Overview and analysis of procedures, and regulations for administrative services in an organisation.
- The task involved in administering organisational support services.
- Concepts and precepts maintenance management.
 - Types, policies, methods & procedures.
- Skills in handling company property and estate management.
 - Nature, purpose, and techniques of organisation & method. Practical application.
- Effective transport fleet management.
 - Policies and strategies.
- Introduction to fundamentals of insurance.
 - Types & Policies. Methods and procedures for insurance claims.
- Inventory management and materials handling system.

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PRODUCTIVITY & SAFETY IMPROVEMENT COURSE FOR TRANSPORT OFFICERS & DRIVERS

SECRETARIAL COMPETENCE DEVELOPMENT AND EFFECTIVE BOSS & OFFICE COORDINATION STRATEGIES

TARGET AUDIENCE

Drivers, Drivers /mechanic Transport Officers & those responsible for the management of motor vehicle fleet & other related assets.

ABOUT THE WORKSHOP

Participants will refresh their knowledge and upgrade their skills for improved performance

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Assist their organizations to reduce expenses incurred on company's vehicle by learning the ways and methods to this.
- Be exposed to usual tricks employed by artisans, mechanics and allied workmen to defraud organizations thereby paving way to reduction in maintenance cost.
- Appreciate the company's focus and vision towards the building and sustenance of the corporate culture and identify with a view to ensuring achievement of company's goals and objectives at minimal cost
- Display sound ethical conduct and professionalism in the discharge of their duties.

COURSE CONTENTS

- Security hazards related to driving
- Training in observation and perception
- Defensive Driving Techniques
- Awareness of new and emerging traffic rules instituted by various traffic organs
- Driving under uncontrollable influences. Danger and consequences to self and the organisation.
- Appreciating safety rules and procedures for life preservation
- Crisis management: a security stand point and survival maneuvers in distress (practical)
- Understanding your boss and his/her management
- Time management and urgency appreciation
- Basic engineering tit-bits and vehicle maintenance

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TARGET AUDIENCE

Secretary-Typists, Junior Secretaries, stenographers and newly employed secretaries

ABOUT THE WORKSHOP

Secretaries are no longer considered as luxuries, but rather desirable aids and necessities to modern business Executives. Fundamentally, their invaluable contribution can be felt mainly, in the areas of information management system of the organisation (at least in the form of proper handling, processing and storage of official documents, which in turn enables the Executives to reach sound decisions.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Improve on their operational skills and efficiency, with respect to the basic professional secretarial duties expected of them.

COURSE CONTENTS

- The role and responsibilities of the secretary in enhancing the boss efficiency in the office
- Office partnership. (The secretary/Boss relationship in the office)
- Management and control of official records.
- Planning and organizing the registry
- Filing - Process, methods, and its management.
- Secretaries and effective communication
- The concept and practice of office & administration
- Human/public relations for secretaries.
- Information management
- The secretary and IT world - understanding different computer application and usage

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HUMAN RESOURCES DEVELOPMENT & LEADERSHIP



TEAM BUILDING WORKSHOP



OFFICE MANAGEMENT SKILL WORKSHOP

PRE-RETIREMENT WORKSHOP

TARGET AUDIENCE

Directors of Personnel, Senior Officers, Managers that handle Pension management functions, all classes of employees that need to know about pension and how to plan for their retirement.

ABOUT THE WORKSHOP

In today's retirement environment of longer life expectancies, rising health care costs, and fluctuating investment values, retirement is seen by people as a new world with bags of positivity or of great concerns. The workshop is important because it will answer questions that are important to core value of retirement.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand key issues as retirement approaches
- Identify different ways to get the most out of retirement
- The employers will begin to understand the need for commitment to retiree their roles towards the retiree

COURSE CONTENTS

- Managing Finances
- Managing budgets-saving, investments and financial planning
- Tax and estate planning
- Taking Pension Benefits
- The challenges of transition
- Managing the emotion of change
- Exploration of talents and interest
- Working option either voluntary, part time
- Physical emotional, social and mental wellbeing
- Managing relationships.

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COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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CORE HUMAN RESOURCES FUNCTION

TARGET AUDIENCE

Managers & Officers in both public & private sectors in charge of Human Resource and Administration.

ABOUT THE WORKSHOP

The workshop focuses on the core aspects of HRM functions in an organization.

Organizations need employees to achieve organization's goals. To be effective they need to be motivated with the right Human Resources Management (HRM) Systems.

This workshop seeks to empower the manager with the necessary knowledge and skills to do just that

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand and carry out the strategic management functions of the Human Resources Department
- Understand the new challenges of HRM
- Write effective job descriptions and job specifications
- Determine head count numbers
- Ask more appropriate questions at interviews
- Identify training needs in an organization
- Evaluate jobs for internal equity

COURSE CONTENTS

- Human Resource Management
- Job Descriptions & Job Specifications
- HR Planning for Head Count
- Recruitment / Selection / Employment
- Performance Appraisals and Performance Management
- TNA, Training and Development & Orientation
- Compensation and Non-financial Benefits for Motivation
- Grievances, Discipline & Termination

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TEAM BUILDING WORKSHOP

TARGET AUDIENCE

Managers, Deputy Managers, Assistant Managers and Heads of departments, Divisions and Units, who have to lead teams in both public and Private Organizations and Trainers

ABOUT THE WORKSHOP

Solid teamwork is foundational to the success of organizations today. Collaboration is the primary benefit. Team building has become a primary vehicle for helping individuals work better together to accomplish important results. Team building is also a vehicle for ensuring that individuals work together harmoniously, productively and effectively to maximize task accomplishment and goal achievement

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Better understand the principles of high performance teams to reach greater success
- Be able to help members understand why team success leads to individual success
- Significantly increase their ability to work in a collaborative and cooperative fashion
- Understand how to use each member's differences for maximum effectiveness
- See a significant increase in open communication and a decrease in interpersonal conflict
- Experience increase in motivation
- Have a greater sense of trust and respect for other team members

COURSE CONTENTS

- Introductory exercise - The icebreaker question
- Personality assessment via Myers Briggs test
- Team Dynamics
- Team communication
- Conflict
- Organizational cultures
- Team work activity

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CHANGE MANAGEMENT COURSE

TARGET AUDIENCE

Directors/Heads of Department of Human Resource Management Department, Heads of Personnel Management Departments and Trainers in Human Resource Management in Training Institutions

ABOUT THE WORKSHOP

Change management course will offer an in-depth view of the step-by-step process in conceptual, disruptive, theoretical, practical and tactical approaches to change, as well as, the holistic frameworks needed to understand how the process of change affects the core pillars of organizational strategic management: capital, talent and technology, and how organisations can learn to harness them to obtain their given business objectives

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Assess their personal readiness towards change management capabilities.
- Discover the main barriers that may derail your organization during change processes
- Identify the change anti-values and barriers that could prevent you from obtaining the best return for your organisation.
- Gear up your leadership skills as a change process agent and leader
- Acquire disruptive thinking techniques, for you and your team, to create and promote change.
- Determine the resources needed for any organizational change project.
- Differentiate among the different types of change required to reinforce and accelerate the path towards competitive advantage.

COURSE CONTENTS

- Understanding the philosophical structure of change
- Grasping the conceptual structure of change
- Guiding your organization through change process
- Change management: changing management thinking
- The backbone: your corporate values
- Systematic thinking for change management
- External and internal markets
- Disruptive thinking
- Innovation and institutionalization: Spark, hub, take off
- Changing culture and leadership

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FUNDAMENTALS OF HUMAN CAPITAL MANAGEMENT & LABOUR RELATIONS PRACTICES

TARGET AUDIENCE

Officers with responsibility for HRM. Officers with responsibility for Human Industrial Relations, Labour Leaders and Admin.

ABOUT THE WORKSHOP

The current public sector reforms have produced a new set of challenges for the public sector. This is due to the fact that the reforms have created pressure among a large majority of public servants as to where the reforms are headed and their future prospects in the service. The Human Resources Officers are therefore faced with a very challenging scenario of effectively managing the workers for optimal return.

BENEFITS OF ATTENDING

- This intensive hands-on seminar is designed to give you a solid grasp of this rapidly evolving field.
- Participants will learn the essential skills necessary under the reforms to manage men and materials and also the essentials of key HR function, while at the same time gain the confidence and know-how they need to succeed on the job.
- The course also offers an analytical view of the current developments in the labour relations environment, and proffers solutions

COURSE CONTENTS

- Strategic Human Capital Development
- The work environment and the workers output and welfare, Health care choices, pensions plans and ongoing benefit
- How to prepare definitive job descriptions.
- Design an effective new employees orientation program
- Collective bargaining, machineries for negotiation and consultations.
- Attitudinal problems and change management
- Establishment grievance procedures
- Concept of Industrial Relations
- Human Resource Information System (HRIS) strength, weakness, confidential and Security issues.

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SUCCESSION PLANNING & CURRENT STRATEGIC ADMINISTRATIVE MANAGEMENT SKILLS WORKSHOP

TARGET AUDIENCE

Administrators and Human Resources Managers.

ABOUT THE WORKSHOP

Administrative professionals and the HR department are tasked with ensuring that their organisation are fully staffed and equipped to achieve their stated ambitions.

To do this, they must ensure that they always have access to a pool of highly skilled professionals and officers with the essential skills, competencies and attitudes required to fill key posts when they fall vacant. This is an essential programme for organisation wishing to take a more strategic and integrated approach to organization resourcing, promotion and development strategies.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Improve the chance of retaining the key staff in the organisation.
- Reduce time lag in filling the vacant posts with appointment of appropriate and skilled successors.
- Gain a motivated, committed and appropriately skilled cadre of managers and professionals.
- Target recruitment, selection and promotional activities.

COURSE CONTENTS

- Methods to identify critical posts, anticipated vacancies and possible successors.
- Development of current and future competency tests for key posts
- How to create active assessment, selection and promotion tools.
- Methods to identify gaps in current employee and candidate competencies
- How to audit the developmental needs of key staff and build appropriate and supportive Learning and development strategies.
- Application of ICT in strategies planning

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ADVANCED MANAGEMENT ENHANCEMENT SKILLS FOR HEAD OF DEPARTMENT

TARGET AUDIENCE

Executive Directors, Heads of Department, Team Leaders and anyone who aspires to a leadership position or who is expected to provide leadership

ABOUT THE WORKSHOP

Learn how to successfully manage timely real life challenges and increase your value and effectiveness as a leader.

In our rapidly changing political and business environments, sticky situation are bound to arise. Now you can prepare for the unexpected with renewed problems solving skills and enhance your confidence.

You will role-play real life situations that challenge your professional management skills as you handle the issues of today: team dysfunction, mediation between difficult employees, coping and working through “survivor” shock from reorganization, mergers and acquisitions.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Manage change, communicate strategically, leading, working in teams and combining new assignments with existing responsibilities
- Understand what drives or motivates technical people
- Manage interaction and relationship with colleagues across the organisation
- Overcome emotional and intellectual challenges
- Demonstrate greater mastery of key change management skills & create effective communication
- Implement organisational and leadership strategies to increase loyalties and productivity.
- Apply proven techniques of communicating across and between cultures

COURSE CONTENTS

- 360-degree approach to managing up, down, and across the organisation
- Delegating and motivating, Managing effective communication in a changing world.
- Development and Balancing operational and strategic management skills
- How to influence and manage beyond your own authority.
- The sources of organisational power and relationship between politics and influence
- Form an action plan to maximize performance
- Negative politics and strategies to navigate intense political climate the essential components for performance management.
- Effective techniques for managing conflict.

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HUMAN CAPITAL MANAGEMENT IN DEVELOPING COUNTRIES CHALLENGES & SOLUTION

TARGET AUDIENCE

Directors, Deputy Directors, General Managers, Assistant General Managers and Human Resources Managers

ABOUT THE WORKSHOP

We face enormous challenges in the management of our enterprise, and the achievement of our National Development goals. Achievement of goals depends on leadership, good corporate governance, quality strategies and policies, competent human resources, appropriate technology and supportive social and economic environment. Human resources undoubtedly represent a critical success factor in every organization, and every field of human endeavor. Human resources managers have the daunting task of attracting, retaining and motivating quality workforce for sustained performance and goal achievement. This workshop has been designed in response to growing challenges in human resources management and has the objective of integrating human resources management function with the strategic plans of each organization. The workshop seeks to address contemporary and emerging organizational and environmental issues affecting management of human resources in Nigeria and how to develop appropriate policy response to overcome it.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Examine the relevance of their organization's human resources policies in a highly dynamic business environment.
- Formulate human resources policies that will enhance performance and organizational effectiveness
- Analyse major new trends and explore their implications for human resources policy development in their organization
- Examine the role of the human resources personnel as an agent of strategic change
- Demonstrate greater mastery of key change management skills.
- Create effective communication plans & implementation strategy

COURSE CONTENTS

- Strategic Human Resources Function, Analysis and Option
- Gaining Competitive Advantage through Human Resources Management and Developing Result oriented Values
- Human Resources Manager as a Leader
- Human resources Planning in a Dynamic Environment
- Human Resources Policy Formulation and Implementation
- New Techniques and Human Resources Management
- Managing Compensation Schemes
- The role of ICT in Human Capital development
- Computer based audit and the use of the computer as an audit tool.

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PERFORMANCE AND REWARD MANAGEMENT FOR PERMANENT SECRETARIES

TARGET AUDIENCE

Top Executives in Public and Private Organisations who are with subordinates working under them.

ABOUT THE WORKSHOP

Inspire and influence your people to achieve your goals as a team.

Learn how to assess your performance in your current leadership position, and apply the most effective leadership style, so as to develop the keys to a motivated work force. Build a high performing team by understanding team dynamics aligning vision and performance and applying a consistent theory in leading your team.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Inspire and influence their people to achieve their goals as a team
- Implement and monitor performance indicators that will motivate and sustain top level performance
- Design and implement motivational reward systems that would sustain good performance

COURSE CONTENTS

- Emerging paradigm shift in Reward and Performance Management
- Performance Management - Imperatives in a competitive Environment
- Current developments in performance and reward management. -Setting Performance standards Measures and Rating
- Dealing with performance problems, Appraisal and Reward
- Interview Types and Best Practices
- Essentials of an effective Reward System
- Developing, Implementing and Monitoring key performance indicators
- Developing and Implementing an effective Reward System in large and Complex Organisations

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
MARCH	18 - 22	18 - 29
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SEPTEMBER	16 - 20	16 - 27
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LOCATIONS: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos, Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151.

PERFORMANCE AND REWARD MANAGEMENT FOR DIRECTORS

TARGET AUDIENCE

Top and Senior level Managers, HR Practitioners, and Heads of Department, Team Leaders and Project Leaders

ABOUT THE WORKSHOP

The fundamental objective of this workshop is to equip participants with modern skills and competencies needed to develop, implement and monitor performance key indicators that will motivate and sustain top level performance on the part of their employees for organisational success. It also aims as well, to design and implement motivational reward systems that would sustain good performance

BENEFITS OF ATTENDING

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LOCATIONS: ABUJA, LAGOS, KADUNA

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LEADERSHIP AND TEAM DEVELOPMENT FOR MANAGERIAL SUCCESS

TARGET AUDIENCE

Senior, Middle and Top Executives in Public and Private Organisations who are unit/dept. Leaders, with subordinates working under them

ABOUT THE WORKSHOP

Inspire and influence your people to achieve your goals as a team. Officers or managers who will be promoted are the ones who not only manage efficiently but also lead their teams successfully. Learn how to assess your performance in your current leadership position, and apply the most effective leadership style, so as to develop the keys to a motivated work force. Build a high performing team by understanding team dynamics aligning vision and performance and applying a consistent theory in leading your team.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Know when to manage and when to lead your team
- Assess your leadership behaviour and determine the best style to adopt for achievement of result
- Clearly visualizes your goals and communicate them to your team
- Develop a high performance team
- Use effective communication to motivate and coach to change behaviour and enhanced productivity
- Analyze your own style of behaviour and recognize your strengths/weaknesses.

COURSE CONTENTS

- Leadership Roles, style and functions
- Leaders vs Managers
- Challenges & responsibilities of creative leadership
- Building motivating & leading high performance team
- Concept of management of change & handling of attitudinal problems
- Concept of TQM and successful team work

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LOCATIONS: ABUJA, LAGOS, KADUNA

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COURSE FEE:

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GENERAL SUPERVISOR MANAGEMENT FOR NEWLY PROMOTED OFFICERS

TARGET AUDIENCE

Senior, Middles, Executives in Public and Private Organizations who are newly promoted to supervisors grade. Others, who are newly employed as supervisors, will also find the course highly beneficial

ABOUT THE WORKSHOP

If you are ready for your next career challenge, this course provides an in-depth, active examination of management techniques and their practical applications. This intensive, hands-on approach will show you specific ways to build on your existing experience and enhance your professional profile

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Learn ways to build your image as a leader who can get results
- Increase your impact of communication to improve your supervisory skills.
- Explore ways to optimize use of available resources.
- Gain confidence in your abilities to effectively influence others.
- Develop a personal action plan for success

COURSE CONTENTS

- Overview of general supervisory management procedures and process.
- Techniques for effective team building & team networking, leadership style & supervisory functions
- Administrative problem solving & decision making
- Interpersonal and assertive skills
- Delegation and performance control
- Group dynamics & handling of conflicts.
- Effective communication for achievement of result.
- Techniques for job instruction, job evaluation and training subordinates
- Motivating employees for higher productivity

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LOCATIONS: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N97,500.00
2 WKS N170,100.00

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BASIC PERFORMANCE IMPROVEMENT COURSE FOR OFFICERS

TARGET AUDIENCE

Clerks, Registry Personnel, Experienced Office Assistants, Junior Telephone Operators Messengers

ABOUT THE WORKSHOP

This demonstrates how managing performance can enable you to work smarter, more creatively and greater customer focus

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Appreciate better how Government Business runs
- Develop share values and work behaviour
- Explain the concepts of Performance Management and Motivation

COURSE CONTENTS

- Total Quality Management in Government Organisations
- Essential Element of Government Policy i.e. Health Insurance Scheme, the new Pension Reform Act and service delivery
- Structure and functions of Federal Government and the Ministries
- Public Service rules & Code of Ethics in the Civil Service
- Financial Regulations and Motivation in the Civil Service
- The Registry and Registry functions
- Core & Maintenance Management of Government Property
- Application of ICT and record management

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MANAGEMENT ENHANCEMENT SKILLS FOR HEADS OF DEPARTMENT

TARGET AUDIENCE

Internal Auditors at supervisory level or management level and above or those involved in the audit and computer based accounting and other financial system

ABOUT THE WORKSHOP

In our rapidly changing political and business environment, sticky situation are bound to arise. Now you can prepare for the unexpected with renewed problem solving skills and enhance confidence. This course will teach you how to successfully manage "real life" challenges and increase your value and effectiveness as a leader! You will role-play real life situations that challenge your solid management skills as you handle the issues of today.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Manage change, communicating strategically, leading, working in teams and combine new assignments will current responsibilities
- Understand what drives or motivates technical people
- Manage interaction and relationship with colleagues across the organisation
- Overcome emotional and intellectual challenges
- Demonstrate greater mastery of key change management skills.
- Create effective communication plans.
- Implement organisational and leadership strategies to increase loyalties and productivity
- Apply proven techniques of communicating across and between cultures

COURSE CONTENTS

- 360-degree approach to managing up, down, and across the organization
- Delegating and motivating.
- Managing effective communication in a changing world.
- Development and Balancing operational and strategic management skills
- How to influence and manage beyond your own authority.
- The sources of organizational power and relationship between politics and influence
- Form an action plan to maximize performance
- Negative politics and strategies to navigate intense political climate
- The essential components for performance management.
- Effective techniques for managing conflict.

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LOCATIONS: ABUJA, LAGOS, KADUNA

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PRE AND POST RETIREMENT MANAGEMENT WORKSHOP

TARGET AUDIENCE

Directors of Personnel, Senior Officers, Managers that handle Pension Management functions, all classes of employees that need to know about pension and how to plan for their retirement

ABOUT THE WORKSHOP

For obvious and of course good reasons, employees are increasingly becoming very concerned about their retirement. The pension benefits plans no longer guarantee a lifetime income; the effects of inflation on the pension payouts are quite worrisome. This programme is therefore designed to equip participants with initiatives, knowledge and skills essential for evolving and managing reliable and effective pension scheme that can create and sustain retirement life.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Evaluate various pension schemes
- Advise employers and employees on Pension matters
- Post retirement employment.
- Personal financial planning and retirement benefits.
- Nature and challenges of retirement
- Retirement and Health Issues
- Overcoming retirement fears, boredom and hopelessness
- Packaging and acceptable business plan.

COURSE CONTENTS

- Overview of pension management
- Public sector pension scheme & Private sector pension scheme management
- Pre-retirement training for employee
- How to identify money-making business ventures.
- Managing your own business successfully.
- Post retirement conflict: Managing the change
- Understanding various investment option fix: deposit, shares, real estate, insurance etc.
- The role of regulatory agency in pension management.



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LOCATIONS: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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I Don't Want To.
I Don't Have To.
You Can't Make Me.

I'm Retired



I.C.T. & PERSONAL EXCELLENCE IN I.T. SKILLS



**HANDS ON DECK AT GENERAL OFFICE DATABASE
AND RECORDS MANAGEMENT WORKSHOP**



BASIC REPORT WRITING SKILLS WORKSHOP

GENERAL OFFICE DATABASE AND RECORDS MANAGEMENT SKILLS

TARGET AUDIENCE

Librarians, Computer Analysts, Information Officers and other Senior Officers with the responsibilities of managing archives, information in varied forms and organisation memory bank

ABOUT THE WORKSHOP

A well-organized file plan enables an organisation to find information easily. Records that are correctly filed and stored are easily accessible and this facilitates transparency and accountability.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Participants would obtain the skills and knowledge to manage and retain the required extensive correspondence and records in your organizations which are vital for productivity and efficiency

COURSE CONTENTS

- Objective of records management
- Registries
- Handling confidential, secret and top secret documents
- Classification and movement of records
- Safeguarding quality of records
- Management of KIV system
- Storage of Files
- Retention & Disposal of records
- Role of State and National Archives
- Computer Application in Record Management

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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N94,500.00

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ESSENTIAL ADMINISTRATIVE SUPPORT & ADVANCED COMPUTER/INTERNET APPRECIATION SKILLS

TARGET AUDIENCE

Seasoned Administrative Professionals, Executive Assistants, Secretaries, Protocol Officers and Executive Support Staff

ABOUT THE WORKSHOP

In an increasing competitive and demanding business environment (public & private), all cadres of organizational staff have come to appreciate the computer as an indispensable work tool for enhanced performance. All cadres of staff require the computer to maximize their performance.

While using the computer, all cadres of staff achieve most their goals working with other people. To enable them perform their duties optimally they have to develop and utilize appropriate skills and methods.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use the computer effectively for preparation of report, texts and documents
- Observe and impact in peers and subordinates code and relevant public service rules of conduct for public officers.
- Familiarize participants with the procedures for the protection of official secrets/confidential issues

COURSE CONTENTS

- File savings and retrieval.
- Concept of TQM & its implementation in the public service
- Appreciate the principles of common law an in the public service
- Administrative procedures and understanding behaviour for compact partnering with the boss
- Loss/leakage of information and necessary measures, service delivery & management of change
- Essential of Information Communication Technology- Implication for Nigeria.
- Understanding and working with Microsoft Word, Excel, Power point, Access, Corel Draw and page makers
- Editing & Importing graphics
- Computer fundamentals using MS Word 2010, MS Excel 2010 & MS Access 2010.

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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N78,500.00 - 2 WKS N141,000.00

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MANAGING A WORLD-CLASS IT DEPARTMENT**TARGET AUDIENCE**

Seasoned Administrative Professionals, Executive Assistants, Secretaries, Protocol Officers and Executive Support Staff

ABOUT THE WORKSHOP

You manage the most critical operation in the organisation. CFA Studies can help to effectively run the IT department, make good management and technical decisions and leverage your resources to support the business and enhance organisational profitability. Operational expertise is key, so eighty percent of the workshop contents focuses on finance and operations while twenty percent of the course is devoted to people skills

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Obtain practical tools and techniques for efficiently managing your department
- Acquiring budgeting, forecasting and scheduling skills
- Successfully deliver projects on time and within budget
- Overcome obstacles to success within the department and across the organization
- Increase your ability to lead, manage and motivate your team.

COURSE CONTENTS

- The job of the IT manager: leading, managing and doing
- Strategic decision making
- Managing quality - Process and Procedures
- Building the IT management team
- Measuring performance/deploying metrics
- Technology management managing change: proactive vs reactive.
- Investigation of fraud and corruption.

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MANAGEMENT INFORMATION SYSTEM WORKSHOP**TARGET AUDIENCE**

Managers, Secretaries, Senior Personal Assistants, Registrars, Public Relation Officers, and Supervisors, Librarians and other relevant middle level officers

ABOUT THE WORKSHOP

The modernization of public service, development of better governance and stimulation of national economies in the global market are high priority for government and senior officials worldwide. This intensive program aims to provide you with a full overview of the information system process and will enable you to improve your organizations ability to transform services across government to citizen and business in response to increase demands for improvement.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Develop an efficient and effective IS strategy
- Gain an understanding of business process re-engineering
- Improve the ability of their organisation to effectively use IS system to smooth the decision making process
- Put into place processes to be better prepared for IS system failure

COURSE CONTENTS

- Organisational Information Flow
- Computer based information system
- Transaction Processing system
- Management Information System (Decision Support System, Executive Support System)
- Data/Databases (Data Organisation, Real-time versus batch processing, Database Management/DBMS, Types of DB, Database Uses & Issues
- DBMS Tools (Laboratories): SQL (Transact), Access
- The organisation of IS and its relationship with the user community.
- The effective management of information and knowledge
- The importance of IS security, audit and associated legislation
- The Principles of business continuity and disaster recovery planning

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ADVANCED IT & DATA CENTRE INFRASTRUCTURE, SERVER 2008/2010, ACTIVE, DIRECTORY, DNS & DHCP SERVER & WIFI, WAN & LAN MANAGEMENT

TARGET AUDIENCE

IT Professional Practitioner

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

Provide a comprehensive understanding of effective and efficient management of IT equipments, technical challenges and environment

COURSE CONTENTS

- IT Infrastructure Skill
- Server 2008/2010 Skills
- DNS-Server
- DHCP
- Network Planning & Design
- Network Topology
- Trouble-Shooting network problems
- Data Centre Infrastructure Skills
- Active Directory
- LAN/WAN/WAN Management
- WIFI Management
- Backbone network
- Basic hardware components

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BASIC WRITING SKILLS FOR JUNIOR OFFICERS

TARGET AUDIENCE

Junior officers who need the basic necessary writing skills good enough to communicate effectively to their Boss and those around them, (in writing)

ABOUT THE WORKSHOP

Writing Dynamics - A suggested Pre-Workshop to specific writing skills for professionalism.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Structure, analyze and write clearly, persuasively and
- Quickly Produce concise write-up.
- Apply time saving techniques to writing
- Improve writing quality and effectiveness

COURSE CONTENTS

- An introduction to effective writing
- Meeting the writer's challenge
- Thinking creatively and logically
- Techniques of producing a professional draft.
- Persuading the reader and Managing the reader's attention
- Editing for sharper focus
- Achieving visual impact
- Basic computer appreciation skills

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LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N73,500.00

2 WKS N132,300.00

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SPECIFIC WRITING SKILLS FOR PROFESSIONALISM IN THE PUBLIC & PRIVATE ORGANISATIONS

TARGET AUDIENCE

Middle level officers who need to develop the interpersonal skills necessary to communicate effectively to their Boss and those around them (in writing)

ABOUT THE WORKSHOP

This workshop has been basically designed to enable participants develop skills to write for their bosses adoption and subsequent approval

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

Write submission that are clear, logical and persuasive for subsequent approval.

COURSE CONTENTS

- Overview of report writing and submissions in the civil service
- Effective communication and data gathering for effective writing
- What does it take to persuade
- Your purpose and your readers (writing objectives)
- Effective information/content organization and structuring
- For your approval, please (Presentation of Report)
- Basic computer appreciation skills

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GENERAL INTERPERSONAL SKILLS MANAGEMENT SITUATIONS, OBJECTIVES AND BEHAVIOURS

TARGET AUDIENCE

Newly promoted officers and Experienced Secretaries on Level 9 - 14

ABOUT THE WORKSHOP

Promoting Competence based Interactive Communication: Managing Situation, Objectives and Behaviour

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

discuss and apply the skills and techniques learnt to interact more competently in any situation.

COURSE CONTENTS

- The conceptual foundation for competency-based interactive communication
- Understanding the motivation/behaviour process
- Managing objectives, People's behaviour and Specifying Standards
- Analysis of human behaviour and application of result oriented work activities
- Managing one-on-one situation and behaviour
- Develop interactive strategy
- Basic computer appreciation skills

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COURSE FEE:

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2 WKS N132,300.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

PERSONAL ASSISTANTS/SECRETARIES IMPROVEMENT COURSE

TARGET AUDIENCE

Personal Assistants, Executive Secretaries, Confidential Secretaries & Personal Secretaries

ABOUT THE WORKSHOP

This programme is designed for Personal Assistants/Senior Secretaries and Confidential Secretaries so that they can build the self-awareness, skills and behaviours they need to become indispensable to their boss and their organisation.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Build the self awareness skills and behaviours they need to become indispensable to their boss and their organization

COURSE CONTENTS

- Bringing out the best in yourself and others
- The Secretary/PA and general functions
- Modern office practice, correspondence and mail procedure
- Filing and methods of filing, indexing/word processing and use of office machine and equipment
- Typing module, draft presentation and security of documents
- Basic secretarial accounting
- Effective letter writing at work
- Human/ Public relations and telephone techniques
- Total quality management in the public service and administrative procedures

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00 - 2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

COMMUNICATION NETWORKING & INFORMATION MANAGEMENT FOR ADVANCED SECRETARIES & ADMIN. OFFICERS

TARGET AUDIENCE

Seasoned Administrative officers, Top flight Secretaries, Protocol officers and Executive Administrative support staff

ABOUT THE WORKSHOP

This workshop is designed to equip computer literate secretaries and personal Assistants, with in-depth knowledge and skills of word processing, desktop publishing, and application of Corel Draw etc.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use word processor and desktop publishing applications with emphasis on MS words, Excel and Corel Draw etc.
- Use Mail-merge facility in word processor
- Apply technical and managerial know-hw in their office administration
- Use internet facility to send couriers and browse the net

COURSE CONTENTS

- Micro Computer Fundamentals
- Essential rules of using Computer control equipment
- Key features of Microsoft word for windows
- Letter and Memos
- Mail Merge
- Work with tables and columns
- Graphics
- Computer viruses: meaning, types and ways of preventing them
- Security of Software & valuable documents.
- Managing your Boss and Management Processes

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00 - 2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

INFORMATION TECHNOLOGY FOR NON IT SENIOR OFFICERS

TARGET AUDIENCE

Directors, Managers and other business professionals who want to better understand the IT functions

ABOUT THE WORKSHOP

The server is down, your data is lost, and the only officer who can fix it speaks a language you can't understand, Problems?

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Learn the core terminologies in today IT world
- Discover how IT can help achieve corporate objective more efficiently
- Effectively work with the IT department to reduce the risk of project failures and make the most of IT investment
- Know what questions to ask and what information to provide to enhance IT and NON-IT collaboration

COURSE CONTENTS

- How IT is used across the spectrum of business functions and improved productivity
- IT department Architectures, vocabulary
- Organization and activities of the IT department
- Understanding IT cost drivers, identifying, measuring and managing the economies of IT Related Projects
- How the Non-IT executives can make the IT department more effective and vice-versa
- Including IT in budgeting and business planning
- Managing a joint project plan
- Using IT for future competitive advantage environment

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00
2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

SPREADSHEETS APPLICATION WORKSHOP FOR FINANCE PERSONNEL AND TECHNICAL OFFICERS

TARGET AUDIENCE

Managers, Secretaries, Senior Personal Assistants, Registrars, Public Relation Officers, and Supervisors, Librarians, Finance Officers and other relevant middle level Officers.

ABOUT THE WORKSHOP

The advent of computers has facilitated the operational effectiveness of organization. In particular, they have contributed to increased productivity through provision of timely and more accurate information. Despite these inherent benefits of computers, their use by officers has been limited because of lack of requisite skills and knowledge. This calls for training on computer usage especially the Spreadsheet application package which enhances the preparation of financial report and facilitates availability of this information to other interested users.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Operate a micro-computer system efficiently
- Use some features of Spreadsheet (MS-Excel)
- Use spreadsheet to prepare various financial reports
- Store, retrieve and amend data

COURSE CONTENTS

- Creating folders and subfolders
- Financial report preparation
- Data protection using password
- Operating System Command
- File Linking
- Designed and Control of Spreadsheet
- Security of Software & valuable documents

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00
2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

COMMUNICATION SKILLS DEVELOPMENT COURSE FOR MIDDLE & SENIOR OFFICERS

TARGET AUDIENCE

Senior & Middle level offices who need to develop the interpersonal skills necessary to communicate effectively to their Boss and those around them for achievement or result

ABOUT THE WORKSHOP

In today's working environment, technical abilities are not enough to guarantee your success. You need interpersonal skills to support your technical expertise! You have the "hard side" of your job done. But how about the "soft side?" Your interpersonal skills can spell the difference between success and failure at work.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Find solution to "people problems". Project a presence that attracts the right kind of attention.
- Develop "active listening" skills to really get along with co-workers and cultivate productive relationships
- Be assertive without being intimidating. Overcome "automatic resistance" to new ideas and get your proposals approved.
- Build a team approach to motivate others and facilitate change. Uncover the root causes of conflict and achieve solution to nagging problems
- Deal with company politics. 'sell' your ideas to the group
- Realize how others perceive you and improve communication to get the response you want
- Create a climate for action: give constructive criticism and positive reinforcement

COURSE CONTENTS

- **DIFFERENCES BETWEEN HOW YOU MANAGE TASKS AS OPPOSED TO RELATIONSHIP:** Distinguishing the difference between technical and non-technical professional for achievement of organisational objectives.
- **CRITICAL ELEMENTS OF COMMUNICATION AND INTERPERSONAL SKILLS:** Recognize interpersonal skills that promote Success with co-workers and the barriers to the effective use of interpersonal skills: Understand how to blend and communicate with different styles.
- **MANAGING AND RESPONDING TO CONFLICT:** Discuss the characteristics of conflicts and methods of managing conflicts.
- **LISTENING AND RESPONDING TO OTHERS:** Discuss the levels of active listening and learn the powerful listening too - empathy
- **ASSERTIVE THEORY AND INTERPERSONAL SKILLS:** Discuss the behaviors of assertiveness theory and explore an assertive communication models for active criticism, identifying differences between informing and directing messages.
- **ASKING QUESTIONS THE GATEWAYS TO OPEN THINKING:** Learn a communication models for increased workplace productivity. Apply seven methods for interpersonal skills. Total Quality Management in a Work Environment.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

COURSE FEE:

1 WK N78,500.00 - 2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

ADVANCED COMPUTER APPLICATION SKILLS FOR SECRETARIES & PERSONAL ASSISTANTS (USING PAGE-MAKER & COREL DRAW)

TARGET AUDIENCE

Seasoned Administrative Professionals, Executive Assistants, Secretaries, Protocol Officers and Executive Support Staff

ABOUT THE WORKSHOP

In an increasing competitive and demanding business environment (public & private), all cadres of organisational staff have come to appreciate the computer as an indispensable work tool for enhanced performance. Secretaries and personal assistants require the computer to maximize their performance and it gives them greater confidence in their jobs. To achieve their goals, they need thorough understanding of word processing and desktop publishing packages. This workshop is designed to equip computer literate secretaries and personal assistants with in-depth knowledge and skills of word processing and desktop publishing packages.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use word processor and desktop publishing applications with emphasis on MS words, Excel and Corel Draw etc.
- Use Mail-merge facility in word processor
- Use desktop publishing applications to develop their organization's in-house publication
- Apply technical and managerial know-how in their Office administration
- Use internet facility to send couriers and browse the net and examine gender & managerial issues

COURSE CONTENTS

- Fundamental of ICT and essentials rules for using computer control equipment.
- MS- windows work processing, file management and techniques in IT environment and types of external storage media
- Special features of Microsoft word for window for windows with emphasis on letter and memo, mail merge
- Working with table and columns, graphic, text manipulation, correction and creating special features'

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATIONS: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of Vat & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

INTERNET TRAINING (BASIC)

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

This workshop will teach participants how to use e-mail, navigate the internet, learn how to create a profile/application on world wide web(www).

BENEFITS OF ATTENDING

- By the end of the course, participants would have a sound understanding of how the internet and web browser works
- Participants will be able to search and maximize the use of information from the internet by employing advanced search techniques.
- Security and privacy will also be discussed to best safeguard the interest of individuals

COURSE CONTENTS

- Background and development of the internet
- What the internet has to offer
- Understand of Internet, Intranet and Extranet
- Upload and downloading of material
- Accessing the internet or Surfing the internet with Web Browsers
- Using the electronics mail
- Browsing the World Wide Web (WWW)
- Working with the Usenet Newsgroup
- Transferring programmes via the file transfer protocol (FTP)
- Copying information and images to external drivers

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118,
+233244718350, 08055246151,

ADVANCE INTERNET SKILLS

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

This workshop will teach participants how to use e-mail, navigate the internet, learn how to create a profile/application on world wide web(www).

BENEFITS OF ATTENDING

- By the end of the course, participants would have a sound understanding of how the internet and web browser works
- Participants will be able to search and maximize the use of information from the internet by employing advanced search techniques.
- Security and privacy will also be discussed to best safeguard the interest of individuals

COURSE CONTENTS

- Customizing Web Browser
- Plug-in Technology
- Adding a Web Site to Search Engine
- Advanced Search Techniques
- Boolean Operators
- Authentication
- Encryption
- Digital Signatures/Certification.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA, IBADAN

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

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MAINTENANCE SKILLS FOR PC USERS

TARGET AUDIENCE

ICT, System Analysts and Engineers

ABOUT THE WORKSHOP

The purpose of this workshop is to acquaint participants with the application of maintenance procedure and safety management of PC

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Gather information about PC System
- Make use of a reference diagram for PC disassembly and Assembly
- Identify major internet components
- Perform Preventive Maintenance
- Protect PC Systems from common Problems
- Install Programmes

COURSE CONTENTS

- Introduction to PC Maintenance
- Collecting Information about the PC System
- PC Disassembly Technologies
- Identifying PC Components
- PC Devices
- Adding and Removing Windows Components
- Installing and Uninstalling Windows Applications
- Protecting your PC
- Preventive Maintenance

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

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For More Information Please call: 08037881118, +233244718350, 08055246151,

ESSENTIALS OF MICROSOFT OFFICE WORD

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

This workshop will enable participants become efficient using the MICROSOFT word application to create and share documents, as well as learn standard document editing skills. Users will master workflow efficiency by learning about the work modes that are offered, including formatting and editing techniques as well as inserting table and pictures

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use the many features of Microsoft Office 2010 to create and manage reports and a variety of documents

COURSE CONTENTS

- What is Word?
- Finding and Applying a Template
- Creating a new document
- Opening a document
- Saving a document
- Reading Document
- Tracking changes and inserting comments
- Printing your document'
- Word Basic
- Text Editing and formatting
- Using Graphics and Tables
- Document Layout

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

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ADVANCED MICROSOFT OFFICE WORD

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

Participants in this word training class should already be able to create, edit and print word documents on windows. In this workshop participants will learn advanced formatting. Use word's drawing tools, create and manage tables, and work with column layouts

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Find Popular commands quickly on the ribbon.
- See how the file menu has evolved to the Microsoft Office Backstage view
- Do essential tasks, such as formatting, Saving, and Printing'
- Work between Word 2010 and earlier versions of word

COURSE CONTENTS

- Acquaint yourself with the ribbon
- Reacquaint yourself with everyday tasks
- Some tools appear on demand
- Behind the scenes: File tab and Backstage view
- What's new with keyboard shortcuts
- Work between new and earlier versions
- Customizing Microsoft Office Word
- Automating Tasks
- Using Merging
- Using Templates

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

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MICROSOFT EXCEL FOUNDATION LEVEL

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

Micro Excel is one of today's most powerful and versatile business tools but if you're not familiar with its basics functions, formulas commands and keystrokes, you're setting yourself up for frustration and disappointment. This Excel for beginners training work gives you strong fundamentals to build on. With the basic Excel training, you ll' learn how to use charts, graphs, fronts, borders, shading and more and produce spreading sheets that communicate better and really get attention

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- use the many features of Excel 2010 to perform numerical calculations and present data in a spreadsheet using chart

COURSE CONTENTS

- Customizing Excel
- Excel cell referencing System
- Worksheets and Workbook manipulation
- Alt key help
- Selection Techniques
- Manipulating rows and Columns
- Auto fill and creating your own custom list
- Database guidelines and sorting data
- Searching and replacing data
- Switching between worksheets
- Copying or moving work sheets between work books
- Font, Alignment and Number Formatting
- Freezing row and column titles
- Formulas and functions
- Relative and Absolute cell referencing
- Using Charts
- Printing in Excel with ease

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATIONS: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

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MICROSOFT EXCEL INTERMEDIATE LEVEL

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

This workshop will show you how to turn Excel into your powerful productivity ally. You 'll learn hundreds of Excels to help you work faster, smarter and sawier ever before.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use intermediate features and tools of Microsoft Excel 2010 including data consolidation from difference workbooks.

COURSE CONTENTS

- Paste special option in Excel
- Importing text and delimiting by space, comma or tab
- Naming cell range(s) in a work sheet
- Named ranges within formulas
- Creating and Removing subtotals
- Using Templates provided in Excel
- Creating own Templates
- Formatting Tables
- Formatting cell ranges using conditional formatting
- Creating custom number formats
- Sorting internet Excel Databases
- Custom sort options
- Using Autofilter to query data
- Multiple Queries
- Removing Duplicates
- Advanced Filter
- Linking data from Excel into a Word Document
- Linking a Chart from Excel into a Word Document
- Consolidating data over several worksheets
- Charts Formatting Technique
- Protection and Security

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00 2 WKS N141,000.00

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MICROSOFT EXCEL ADVANCED LEVEL

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

Excel has become very much more than just a simple spread sheet. Although its roots are still in number management, today Excel's uses cover a wide gamut from simple data entry to complicated financial models and analysis

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use full formulas, cell naming and workbook linking review
- Construct and use Active X controls on the worksheet
- Create advanced formulas for data processing advanced Import text files into Excel.

COURSE CONTENTS

- Date and Time Functions'
- Logical Functions (IF, AND, OR....)
- Summary Functions (SUMIF, COUNT, COUNT IF...)
- Reference Function (FV< PV, NPV, PMT....)
- Text Function (PROPER, UPPER, CONCATENATE, LEFT.....)
- Nested Functions
- Array formulas
- Date Validation
- What-If Analysis (Data Tables, Scenarios, Goal Seek, Solver.....)
- Pivot Tables and Pivot Charts
- Excel Auditing Tools and Functions
- Preventing wrong date formats
- Preventing duplication of invoice numbers

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
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AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00 2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

MICROSOFT ACCESS

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for computer and ICT responsibilities

ABOUT THE WORKSHOP

This workshop is for those whose responsibilities include designing and creating new database tables, and relationships, creating and maintaining records, locating records, and producing reports based on the information in the data base. It also provides the fundamental knowledge and techniques needed to advance to more complex access re-sponsibilities such as maintaining database and using programming techniques that enhance Access application

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use Microsoft Access 2010
- summarize the information in your database.
- Update or make changes to the data in the table by using Action Queries, to customize forms and reports
- Import and export data from Word and Excel

COURSE CONTENTS

- Summarize Data
- Action Queries
- Customize Forms and Reports
- Creating Switchboard
- Importing and Exporting Data
- Creating Simple Macros
- Concepts of Relational Database
- Creating Tables
- How do Relationship works
- Creating simple and advance Queries
- Creating Forms and Reports.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

ADOBE PHOTOSHOP CS ELEMENTARY (MODULE 1)

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for using computer and other ICT tools in the performance of their jobs(information officers, Librarian, Photographers, PRO's etc)

ABOUT THE WORKSHOP

Adobe Photoshop is one of the most powerful software applications for image editing, touch up color correction, and painting and drawing. You can use it to work with images that have been digitalize on flat bed or film/slide scanners, or to create original artwork

BENEFITS OF ATTENDING

- This course aims at introducing officers to Adobe Photoshop CS and provide you with the skills to apply the basic image effects and features found in this latest image software
- At the end of the course, participants will be able to use this software to create, modify and manage simple images proficiently.

COURSE CONTENTS

- Introduction to Photoshop
- Understanding and using colours
- Apply Layers, Type, and History Palette
- Manipulate image modes and files formats implementation

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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2 WKS N141,000.00

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ADOBE PHOTOSHOP CS ADVANCED (MODULE 2)

TARGET AUDIENCE

All categories of staff cutting across every department who are directly or indirectly responsible for using computer and other ICT tools in the performance of their jobs (information officers, Librarian, Photographers, PRO's etc)

BENEFITS OF ATTENDING

Participants of this course will learn the advanced features in Adobe Photoshop CS, be exposed to the various creative techniques and transform some of the real-worlds application of the software into daily tasks.

COURSE CONTENTS

- Manipulate images using Channels, Actions, Paths and Filters
- Restore Damaged photographs or pictures
- Perform Digital colour restoration
- Use digital colour effects and blending modes.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
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LOCATION : ABUJA, LAGOS, KADUNA

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ICT IS THE REASON WHY WE
ARE ALWAYS DIFFERENT.



IT IS OUR UTMOST PRIORITY
TO MAKE OUR PARTICIPANTS
SMILE.



TACTICAL AND TECHNICAL OPERATIONS



GROUP PHOTOGRAPH OF PARTICIPANTS AT A WORKSHOP

EFFECTIVE MAINTENANCE MANAGEMENT

TARGET AUDIENCE

Professionals who are involved in maintenance planning, scheduling and work control, including planners and users of CMMS. Also, any stakeholders in the Work Planning function would benefit from attending this programme

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify planning best practices and key elements for taking action on them
- Understand how world-class organizations solve common planning problems
- Evaluate their practices compared to those of others
- Improve the use of information and communication tools
- Improve productivity through use of better, more timely information
- Create and preserve lead-time in work management and use it for planning and scheduling resources
- Improve consistency and reliability of asset information
- Achieve more productive turnarounds
- Optimize preventive and predictive maintenance strategies
- Audit their maintenance operations
- Learn how to conduct a bench marking study
- Use the results to develop and improvement strategy
- Establish Auditing and Bench marking as a key element of the maintenance strategy

COURSE CONTENTS

- Modern Maintenance Management Practices
- Maintenance Policies and Logistics Planning
- Failure Management
- Work Planning, Scheduling and Control
- Information and Performance Management
- Maintenance Auditing & Bench marking
- Performance Measurement

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
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LOCATION : ABUJA, LAGOS, KADUNA

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INFRA STRUCTURAL ASSET MANAGEMENT: BEST PRACTICE

TARGET AUDIENCE:

Professionals who are involved in Asset/facility Management

AIMS & OBJECTIVES OF THE WORKSHOP

During the course of this programme you will be exposed to, and you will develop, intermediate skills that will assist you in the management of your municipality's infrastructure assets.

These skills include calculating the community's demand for services, setting levels of service provision, understanding how to perform asset condition assessments and develop infrastructure asset registers, infrastructure asset management plans (IAMP) and related financial plans

COURSE CONTENTS

- Infrastructure Asset Management Awareness
- Asset Management Systems and Data
- Levels of service and demand
- Risk Management
- Asset Accounting
- Infrastructure Asset Management Plans
- Practical asset condition assessment assignment

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
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AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
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LOCATION : ABUJA, LAGOS, KADUNA

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COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEMS.

TARGET AUDIENCE

Maintenance Managers, Team leaders and Information Managers in Maintenance Management. Anyone who is involved in the selection and implementation of Computerized Maintenance Management Systems

ABOUT THE WORKSHOP

The course is aimed at building on and challenging the current best practice and principles through presenting new ideas, strategies and implementation techniques that will assist attendees to drive improvements in number of areas of maintenance

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:-

- Gain a broader appreciation of the field of maintenance management
- Learn the supporting relation of the CMMS more effectively

COURSE CONTENTS

- Introduction & Background
- Key Maintenance processes, Part 1
- Key performance indicators
- CMMS implementation
- Effective use and continuous improvement

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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ELECTRICAL PROTECTION MAINTENANCE FOR POWER DISTRIBUTION SYSTEM

TARGET AUDIENCE

Electric Power Utility Engineers, Technologist and Technicians in public and private sectors

ABOUT THE WORKSHOP

This workshop ensures that each participants will leave with a far deeper understanding of what an effective maintenance unit can deliver to their business

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO UNDERSTAND:

- Principles of system fault analysis
- Fault current calculations
- Arc flash calculations
- Applying protective devices
- Computer exercises

COURSE CONTENTS

- An introduction to fault current analysis
- A systematic technique for power system analysis
- Specifying protective devices
- Unbalanced fault current calculations
- The method for fault current calculations

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N94,500.00 2 WKS N170,100.00

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FIRE & EXPLOSION SAFETY, PREVENTION AND MANAGEMENT IN THE WORKPLACE

TARGET AUDIENCE

Anybody that will potentially be repeatedly exposed to fire or conditions that may cause fire in the workplace. Worker examples include safety managers/analysts, construction workers, fire safety apprentices, security, process safety engineers, & more.

GOAL AND OBJECTIVES OF THE COURSE

The goal of this Course is to provide a knowledgeable understanding on the origins of fires, sources of fires, how to protect yourself, and how to prevent fires from occurring. According to the Bureau of Labor Statistics, approximately 3% of all workplace fatalities are a result of fires or explosions. Fires can and do happen just about anywhere. This course will give you a good understanding of fire safety, including an understanding of the variety of elements that can come together to make a fire, including static and electrical discharges, friction, vapor pressure, chain reactions, and flash points. This is important because if you can understand the many different ways a fire or explosion can occur, and have the knowledge to mitigate these circumstances, this will go a long way in creating a safer work environment for you, and those around you.

COURSE CONTENTS

- Flammable/Combustible Material
- Ignition Sources
- Fire Extinguishers & Classes
- Signs & Systems
- Portable & Fixed Equipment
- Definitions
- Flammable/Combustible Liquids
- Ventilation

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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SAFETY REQUIREMENTS FOR PUBLIC BUILDINGS

TARGET AUDIENCE

Anyone who works with electrical systems in existing housing, remodeling, or rehabilitation, Entry Level Maintenance Personnel, Custodians and Maintenance staff who want to round out their maintenance knowledge

AIM & OBJECTIVES OF THE WORKSHOP

This workshop will highlights common, basic maintenance techniques for trouble-shooting, making adjustments, testing for problems, making repairs, and doing replacements. Many of the problems that are found in Facility Maintenance will be addressed, including the maintenance of ELECTRICAL, PLUMBING, WINDOWS, DOORS, SIDING, CUSTODIAL, PAINTING, DRYWALL, & CARPENTRY. Participants will also learn basic electrical techniques for wiring common housing electrical situations, plus trouble-shooting and testing for problems.

COURSE CONTENTS

- Understanding electricity
- Using electrical testers and "hands-on" electrical wiring.
- Common types of materials and applications
- Installation methods and construction techniques
- Typical modifications, repairs, upgrades, retrofits, and materials
- Typical defects
- Maintenance concerns and procedures
- Safety issues, applicable standards, and appropriate terminology

MONTH	1 WEEK	2 WEEKS
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ELECTRICAL EQUIPMENTS, TRANSFORMERS, INVERTER, RECTIFIERS, UNINTERRUPTED POWER SYSTEMS, CIRCUIT BREAKERS AND FUSES: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC TESTING, TROUBLESHOOTING & MAINTENANCE

TARGET AUDIENCE

Electric Power Utility Engineers, Technologist and Technicians in public and private sector

ABOUT THE WORKSHOP

Maximum efficiency, reliability and longevity of electrical equipment such as the various types of motors, variable speed drive, transformers, generators, rectifies, inverters, un-interrupted power system, circuit breakers, and fuses are great concern to many organizations. These objectives can only be achieved by understanding the characteristics, selection criteria, common problems and repair techniques, preventive and predictive maintenance. This workshop is a MUST for anyone who is involved in the selection, applications, maintenance of electrical equipment. It provides the latest in technology. The workshop covers how this equipment operates and provides guidelines and rules that must be followed for a successful operation. Their basic design, operating characteristics, specification, selection criteria advanced criteria, advanced fault detection techniques, critical components as well as all maintenance issues are covered in detail.

BENEFITS OF ATTENDING

- Variable-speed drivers, transformers, generators rectifiers and inverter, uninterrupt power systems (UPS), critical breakers, and uses, participants will be able to specify select, commission and maintain these equipment for their applications.
- Achieve reduced capital, operating and maintenance costs along with increase in efficiency.
- Provide a comprehensive understanding of the various types of motors,

COURSE CONTENTS

- Fundamentals of Electric System and Power Station Electrical System Design Requirements
- Circuit Breakers and Generator Operational Problems and Fuses
- Power Station Protective System and Transformer Components Maintenance
- Performance and Operation of Generators
- Speed Control of Induction Motors
- Generator Inspection and Maintenance
- Generator Components, Auxiliaries and Refurbishment Options

MONTH	1 WEEK	2 WEEKS
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LOCATION: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N94,500.00

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OPERATIONS & MAINTENANCE OF GENERATORS

TARGET AUDIENCE

Engineers, Operators and Managers, involved in Generator Maintenance, Facility Manager, Maintenance Managers, Maintenance Technicians, Electricians, Building Engineers and other who perform related functions in both the public and private sectors

ABOUT THE WORKSHOP

Organizations in both the public and private sectors no longer rely on government to meet their electricity requirements. Consequently most organisations now use generators as the main supply of power while supply by Power Holding Company of Nigeria is only used to fill the gap. Obviously generators play a key role in the operations of most organisations making it mandatory on them to efficiently operate and maintain the generators.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand the nitty gritty of operating and maintaining a generator
- Know how generator can be maintained to last for a very long time

COURSE CONTENTS

- Generator Basic
- Protection and transfer of Electrical Power
- Generator and Engine Controls
- Auxiliary Systems
- Generator Applications
- Troubleshooting and Maintenance of onsite Power Generator System

MONTH	1 WEEK	2 WEEKS
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LOGISTICS & MATERIAL MANAGEMENT**TARGET AUDIENCE**

Managers and Officers, responsible for Procurement, Store and Material Planning

ABOUT THE WORKSHOP

Many organizations fail to avoid the pitfalls of poorly administered procurement and inadequate logistics and material management. This can often lead to unnecessary costs, poor quality, unsatisfactory service and ultimately crisis and disorder. This programme is designed for organizations, which want to build quality into their inventory turnover ratio and transform frozen assets into cash.

BENEFITS OF ATTENDING**THE WORKSHOP WILL:**

- Highlight important role of procurement and material management in public and private sector organizations
- Equip delegate with wide range of professional skills in contract negotiation and legal frame work in procurement
- Familiarize participants with the latest developments in material planning and control
- Acquaint participants with the use of computer in handling materials information system

COURSE CONTENTS

- Material Sourcing Strategy
- Specification and Quality Assurance
- Computer Application in logistics & material management
- Pricing and payment methods
- Negotiation Skills
- Legal aspect of Purchasing
- International Purchasing
- Material Planning and Budgetary Control
- Material management and the use of computer

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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REGISTRY OPERATIONS AND PROCEDURES**TARGET AUDIENCE**

Chief Clerical Officers, Clerical Officers in charge of registry department & other officers

ABOUT THE WORKSHOP

This workshop has been developed to provide insight into the design and operations of quality registries. It will focus on the fundamentals of providing the knowledge and skills needed to perform registry work effectively

BENEFITS OF ATTENDING

- By the end of the course, participants would have acquired the basic knowledge and skills needed to perform registry work effectively
- Other aspects of their work, like filing & file Management, handling of confidential issues will be taught on the course

COURSE CONTENTS

- What is Registry
- Registry functions, File/Record Management
- Mail Operations
- File Movement and Control
- Security of information/documents
- Classification and Indexing systems
- Principles of file titling
- Computer application & record management
- Disposal of Public records

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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LOCATION : ABUJA, LAGOS, KADUNA

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CLERICAL DUTIES & RECORDS MAINTENANCE WORKSHOP

TARGET AUDIENCE

Chief Clerical Officers, Clerical Officers in charge of registry department & other officers

ABOUT THE WORKSHOP

This programme is designed for Clerical Officers to enable them have better working knowledge of office functions and clerical procedures.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Gain necessary knowledge on the importance of effective records management as a tool for organizational growth and survival
- Internalize the significance of records as the corner stone of management information network
- Develop necessary skills and techniques in analysing and maintaining a good records systems in a change - oriented environment
- Use the computer effectively for preparation of reports, text and documents & familiarize participants with the procedures for the protection of official secrets

COURSE CONTENTS

- Office service and general clerical duties and indexing'
- Organizing office work/Planning
- Memo, letter writing and information classification
- Control of moveable assets
- Identifying lapses and lapse control
- Basic office behaviour, Human relations and discipline
- Making reports daily to senior officers
- Reports and report writing.

MONTH	1 WEEK	2 WEEKS
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ADVANCED MANAGEMENT SKILLS FOR SECRETARIES AND PA(S)

TARGET AUDIENCE

Senior Secretaries, Confidential Secretaries and experienced secretaries to Directors and other top Executives in both the Public and Private Organizations.

ABOUT THE WORKSHOP

The nature of today's world business is becoming more complex and more demanding. As a result of this, the increasing challenges to successfully run the affairs of an organization for desirable growth and survival, gives the Executive no other choice than to depend on a well-trained 'lieutenant', for maximum effectiveness.

BENEFITS OF ATTENDING

The basic aim of this workshop therefore, is to improve on the operational skills and efficiency of the participants to enable them appreciate better, the functions, objectives and expectations of the Executive (with whom they work) so as to enlist their full support and cooperation.

COURSE CONTENTS

- Up-date and challenges of a modern day (21st century) Secretary
- Planning and organizing the boss, & techniques of working with more than one boss.
- Secretary's role and responsibilities in organising official meetings, (Pre, during & post meeting responsibilities)
- Corporate secrecy and confidentiality.
- Secretary and different forms of official communication.
- Human/Public relations for Secretaries.
- Time Management and self organisation
- Management of Official records
- The modern day secretary & the mastery of ICT tools and different computer applications for effectiveness

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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IMPROVEMENT COURSE FOR ADMINISTRATIVE OFFICERS

TARGET AUDIENCE

Finance and Administrative officers Account Officers, Internal Auditors, etc.

ABOUT THE WORKSHOP

To Excel in an administrative role, that you currently occupy, you need to perfect your interpersonal and behavioural skills, in order to ensure that you stay in control and on top of every one of your responsibilities. In this programme you will learn how to: Prioritize your daily responsibilities, Communicate assertively at all levels, understand yourself and others, thereby improving your interactions and relationships with your subordinates for successful operations.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Learn how to prioritize and cope with multiple tasks
- Understand how to improve your communication skills to enhance your relationships
- Understand way of working as a team with your managers and colleagues.
- Learn how to be assertive and therefore more effective in the work place.
- Understand the importance of interpersonal intelligence.

COURSE CONTENTS

EFFECTIVE TIME MANAGEMENT: Understand the importance of time management, Controlling, Prioritising and Organizing your work, coping with large tasks, Ensuring the safety and efficiency of your work environment, taking control, Useful hints and tips

IMPROVING COMMUNICATION SKILLS: Why are communication skills so important? Understanding the different means of communication in business, Using vocabulary that works, Writing effectively, Improving listening skills, being aware of the barrier to good communication

ASSERTIVENESS SKILLS: What is assertiveness, and why is it important? Developing confidence in order to use assertiveness skill in your work environment

SUCCESSFULLY WORKING WITH MANAGERS AND COLLEAGUES: Why is this important, learning ways to manage your Managers, coping with different personalities and working style, understanding your own strength and areas for improvement. Learning to delegate effectively

INTERPERSONAL INTELLIGENCE: Understanding people, expressing yourself with clarity, asserting your needs, giving and receiving feedback, influence Skills, Resolve conflicts, being a team player, being flexible.

MONTH	1 WEEK	2 WEEKS
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2 WKS N141,000.00

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For More Information Please call: 08037881118, +233244718350, 08055246151,

IMPROVEMENT COURSE FOR PROTOCOL OFFICERS IN THE PUBLIC SECTOR

TARGET AUDIENCE

Protocol Officers, Liaison Officers, Public Relations Officers, Administrative Officers and Personal Assistants, etc

ABOUT THE WORKSHOP

Protocol officers organize meetings, conferences and special events which require special procedures, processes and conduct. Since organizations maintain presence in strategic locations outside their normal places of operation, it is the responsibility of Protocol Officers to market their organizations, represent their interests and act as strategic link between their organisations and other stakeholders.

This programme has been designed to enhance the participants' knowledge in world best practices and professionalism required in protocol functions.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify key elements of protocol functions
- Handle the linkages between protocol functions and the image of the organization
- Plan and manage events
- Choose the right media for effective press coverage
- Learn the right business and social etiquette for handling clients
- Write quality reports
- Maintain and promote external relations

COURSE CONTENTS

- Fundamental of Protocol
- Protocol and image management
- Liaison function and services
- Media relations
- Managing the boss
- Organizing special events
- Etiquette, personal grooming and comportment
- Time management for personal effectiveness
- Security function in Protocol

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

OFFICE MANAGEMENT SKILLS WORKSHOP**TARGET AUDIENCE**

Departmental heads, Office administrators, line managers, Executive Secretaries, Personal Assistants, Protocol Officers, Administrative Managers both in the public and private sectors

ABOUT THE WORKSHOP

As managers are promoted into new positions they need a new set of leadership and management skills. The aim is to enhance participants' leadership and management skills, inculcate into them, the roles of a productive manager, attain effective performance and delegate effectively and efficiently.'

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Recognize difference between managing and leading & at the same time develop skills for effectiveness
- Develop effective communication styles
- Motivate employees and conduct effective performance appraisals

COURSE CONTENTS

- What is management about
- The role of management and characteristics of ideal manager
- Barriers to effective management
- Managing relationship with boss
- The process & importance of inter personal communication
- Identification of obstacles to communicate and devising a strategy for effective communication and active listening
- The manager's role in motivating others, achieving the balance between rewards and punishment
- Developing your coaching skills, strengthening your assets and Dealing with poor performers.
- Obtaining the benefits of delegation
- Delegation as opposed to abdication
- Managing authority and responsibility and Setting goals and objectives
- Conducting the performance review for effective appraisal
- Managing disciplinary action and appraising yourself for advancement

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N78,500.00

2 WKS N141,000.00

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ADVANCED OPERATIONAL SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS & PROTOCOL OFFICERS**TARGET AUDIENCE**

Seasoned Administrative Professionals Executive Assistants, Administrative Assistants Senior Secretaries, Protocol Officers, and other Management Support Staffs

ABOUT THE WORKSHOP

Build the self-awareness, operational skills you need to become indispensable to your boss and your organizations. Now you can empower yourself by gaining the know-how that brings the acknowledgment your desire. Gain the insights necessary to prioritize the countless responsibility you face every day.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Discuss operational management
- Determine the position and role of senior executive support staff in development process
- Adopt and adapt modern operational techniques to improve the quality of organisation functions
- Learn how to choose optimism and eliminate negatives

COURSE CONTENTS

- Computer operations & management
- What operational management is
- Decision making and problem solving techniques
- Performance planning, performance management and performance appraisal.
- Team building, networks & Alliances.
- Stress and time management
- Managing meetings Effectively
- Total Quality Management

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00 2 WKS N141,000.00

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GENERAL SUPERVISORY MANAGEMENT

TARGET AUDIENCE

Supervisory/Foreman, Sectional/Unit Heads and Union Leaders, Officers on GL 06 09 and potential supervisors

ABOUT THE WORKSHOP

The workshop equips the supervisors with the required leadership/supervisory knowledge, skills and right attitude to enable him/her plan and control the work processes and achieve organisational harmony, effectiveness and maximum productivity with the people he/she works with. It further exposes the supervisors to communication processes and skills to mediate effectively between management and his/her subordinates

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify the roles of a supervisor in achieving the corporate objectives
- Plan and control their work and subordinates' job effectively
- Apply the techniques of effective supervision for higher productivity
- Communication openly and freely with subordinates and management
- Maintain industrial peace and harmony among the Junior workers
- Assist the worker to maintain safety and security of lives and property

COURSE CONTENTS

- Organisation behaviour & Practice
- Roles and Responsibility of a supervisory Management Principles & Practice
- Leadership styles, Work Planning, Control, Communication and Human Relations
- Occupational Health and Safety, Time and Stress Management
- Conflict and Conflict Management
- Effective Delegation, Team Work and Motivation
- Training and Development, Safety and Security (Personal & Property)
- Introduction to Computer and Microsoft Word

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
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AUGUST	12 - 16	12 - 16
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N78,500.00 2 WKS N141,000.00

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IMPROVED PRODUCTIVITY AND EFFICIENCY WORKSHOP

TARGET AUDIENCE

Clerks, Registry Personnel, Office Assistants, Receptionists, Telephone operators and other first line office workers

ABOUT THE WORKSHOP

The role of clerks, receptionist, telephone/radio operator, office assistants and other first line officers staff in an organization are quite critical. This course is, therefore, designed to enhance the speed and productivity capacities of this group of workers and equip them with some level of management and personal effectiveness skills, required for their optimal performance

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Plan their daily routines effectively
- Clarify and classify files, keep records and retrieve them.
- Transmit and deliver information and documents using appropriate communication tools and channels accurately and speedily
- Maintain official secrecy and safety.

COURSE CONTENTS

- The challenges and expectation of an office ancillary worker in the attainment of a corporate vision, mission and objectives
- Work Planning, Control, Health and Safety
- Handling and Classification of Mails, Parcels/Messages, and delivery of Documents
- Qualities of Office Workers, Productivity and Attitude Improvement Techniques
- Communication and Human Relations.
- Time Management.
- Customer care/Relations
- Managing the Registry
- General Telephone Operating Rules/Techniques and Uses
- Official Secrecy, Dimensions and Implications
- Introduction to Computer

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

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BASIC PERFORMANCE IMPROVEMENT COURSE

TARGET AUDIENCE

Middle level Officers (cutting across all departments) in the public and private organisations

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Enhance the value of your organisation Human Resource Function
- Develop shared values on work attitude/behaviour
- Practice the concepts of performance management and motivation
- Make recommendations to improve the contribution of the HR functions in particular by making it more strategic

COURSE CONTENTS

- Performance management practices
- Setting and attaining performance
- Standard/Target: setting and attainment
- Strategies for achieving optimal efficiency and effectiveness
- Employee performance appraisal (methods & procedures)
- Delegation as a tool for performance improvement
- Employee work attitude and organisational efficiency
- Concepts of organisation and methods (O&M) and its application for performance improvement

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N78,500.00
2 WKS N141,000.00

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SECURITY PERFORMANCE IMPROVEMENT WORKSHOP

TARGET AUDIENCE

Security Officers, Supervisors, Managers and all those responsible for Security Matters

ABOUT THE WORKSHOP

The working environment is becoming more complex because of the social dynamics and complexities of the larger environment. This course is, therefore, designed to train personnel responsibility for the protection of life and property on the techniques of corporate security, theft, fraud embezzlement, detection and control.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Minimize losses due to theft and fraud
- Identify security hazards and procedures of eliminating them
- Spot Criminal techniques and tactics
- Maintain an effective security network in the organisation and the environment

COURSE CONTENTS

- The task of maintaining effective security in an organisation and its environment
- Protection of asset and personnel
- Handling strike lockouts & access control
- Security ethics/policy detection and prevention of crimes
- Inter-personal/public relations
- Security reports and records
- Keeping/survey and detection of industrial sabotage
- The role of ICT in security operation. Types and uses of security equipment and communication
- Fire prevention techniques
- Basic supervisory management for security personnel
- Health and Security.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00
2 WKS N141,000.00

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DRIVERS PERFORMANCE IMPROVEMENT WORKSHOP

TARGET AUDIENCE

Drivers and Driver Mechanics

ABOUT THE WORKSHOP

Drivers need to possess basic technical knowledge and skills to enable them carry out minor repairs on their vehicles when the need arises, and to solve the problems or improve on it pending the availability of specialist mechanic. This workshop has been designed to examine the critical role of drivers and the discipline of safe driving and maintenance culture, good human relations and positive attitude required.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Interpret and apply highway safety procedures, codes and technique of defensive driving
- Read in built monitoring gauge indicators and explain basic operations of the different vehicles units.
- Maintain high security and cleanliness of the vehicle

COURSE CONTENTS

- Roles of drivers in maintaining the corporate image of the organisation
- Psychology of Nigerian drivers
- Defensive/Safety procedure and Highway Code of conduct for drivers
- Introduction to working systems of different modern day vehicles
- Analysis of Cost & Implication of vehicle accidents
- Causes of fire outbreaks and firefighting techniques
- Pre-trip routine check/services.
- Basic first aid techniques and health/safety
- Communication and human relations
- Motor vehicle security. Etc

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N78,500.00 2 WKS N141,000.00

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LAW



UNDERSTANDING THE RUDIMENTS OF LEGAL DRAFTING IN CONTRACT

TARGET AUDIENCE

Junior and Middle level employees in the accounts, personnel and legal departments

ABOUT THE WORKSHOP

This programme is designed for Admin Officers, Personal Assistants and Secretaries to enable them have better working knowledge of office functions and legal procedures

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand the legal implications of contracts and variously/frequently used terms and clauses
- Learn contract drafting techniques.

COURSE CONTENTS

- General principles of good legal drafting
- Techniques of good legal drafting
- Computation of time in legal drafting
- Computer application in legal drafting
- Stages of legislative drafting
- Letter writing in legal drafting
- General principles of interpretation of Status and Deeds
- Searches and investigation of title

MONTH	1 WEEK	2 WEEKS
FEBRUARY	18 - 22	18 - 28
APRIL	22 - 26	22 - 3 MAY
JUNE	17 - 21	17 - 28
AUGUST	19 - 23	19 - 30
OCTOBER	21 - 25	21 - 1 NOV
DECEMBER	16 - 20	-----

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N115,000.00

2 WKS N200,700.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

FUNDAMENTALS OF BUSINESS AND COMPANY LAW FOR NEW EMPLOYEES

TARGET AUDIENCE

Officers in Corporate Affairs, Planning, Research & Statistics Depts.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- The most recent amendments to the Companies Act.
- The duties and liabilities of directors under the Companies Act.
- The relevant provisions of the Securities and Companies Act.

COURSE CONTENTS

- Companies distinguished from other business organizations
- Incorporation procedures and its effects
- Constitution of a Company
- Duties and Liabilities of Directors
- Company Secretary and Board Meetings
- Share capital and prospects/Rights of shareholders
- Company borrowing
- Judicial Management and Receivership
- Winding up and Priorities of creditor upon liquidation

MONTH	1 WEEK	2 WEEKS
FEBRUARY	18 - 22	18 - 28
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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2 WKS N200,700.00

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COURT AND JUDICIAL RECORDS ADMINISTRATION

TARGET AUDIENCE

Registrars, Lawyers, Judges and other senior and middle-level political officers

ABOUT THE WORKSHOP

Efficient and accountable court information systems are key components in the delivery of justice and the maintenance of the rules of law. These are built on records, case files and evidences. Delays in registering cases, locating records and filing documentation all have a direct impact on citizens and their legal rights. Incomplete or inaccurate documentation can result in incorrect sentencing or the inability of an individual to seek redress. In order to achieve a high level of efficiency, it is essential that court information and most particularly case files are properly managed.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Use the techniques learnt and tools acquired to analyze the effectiveness of judicial records systems and prioritize areas for improvement
- Understand and explain the implications of the increase in electronic records
- Analyze existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and efficient judicial records systems
- Raise awareness of the importance of effective and efficient judicial records systems
- Prepare a business case for presentation to senior management
- Implement a practical improvement programme
- Benefit from experienced resource speakers with firsthand experience of implementing enhance court records management systems in a number of countries

COURSE CONTENTS

- Core principle of judicial record management and ensuring appropriate presentation and access
- Identifying legislative and regulatory control on the case of legal records and establishing records keeping standards
- The relationship between court functions and records and retention periods
- ICT and automated case file management, Control indexing and retrieval mechanism
- Strategic management and action plan, and total quality management in the judicial system
- Court responsibility for civil and criminal case management, Human rights enforcement and staff appraisal
- Liaise with other agencies in the justice system and Measuring court performance
- The role of e-Government in the justice system and responding to the needs of vulnerable witnesses and defendant

COURSE FEE:

1 WK N115,000.00

2 WKS N200,700.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

ADVANCED CORPORATE LEGAL SERVICES

TARGET AUDIENCE

Directors, Lawyers, Company Secretaries and Legal Advisers, Personal and Admin Managers and others who perform related functions in both the public and private sector

BENEFITS OF ATTENDING

THE COURSE AIMS AT:

- Upgrade the skills and competence of Company/ Corporate Legal Advisers, and Lawyers in the Public and Private Sectors
- Develop Judicial guidance that enshrines the principles of ethical behaviour
 - Apply modern techniques to the corporate legal services
 - Utilize technology in support of legal department
 - Raise awareness of the importance of effective & efficient judicial record systems
 - Learn how best to deploy limited resources in the efficient administration of corporate meetings
 - Have an opportunity to see and discuss challenges & issues of Nigeria Company Laws
 - Gain a unique insight into Arbitration and Conciliation techniques

COURSE CONTENTS

- Overview of Nigerian Company Laws and Basic Provision as entrenched in the Nigeria Constitution
- Ethics of Legal Profession, Duties and responsibilities of the Corporate Legal Adviser
- Establishing and Managing a modern corporate Legal Department and the in-house Lawyers right of audience in court
- Access the internet for current development around the globe and Emerging challenges
- Outside counsel management and the Corporate Legal Adviser in the Public Sector
- Arbitration and Conciliation techniques, important provisions of the Companies and Allied Matter Act 1990
- Basis of Corporate meetings i.e. Department/Divisional., Committee, Exco, Board, etc Planning and Organising and management meetings, Communication dynamics and Business writing
- Computerizing the Legal Department, records Keeping and Information Management. Security accuracy and confidentiality.

MONTH	1 WEEK	2 WEEKS
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OCTOBER	21 - 25	21 - 1 NOV
DECEMBER	16 - 20	-----

LOCATION : ABUJA, LAGOS, KADUNAN

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COURSE FEE:

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2 WKS N200,700.00

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TRENDS & APPROACHES IN PARLIAMENTARY ADMINISTRATION & OVERSIGHT FUNCTIONS IN THE 21ST CENTURY FOR LEGISLATIVE OFFICERS

TARGET AUDIENCE

Legislators, parliamentary Staff, Senior Officials of the Executive arm of Government, Independent Agencies and Civil Society

ABOUT THE WORKSHOP

Historically, parliaments were established to represent citizens' interests and give them greater voice in government. Parliament thus provide opportunities for more open and participatory legislation. Overtime, parliaments have evolved to take on greater legislative and oversight powers. The challenges today is for parliaments to use their oversight responsibilities - particularly through the budget process and legislative leverage - to ensure that the needs of all citizens, including the poor are heard and met through the delivery of well-designed programs and services. In practice however, many parliaments lack the capacity and /or resources to carry out their role. This programme therefore aimed to enhance parliaments' capacity to effectively fulfill their responsibilities particularly with regards to oversight of the budget and implementation and performance of government policies and programs

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Discuss how the workshop had strengthened their capacity to oversee the allocation and use of public funds.
- Enumerate the needs to better represent the interest of citizens in the policy process, particularly in the context of the poverty reduction strategies process.
- Identify parliamentary learning networks on key policy issues related to development.
- List strategies that can be adopted to improve parliamentary administration and finance
- Identify the role of parliament in conflict resolution

COURSE CONTENTS

- Parliamentary organisation and Structure
- Legislative Oversight Functions'
- The Role of Parliaments in the Budget Process
- Improving Parliaments administration and Finance
- e-Parliaments: The use of Information and Communication Technology to improve Parliamentary Process
- Women and Parliament
- Legislative Ethics and Code of Conduct
- Project Management and Evaluation.

MONTH	1 WEEK	2 WEEKS
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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2 WKS N200,700.00

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PROCUREMENT, STOCK AND INVENTORY CONTROL



GROUP PHOTOGRAPH OF PARTICIPANTS AT A WORKSHOP



VALUES RE-ORIENTATION AND OFFICE ETHICS SENSITIZATION WORKSHOP

TENDER MANAGEMENT

TARGET AUDIENCE

Legal and procurement officers in the Federal, State and Local Government, Senior Budget Officers, Accountants, Contract Managers, Legal Advisers, Project Managers, Secretary of Tender Boards, Loan and Credit Managers, Labour Union Executive, Human Resources Managers in the Federal and State Ministries/parastatals and their counterparts in the private sector with responsibilities for negotiating loan and credit facilities agreements and labour relations.

ABOUT THE WORKSHOP

The tender training program is designed to take the participants from the time the requirement is defined and a contract is designed through the major steps of the tendering process that conclude with successful negotiations. The critical issues of understanding owners and contractor objectives, risk mitigation through contract types, contractor selection, evaluating the price, and finally planning for successful negotiations all receive coverage in the workshop

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Define the Tendering Processes and the Major Steps that should be followed
- Understand Objects of both Owner and Contractor
- Mitigation of Risk by Selection of Contract Type
- define Methods of Selection and Qualifying Contractor
- Apply Technology to the Tendering Process
- States Terms & Conditions for Economic Price Adjustments
- Understand Negotiation Planning & Strategies

COURSE CONTENTS

- Developing and implementation project plan
- Contract administration and Management
- What is Electronic Contracting Strategy
- Documenting the change order and preventing excessive changes
- What is a change order and why does it happen
- Understanding the relationship dynamics behind a change order
- What is Supplier Relationship Management
- Understanding the benefits of a well-managed supplier relationship.

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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N115,000.00 - 2 WKS N200,700.00

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NEGOTIATION SKILLS: LEGAL APPLICATION AND IMPLEMENTATION

TARGET AUDIENCE

People who have or are planning to have responsibilities for contract negotiation and management. It would be desirable for participants to be experienced in project and contract management and to have previous experience in contract negotiation. This programme is appropriate for people from any part of the public sector or private organisations who meet the criteria above.

ABOUT THE WORKSHOP

This programme will enable participants to negotiate effectively and develop the key skills and behaviours consistent with project & contract management.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL HAVE A GREATER UNDERSTANDING OF:

- Effective contract negotiation and monitoring skills
- Contract compliance action plans for implementation
- A systematic approach to the key stages of the negotiation process
- Effective measurement and benchmarking of key stages of the project process to enable effective management
- The unique challenges of PPP contract management

COURSE CONTENTS

- The role, responsibilities and competences of the effective contract negotiator
- The contract renegotiation process
- The key elements of managing the contract
- Key barriers to effective management and strategies for resolution
- Managing risk and contingency planning
- Action planning with key measures of performance

MONTH	1 WEEK	2 WEEKS
FEBRUARY	18 - 22	18 - 28
APRIL	22 - 26	22 - 3 MAY
JUNE	17 - 21	17 - 28
AUGUST	19 - 23	19 - 30
OCTOBER	21 - 25	21 - 1 NOV
DECEMBER	16 - 20	-----

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N115,000.00

2 WKS N200,700.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

LEADING & MANAGING FOR PURCHASING & PROCUREMENT PROFESSIONALS

TARGET AUDIENCE

Senior officers involves in the procurement, store and contract management

ABOUT THE WORKSHOP

The Workshop is designed to explore areas of leading and managing the procurement organisation towards procurement best practices so that participants can successively implement the strategies necessary to make purchasing a recognized core competency of their organization

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Move your procurement organization closer to being "World Class"
- Deeply impacts skills/competencies essential to purchasing and procurement
- Set the Direction for World Class Supply Management
- Understand Best Practices Categories in Strategically Focused Sourcing Operations

COURSE CONTENTS

- Essential for Leadership Success
- Difference between Managing and Leading
- Setting the Direction for World Class Supply Management
- How Minding the Gap Results in Strategic Plan
- Best Practices Categories in Strategically Focused Sourcing Operations

MONTH	1 WEEK	2 WEEKS
FEBRUARY	18 - 22	18 - 28
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STRATEGIC NEGOTIATIONS IN CONTRACT AND PROCUREMENT

TARGET AUDIENCE

Legal and procurement officers in the Federal, State and Local Government, Senior Budget Officers, Accountants, Contract Managers, Legal Advisers, Project Managers, Secretary of Tender Boards, Loan and Credit Managers, Labour Union Executive, Human Resources Managers in the Federal and State Ministries/parastatals and their counterparts in the private sector with responsibilities for negotiating loan and credit facilities agreements and labour relations.

ABOUT THE WORKSHOP

Unlike many other seminars that concentrate on the end stages of negotiating, this focuses on setting you up for success right from the start. you will gain valuable insights about how to prepare for your negotiation as well as strategies negotiating seminar to employ during the meeting itself.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Gain valuable insights about how to prepare for their negotiation as well as strategies to employ during the meeting

COURSE CONTENTS

- How to prepare for negotiation effectively
- The ins and outs of savvy negotiating
- The effective use of strategy and tactics
- How to structure win/win negotiations
- How to establish and meet negotiation objectives
- How to negotiate for the best value and terms
- Know the right type of bargaining process to use in various situation
- Develop a pre-negotiations plan and gather the essential information
- Establish credibility and targets for your negotiation objectives

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LOCATION : ABUJA, LAGOS, KADUNA

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CHALLENGES OF PROCUREMENT ACT & THE DRAFTING OF COMMERCIAL AGREEMENT

TARGET AUDIENCE

Legal and procurement officers in the Federal, State and Local Government in Nigeria

ABOUT THE WORKSHOP

Many organizations fail to avoid the pitfall of poorly administered procurement and inadequate drafting and management of business agreement. These often lead to unnecessary costs, poor quality, unsatisfactory service and ultimately crisis and disorder. The aim of this workshop therefore is to identify and proffer solutions to those challenges of drafting commercial agreement and procurement act.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand the legal implications of contracts and various frequently used terms and clauses
- Highlight contract drafting techniques
- Learn most useful techniques of drafting commercial agreements
- List methods of reducing procurement administration cost
- Describe range of safeguard options and achieve continuous improvement in quality service and cost over the life of contact

COURSE CONTENTS

- Credit financing agreements
- Principle of commercial agreements
- General Principle and techniques of good legal drafting
- Negotiation skills for layers
- Understanding Procurement Act: (Challenges & Solution)
- A practical approach to proactive procurement in the public sector
- Useful tips on drafting commercial agreements
- The role of Computer application in procurement and drafting of commercial agreements

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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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CONCEPT AND PRINCIPLES OF STORE MANAGEMENT

TARGET AUDIENCE

Officers who manage the corporate services and administrative functions of the Ministry/Department and whose responsibilities include supervising the store/stock function.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- List the Function of Stores
- Differentiate economies of storage and stock control
- Outline the methods used in storing
- Handling and control of stock

COURSE CONTENTS

- Overview of inventory and store management/materials management and control
- Material requisition and purchasing procedure
- Store Keeping procedures and Verification of Stock
- Store administration, Stock maintenance and procedures
- Material building, House Keeping and Safety
- Transportation and Equipment
- Managing the store Personnel
- Computer Application in Store Management

MONTH	1 WEEK	2 WEEKS
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N115,000.00

2 WKS N200,700.00

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STORE, INVENTORY AND CYCLE COUNTS ACTIVITIES MANAGEMENT

TARGET AUDIENCE

Business owners, storeroom and warehouse workers, inventory personnel and anyone who is responsible for or takes part in the taking of physical inventories

ABOUT THE WORKSHOP

Inventory management and cycle count activities is widely recognized as a specialist activity, sound stores management is key to the running of every profitable and efficient organization. This practical workshop will enable participants acquire skills in effective goods storage, receipt and order process management in a way to reduce cost and increase productivity.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand their role in the supply chain.
- Inspect, receive and issue goods and made available balanced flow of stores
- Handle stock taking in a professional manner.
- Effectively controls stock very that proper inventory controls and cycle counting best practices are used

COURSE CONTENTS

- Supply chain: An Overview
- Store keeping
- Stores Administration
- Stores keeping procedures
- Safety, Security and Sanitation Issues in Stores Administration and Supervision
- Stores Accounting
- Quality in Stores Management
- Codifications in Inventory Management
- Specification in Inventory Management

MONTH	1 WEEK	2 WEEKS
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LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N115,000.00

2 WKS N200,700.00

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CONTRACT LAWS, PROCEDURES AND PRACTICES

TARGET AUDIENCE

Legal and procurement Officers in the Federal, State and Local Government. Senior Budget Officers, Accountants, Contract Managers, Legal Advisers, Project Managers, Secretary of Tenders Boards, Loan and Credit Managers, Labour Union Executive Human Resources Managers in the Federal and State Ministries/parastatals and their counterparts in the private sector with responsibilities for negotiating loan and credit facilities agreements and labour relations.

ABOUT THE WORKSHOP

In every commercial contract, the parties have their right and obligations. For each party there are both risks and benefits which need to be understood and balanced. To do so requires a sound knowledge of contract law, the language and precise wording of the contract and the commercial implementation of it as to resolve them if they arise. In international contracting area, there are additional risks and pitfall of contracting in other legal systems. The question is do we have the necessary knowledge of the implementation of contract law to understand the contracts we are involved with and are we able to recognize and deal with the issues before they arise. Risks should be minimized through efficient contracting and awareness of legal consequences with a thorough understanding of the laws and conventions that regulate the formation effectiveness, implementation and enforcement of commercial contracts.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Effective Contract Administration
- Interpretation of Contracts
- Maintaining contract schedule
- Controlling contract changes
- Formulation, effectiveness, structure and types of contract
- Reason for using contract

COURSE CONTENTS

- Basic principle of contract formation, the use of written or verbal contracts, Examples of formalities for contract
- formation and formation by conduct (contractual risk)
- Invitation to tender and contractual impact of tender responses, form of agreement, authority to sign a contract and incorporating other contract documents
- Proper law of contract, Law and obligation under the contract
- Litigation and enforcement issues, Links between risk and reward for the contractor, Transfer of title and risk and the need for insurance and indemnities
- Delivery and acceptance, Delay and suspensions and remedies for failure to perform
- Frustration of contract, Right to terminate, Warranty and guarantee periods, Entire agreement and Waiver
- Application of ICT in contract laws
- Pre contractual documents, Bonds, Tender bond, advance payment, Performance bond, Warranty bond and Withholding Bond committee
- Investigation of fraud and corruption.

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

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LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT



MANAGEMENT COURSE FOR LOCAL GOVERNMENT TOP EXECUTIVES

REVENUE GENERATION AND MANAGEMENT OF COMMUNITY DEVELOPMENT

TARGET AUDIENCE

Local Government Secretaries and Directors, Head of Departments, etc.

ABOUT THE WORKSHOP

This workshop is to enhance the knowledge and competence of the participants to perform their role effectively, generally, the workshop is also packaged to equip secretaries and director with leadership, management and administrative and inter personal skills required of today's local government managers in solving the daily management problems at local government levels.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Apply modern leadership skills
- Analyze their individual management styles vis-a-vis current trends in leadership and management
- Identify and interpret effectively financial statements
- Sharpen participants skills in handling disciplinary processes and procedures

COURSE CONTENTS

- Globalization, sustainable development challenges for LGCS
- Resource generation in local government and investment analysis
- Computer application in record management
- Leadership and Leadership styles
- Goal setting and performance evaluation
- Decision making, Budgeting and Budgetary control
- Training and Gender development
- Discipline and Disciplinary procedure
- Safety and Security

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
MARCH	18 - 22	18 - 29
MAY	20 - 24	20 - 31
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SEPTEMBER	16 - 20	16 - 27
NOVEMBER	18 - 22	18 - 29

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of VAT & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

TARGET AUDIENCE

Revenue Officers, Tax Officers, Community Development Officers, Community Representative LGCs Welfare Officers.

ABOUT THE WORKSHOP

Human talents and material resources abound in various communities, yet they remain untapped or under-utilized or grossly untapped or under-utilized or grossly un. This workshop exposes participants to different types of resources from which revenue could be generated and managed for sustainable development of their local communities

BENEFITS OF ATTENDING

- Effective contract administration
- Interpretation of Contracts
- Maintaining contract schedule
- Controlling contract changes
- Formulation, effectiveness, structure and types of contract
- Reason for using contract

COURSE CONTENTS

- Basic principle of contract formation, the use of written or verbal contracts, Examples of formalities for contract formation and formation by conduct (contractual risk)
- Invitation to tender and contractual impact of tender responses, form of agreement, authority to sign a contract and incorporating other contract documents
- Proper law of contract, Law and obligation under the contract
- Litigation and enforcement issues, Links between risk and reward for the contractor, Transfer of title and risk and the need for insurance and indemnities
- Delivery and acceptance, Delay and suspensions and remedies for failure to perform
- Frustration of contract, Right to terminate, Warranty and guarantee periods, Entire agreement and Waiver
- Application of ICT in contract laws
- Pre contractual documents, Bonds, Tender bond, advance payment, Performance bond, Warranty bond and Withholding Bond

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

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PRODUCTIVITY DEVELOPMENT IN LOCAL GOVERNMENT

TARGET AUDIENCE

LGC Chairman, Chairpersons, Secretaries, Directors of Administration, Councilors, Community Development Officers and all Categories of Workers.

ABOUT THE WORKSHOP

Local government Councils (LGC) remain the vehicle through which government programmes and services including development projects are brought closer to the doorsteps of the majority of the Nigerians living in rural communities. The new democracy makes greater demand on (LGCs) more than ever. All levels of workers at this tier of government therefore need be equipped with the right knowledge, skills, and material resources for improved productivity

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Develop and utilize human and material resources effectively
- Apply modern management and rural development concept to enhance their productivity
- Carry out sustainable forecasting, planning and control of their work processes
- Raise their consciousness on their Roles and their Responsibility

COURSE CONTENTS

- Role of local government councils in development and governance
- Productivity and attitude improvement
- Techniques of developing enduring work ethics/values
- Work Planning and control/management principles
- Identifying and mobilizing resources
- Leadership skills
- Time management, equipment and material handling
- Communication and human relations
- Building self-esteem/self confidence
- Health and stress, conflicts and conflict management implementation

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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NOVEMBER	18 - 22	18 - 29

LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 - WK **N94,500.00** - 2 WKS - **N170,100.00**

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MANAGEMENT SKILLS FOR RURAL DEVELOPMENT

TARGET AUDIENCE

Local Government Secretaries and Directors Social Welfare Officers, Community Development/Extension Officers

ABOUT THE WORKSHOP

This course focuses on the skills, knowledge and attitudes required towards mobilizing and managing human and material resources for sustainable rural development

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify and analyze unique human and natural resources within their area
- Determine causes of ineffective utilization of resources
- Apply various techniques of mobilizing resources
- Source business opportunities and manage projects effectively

COURSE CONTENTS

- Issues in sustainable rural development
- Team building
- Gender and development
- Forms of mobilization, Organizing and managing union, co-operatives
- Resources management and Strategic planning
- Extension programme planning, monitoring and evaluation
- Sources of funds and revenue generation
- Decision making development communication and methods of rural communication
- Health and Safety, Training and development
- Environmental protection control/boundary management
- Application of ICT in management skills for rural development

MONTH	1 WEEK	2 WEEKS
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LOCATION : ABUJA, LAGOS, KADUNA

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RESEARCH & ALLIED OPERATIONS



VALUES RE-ORIENTATION AND OFFICE ETHICS SENSITIZATION WORKSHOP



GROUP PHOTOGRAPH OF PARTICIPANTS AT A WORKSHOP

DATA ANALYSIS AND PROGRAMMING MANAGEMENT TECHNIQUES COURSE

RESEARCH METHODOLOGY, DATA PROCESSING AND ANALYTICAL SKILLS COURSE

TARGET AUDIENCE

Finance and Administrative officers Account Officers, Internal Auditors, etc.

ABOUT THE WORKSHOP

The degree of growth and development in an organization can be said to be a product of the quality of the research being constantly conducted into solving the ever present organizational problem. So for organisations to be adequately guided by sound decision, relevant data, research instruments, both in quantity and quality must be obtained and properly analyzed for the purpose of achieving an informed decision for growth of the organization.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Select statistical tools for data analysis
- Use SPSS to conduct analysis and apply right tools and techniques while collecting data
- Enhance their Analytical skills
- Understand data analysis strategy
- Analyse qualitative data
- Analyse quantitative data
- Link quantitative data and qualitative data
- Familiarize with programming language discuss on, console applications
- List types of operating systems
- Link programming writing to operating system

COURSE CONTENTS

- Data analysis strategy
- Qualitative analysis
- Quantitative analysis
- Qualitative data & analysis
- Making good notes
- Triangulation
- Early steps in qualitative analysis
- Interactive dialogue
- Statistics & SPSS (Creating data & Variable view, selecting types of test, Test of Normality
- Generating Summary Table implementation

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION: ABUJA, LAGOS, KADUNA

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BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Select appropriate research method for conducting empirical research
- Identify, diagnose and define a research problem, and select appropriate research methodology
- Understand different research methods, assess them, and get the know-how skill on how to put them into use
- Select statistical tools for data analysis
- Use SPSS to conduct analysis and apply right tools and techniques while conducting research
- Enhance their Analytical skills

COURSE CONTENTS

- Fundamentals of Research,
- Statistics & SPSS (Creating data & Variable view, selecting types of test, Test of Normality
- Scientific approach to research / identifying and defining research problem
- Types of research
- Research designs
- Rating scales
- Sampling fundamentals
- Hypotheses framing and testing
- Tools of data collection, Databases and allotment of field study to the participants
- Questionnaire design
- Factor Analysis (Exploratory), Factor Analysis (Confirmatory)
- Practical session (SPSS), Practical session (Factor analysis)
- Scale refinement and concept of reliability
- Concept of Validity and Types of validity
- Application of statistical techniques (Descriptive statistics)
- Practical session (T-test and Anova, etc)
- Correlation and Regression
- Practical session (correlation & Regression)
- Field report presentation

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ACCREDITATION PROCESS & MANAGEMENT SKILLS FOR TECHNICAL & NON-TECHNICAL ORGANISATION

RESEARCH AND DATA ANALYSIS WORKSHOP

TARGET AUDIENCE

Project, Investment, Finance officers and Accountants

ABOUT THE WORKSHOP

How effectively are programmes and projects conceived, planned and implemented? Do they take longer than expected to complete? Exceed budget? Fail to meet quality standards and evaluation criteria set by key stakeholders? Do you feel a need to enhance project supervision and monitoring skills? Build and motivate high performing project teams? If so, this is the programme for you.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify benefits of accreditation
- Enumerate types and purpose of accreditation
- Discuss the organisational structure of accreditation department
- List the component of accreditation standards
- Identify accreditation procedure
- Discuss the importance of accreditation process

COURSE CONTENTS

- Brainstorming session with roles and benefit of ICT.
- Overview of what, type and purpose of accreditation
- Understanding the organisational structure of accreditation department
- Components of accreditation standards
- Preparation for, and accreditation procedure
- Future Financial terms and conditions for accreditations

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TARGET AUDIENCE

Research & Development officers, Trainers and other officers, whose job involves developing effective problem-solving platforms, for day to day problems in the organisation

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- develop their skills in the areas of construction and applications of research methodology, data analysis through use of computer applications
- identify, diagnose and define a research problem and select appropriate research methodology
- Familiarize themselves with the construction and application of research methodology, linking it with the development of a comprehensive research proposal
- appraise their use of statistical techniques in data analysis
- develop the skills of preparation of research proposal encompassing all the phases of a research exercise
- write Report and dissemination of outputs
- outline skills in monitoring and evaluation of outcomes

COURSE CONTENTS

- Research methods for monitoring and evaluation of outcome
- Workshop mechanics
- Identification of research problems
- Where do research topics come from
- Research proposal: content
- Formulating the research objectives
- Conducting a literature review
- Reference management software for effective literature storage and use
- Study methods and design research
- Data collection, procedures and tools
- Data management and analysis
- Writing and reporting acceptable research results

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OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATIONS: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos, Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00

2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of Vat & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

RESEARCH DEVELOPMENT AND METHODOLOGY AND WORKSHOP

TARGET AUDIENCE

Research & Development officers, Trainers and other officers, whose job involves developing effective problem-solving platforms, for day to day problems in the organisation.

ABOUT THE WORKSHOP

The degree of growth and development in an organisation can be said to be a product of the quality of the research being constantly conducted into solving the ever-present organizational problem. So for your organisation to be adequately guided by sound decision, relevant data, research instruments, both in quantity and quality must be obtained and properly analyzed for the purpose of achieving and informed decision for the growth of the organisation.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify diagnose and define a research problem, and select appropriate research methodology
- Understand different research methods, assess them, and get the know-how skill on how to put them into use

COURSE CONTENTS

- Problem identification, diagnosis and statement.
- Planning and managing a research project
- Interviewing techniques and analysis
- Role of research in problem solving and decision making
- Data analysis, presentation and different usage
- Sampling techniques
- Research report writing techniques
- Importance of ICT in research development and methodology.

MONTH	1 WEEK	2 WEEKS
FEBRUARY	4 - 8	4 - 15
APRIL	1 - 5	1 - 12
JUNE	3 - 7	3 - 14
AUGUST	5 - 9	5 - 16
OCTOBER	7 - 11	7 - 18
DECEMBER	2 - 6	2 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

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2 WKS N170,100.00

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HEALTH MANAGEMENT



TECHNIQUES FOR PERFORMANCE IMPROVEMENT FOR QUALITY HEALTH ASSURANCE

TARGET AUDIENCE

Medical Officers, Heads of Departments, Primary Health Care Coordinators, Community/Environmental Health Officers Staff Nurses, Social Welfare Officers, Community Health Extension Workers (CHEWs) and other Health Officers on GL 08 and above

OBJECTIVES OF THE WORKSHOP

The core objectives of this programme are to improve the quality of health delivery services. The aim of every organisation/community is to develop an effective network of training systems that has the potential to produce quality faculty for in-service training system, which in turn will be capable of preparing a good team of health care providers for its people

THE ABOVE OBJECTIVE RAISES THE FOLLOWING QUESTIONS:

- Do training networks improve the performance of health care workers at the service delivery site? Is training the best investment for improving performance or should other intervention also be considered?
- What other factors contribute to improved performance and what can be done to address them.

COURSE CONTENTS

- Identifying and constituting performance improvement consultative group
- Definition of Performance Improvement
- What performance improvement process is
- Performance improvement framework
- Why is performance improvement process important?
- Adoption of performance improvement approach
- Emphasizing cascading training
- Performance improvement factors and indicators

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
APRIL	15 - 19	15 - 19
JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos ,Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

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HEALTH AND STRESS MANAGEMENT

TARGET AUDIENCE

All Male and Female Executive/Managers in both private and government. Including educational and supervisory positions

ABOUT THE WORKSHOP

A healthy mind is an active and mentally alert person. These workshop exposes managers both male and female and other active workers to healthy attitude & values. They would also be equipped with time management and stress coping strategies

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Indicate the causes of stress at work
- Develop strategies to manage their time effectively; and
- Maintain personal health care, and life support strategies

COURSE CONTENTS

- The nature and meaning of stress and stressors
- Manifestation and effects of stress
- Stress related diseases and their control, Life style habits and preferences
- Stress control techniques and their management
- Social activities analysis, Healthy choice and living
- Executive stress management
- Time and Self-management'
- Stress relieving exercise

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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2 WKS N170,100.00

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PRIMARY HEALTH CARE MANAGEMENT

TARGET AUDIENCE

Primary Health workers; Medical Officers; Heads of Department' Primary Health Care Coordinators; Staff Nurses; Social Welfare Officers; Community Health Extension Workers and Other Health Officers on GL 08 and above

BENEFITS OF ATTENDING

The major objective of the course is to improve the capacity of participants in the planning and implementation of consistent, systematic and effective primary health care service at the grassroots

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Manage a primary health care facility effectively.
- Acquire the skills required to plan, organize and effectively implement basic national health care delivery programme within the local government
- Know and apply existing strategies for including and managing development programme (change) at the local Government Level
- Know and apply existing strategies for including and managing development programme (change) at the Local Government level.
- Be familiar with the integrated nature of health care projects (i.e. Water, sanitation, mobilization, household, food security, nutrition)

MONTH	1 WEEK	2 WEEKS
FEBRUARY	11 - 15	11 - 15
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JUNE	10 - 14	10 - 14
AUGUST	12 - 16	12 - 16
OCTOBER	14 - 18	14 - 18
DECEMBER	9 - 13	9 - 13

LOCATION : ABUJA, LAGOS, KADUNA

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COURSE FEE:

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2 WKS N170,100.00

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PROJECT MANAGEMENT



PROJECT MANAGEMENT SKILLS FOR SUCCESS

TARGET AUDIENCE

Project, Financial, investment Officers and Accountants.

ABOUT THE WORKSHOP

How effectively are programmes and projects conceived, planned and implemented? Do they take longer than expected to complete? Do they exceed budget? Fails to meet quality standards criteria set by key stakeholders? Do you feel a need to enhance project supervision and monitoring skills? Build and motivates high performing project teams? If so, this is the programme for you.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Align programmes and projects to achieving the organisation's or departments strategic objectives
- Conceptualize, define, appraise, plan, implement and successfully conclude programmes and projects.
- Manage teams effectively
- Supervise, monitor and evaluate diversity of programmes and projects.
- Apply best practice and avoid pitfalls

COURSE CONTENTS

- How to initiate and scope projects, aligning them to strategic organizational and programme goals
- How to conduct feasibility studies, access and manage risks, establish entry, negotiate scope and the contract, agree key success factors and criteria of evaluations and effectively manage client and stakeholders relationships.
- Total quality management of programmes and projects, project appraisal; how to forecast requirements, source funds and effectively manage finances, ensuring transparency and accountability.
- How to lead, motivate and build effective teams, prevent and resolve conflicts and manage changes.
- How to manage single and multiple streams and simple, complex international projects.
- How to monitor progress and solve problems.
- How to evaluate and report an outcomes using SWOT analysis based on project criteria.
- How to agree benchmarks and performance indices for evaluating outcomes.

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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SEPTEMBER	16 - 20	16 - 27
NOVEMBER	18 - 22	18 - 29

LOCATION: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N94,500.00 - 2 WKS N170,100.00

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PROJECT FINANCIAL MANAGEMENT AND COST CONTROL

TARGET AUDIENCE

Project manager, project team members, project maintenance offices

ABOUT THE WORKSHOP

This course transforms financial and accounting concepts into decision-making tools you can use every day, this workshop is designed to teach participants how to apply the fundamentals of finance to improve budget management, increase potential profits, and issues the financial viability of projects

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Integrate financial concepts and polices into the management decision and budgeting process
- Evaluate the financial availability of projects and activities via income statement and balance sheet
- Employ cash flow tools to analyze business status
- Calculate the cost of business activities
- Control business operations through effective budget management
- Communicate effectively with financial executives and staff

COURSE CONTENTS

- They key building blocks of financial control
- Cost and management accounting
- Understanding and interpretation of financial statements
- Company analysis via analytical tools and ratios
- Introduction to internal control
- Evaluating the worth of a project
- Managing a profit centre or cost centre
- Absorption, marginal activity based costing
- The unique features of project costing
- Estimating project duration and future cost
- Anticipating problems using cost control
- Marking estimates based on incomplete information
- Choosing projects that optimise profit
- Return on investment (ROI) and payback period
- Discounted cash flow (DCF), present value (PV)

MONTH	1 WEEK	2 WEEKS
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LOCATION: ABUJA, LAGOS, KADUNA

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COURSE FEE:

1 WK N94,500.00 2 WKS N170,100.00

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PROJECT RISK MANAGEMENT

TARGET AUDIENCE

Project managers, project team members, procurement officer/managers, for anyone who is involved in the design, implementation of technical construction, IT or service projects who wish to learn about project risk management principles and techniques

ABOUT THE WORKSHOP

This workshop provides participants with principles, techniques and tools that will help them to address and mitigate project risks

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Effectively identify risks from the beginning of the project
- Identify and quantify project risk
- Develop the mitigation plan into the project plan
- Find links and solutions with insurance and banks in large project
- Identify quantify and plan the risks in your own project

COURSE CONTENTS

- An overview of project management and the role of the project managers in risk management
- Identify different types of risk
- Managing project constraints and document risk
- How to create a risk breakdown structure
- Quantifying and analyzing project risk
- Managing project risk
- Monitoring and controlling risk projects

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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LOCATION : ABUJA, LAGOS, KADUNA

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PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

TARGET AUDIENCE

Project, Financial, investment Officers and Accountants.

ABOUT THE WORKSHOP

Administrative professionals are often asked to take one project from the beginning to end. These projects can range from conferences and physical management. To be successful in these assignments apply the skills of project management. This workshop is designed to give participants the rigour and discipline require to deliver on time, on budget and meet expectations

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Take on increasing complex project with confidence
- Bring your project in on time, on budgeting meeting expectations
- Plan for the unexpected, manage risks and find opportunities for added rules
- Harness the energy of teams to build better project
- Track your projects to identify variances and adjust appropriately
- Use the language of project management and demonstrate your new capacity

COURSE CONTENTS

- How do I get started
- Getting a full understanding of the project
- Build a project definition
- Sorting out everyone's role
- Setting up expectation early
- Getting support and commitment
- Develop your Plan
- Using work breakdown structures
- Getting into detail
- Managing risk
- Setting up realistic budget
- Implement Your Plan
- Apply your plan
- Forecasting and resolving problems
- Monitoring for variance
- Evaluating reality against plan
- Tracking techniques
- Providing feedback
- Using "lessons learned" for continual improvement

LOCATION : ABUJA, LAGOS, KADUNA

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1 WK N94,500.00
2 WKS N170,100.00

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PROJECT BUDGETING AND ESTIMATING TAKING CONTROL OF YOUR PROJECT

TARGET AUDIENCE

Directors, project managers, administrative professionals project risk managers, procurement managers.

ABOUT THE WORKSHOP

This workshop will enable the participants to be more effective in allocation, in monitoring and control of their financial resources, thus greatly contributing to the project's success

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Increase their skills in the latest information technology tools for financial management and cost control
- Assist in the development of appropriate performance and control reports
- Provide necessary know-how to plan the budgetary and financial needs of their organization or project
- Facilitate budgetary and financial decision-making in the organization or project

COURSE CONTENTS

- Project cost planning
- Resource planning
- Project cost estimates
- Activity-based costing
- Top-down estimating
- Bottom-up estimating
- Contingencies
- Cost baseline
- Project Budgeting
- Performance or activity based budgeting
- Allocating the total budgeting cost
- Cumulative budget
- Budgetary and financial control
- Disbursement planning
- Techniques and tools
- Information system and software budgeting and financial management
- Monitoring and control of project cost

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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LOCATION : ABUJA, LAGOS, KADUNA

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PROJECT MANAGEMENT IN COOPERATIVE

TARGET AUDIENCE

- Project manager, project management office members,
- project administrators, project coordinators, top managers & directors

ABOUT THE WORKSHOP

- The project scheduling workshop teaches the “how to” of scheduling task, time and resources

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Organize task, time and resources
- Schedule the organization's project
- Develop scheduling templates
- Estimate time and resources among multiple projects
- Use schedules for project tracking
- Automatic project schedules.

COURSE CONTENTS

- Organize task, time and resources
- Schedule the organization's project
- Develop scheduling templates
- Estimate time and resources among multiple projects
- Use schedules for project tracking
- Automatic project schedules

MONTH	1 WEEK	2 WEEKS
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RECOVERING TROUBLED PROJECT

TARGET AUDIENCE

IT managers, project managers, project management office members, system architects and others who might be involved in the leadership of system initiative

ABOUT THE WORKSHOP

This course is designed for experienced project managers who require skills for managing and recovering projects out of control. Learn advanced projects management concepts and techniques to bring project back on track with the project scope, time and cost objective and to understand the early warning signs that's project is leading in the wrong direction.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand why project get into trouble or fail
- Understand communication basic including effecting listening
- Create a communication plan
- Understand performance reporting
- Discuss corrective action using self-discovering in facilitated
- Recognize trouble projects early and involve stakeholders in the assessment and recovery planning
- Implement effective project risk planning control and reporting for good communication
- Plan identify and manage risk through interactive project teams

COURSE CONTENTS

- Unique features of a project
- Reasons why projects get in trouble
- The concept of rapid trouble assessment and recovery
- Definition of risk
- Risk management planning
- Organizational ingredients for effective project and risk management
- Five basic functions of project management
- Roles of the project and risk managers

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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LOCATION : ABUJA, LAGOS, KADUNA

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PROJECT FUND DISBURSEMENT AND COST CONTROL

TARGET AUDIENCE

Project managers, project administrative officers, project coordinators

ABOUT THE WORKSHOP

This workshop is designed to provide participants with the knowledge of administrative process for funding of a project, administrative issues causing delay of project approval and funds disbursement, understanding eligible and non-eligible cost, be able to evaluate a project

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand administrative process for funding of a project
- Understand administrative approval and funds disbursement
- Understand eligible and non-eligible cost a project

COURSE CONTENTS

Understanding administrative process for funding a project
 Understanding administrative approval and funds disbursement
 Understanding eligible and non-eligible cost
 Be able to evaluate a project

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
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SEPTEMBER	16 - 20	16 - 27
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LOCATION: ABUJA, LAGOS, KADUNA

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PROJECT LEADERSHIP: DEVELOPING SKILLS TO ASSIST IN CONFLICT RESOLUTION

TARGET AUDIENCE

This programme is for project managers, project team members and anyone who wants to ensure that they are maximizing their ability to handle disagreements and conflict constructively

ABOUT THE WORKSHOP

This programme focuses on some project leadership skills necessary in project situations where a diverse group of team members works to achieve productive success. Tight budgets and deadlines demand high levels of performance from a team that is frequently changing, often diverse in its makeup and where the working environment presents fresh challenges on a daily basis. Conflicts can be frustrating, even painful, but dealing with conflicts is a project leader's role. Some people want to avoid conflicts altogether rather than try to resolve them and that is not the best way to have a successful project outcome. Conflicts, if properly resolved, provide some good since they represent diverse views of a project. These diverse views can work to move a project forward if handled correctly. Properly handled conflicts can make team members more mature and team members appreciate other people's points of view. Conflict resolution skills are a must have for today's project professionals

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Understand leadership and its role in the development of project teams
- Gain greater skill in working in the role of project leader
- Understand the role of stakeholders in a project
- Develop communication and human interaction skills to develop successful project teams
- Develop techniques to deal with organizational change
- Understand the role of the project leader in building an effective team and conflict management skills required to promote and sustain team performance
- Learn crucial conflict resolution skills
- Understand the significance of the leadership skill of conflict resolution to the project team and the impact of these skills on project performance
- Be able to adapt conflict resolution process to different styles of people
- Master different aspects of communication skills
- Identify ways to communicate with others in a manner that better relates to their particular style
- Develop positive attitudes that continually seek synergy and win-win outcomes in conflict situations

COURSE CONTENTS

- Leadership Skills in a Changing Project Environment
- Project Leadership that Generates Excellence
- Building Personal Relationships to Deal with Conflict
- Communication as a Tool in Conflict Resolution
- Conflict Inherent with Innovation and Change

MONTH	1 WEEK	2 WEEKS
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PROJECT MGT, SCHEDULING & COMPLIANCE: PLANNING & CONTROL

TARGET AUDIENCE

Programme managers, project manager's project team members from Members of Process Improvement Teams, Administrators responsible for managing projects, Technical professionals and engineers moving into project leadership.

ABOUT THE WORKSHOP

This programme addresses both the "hard" skills and the "soft" skills needed by project managers to plan and control projects. The "hard" skills are the technical "mechanics" of managing a project, while the "soft" skills deal with the human issues, and ultimately, it is people who deliver results on projects. The goal of this programme is to assist organizations in developing project managers who are aware of the strategic importance that project management plays in the achievement of the mission of their organization, and their role in leading the way to better performance and profits.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Establish project goals and objectives that are directly linked to stakeholders' needs
- Develop and use work breakdown structures
- Develop realistic and measurable objectives to ensure positive results
- Estimate project time and costs using proven techniques
- Establish a project control system and monitor progress
- Use a practical, step-by-step process to manage project risk
- Identify threats and opportunities to your project, and weigh their relative value
- Identify and overturn the psychological barriers to risk in stakeholders

COURSE CONTENTS

- Foundations of Project Management
- Project Initiating, Planning and Scheduling
- Risk Management Planning & Control
- Project Execution, Monitoring & Control
- Project Closure

MONTH	1 WEEK	2 WEEKS
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LOCATION : ABUJA, LAGOS, KADUNA

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OIL & GAS PROJECT MANAGEMENT

TARGET AUDIENCE

Experienced project personnel and engineers, and executive project control staff Senior managers of large owner and contractor organizations whose primary responsibilities are in planning and executing major projects will gain insights into the nature and challenges of managing construction projects

ABOUT THE WORKSHOP

The programme will present the latest in project delivery, planning and monitoring approaches and methodologies, negotiation strategies, and innovative technologies for management of oil and gas projects with specific examples of what works and what does not.

BENEFITS OF ATTENDING

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Discuss advanced issues in project delivery systems
- Explain nature of Design in Oil & Gas Projects
- Coverage of management techniques for mitigating projects with compressed schedules
- Identify project success factors and characteristics
- Apply advanced applications of Lead/Lag scheduling in construction
- Discussion of the unique problems related to schedule updating, cost control, and cash flow
- Coverage of negotiation skills that can diffuse conflicts and resolve disputes thus saving time and money
- Explain important warranty and contractual issues
- Coverage of the challenges of integrating state-of-the-art management methods and technologies for construction projects
- Demonstration of the latest computer tools for project management

COURSE CONTENTS

- Advanced issues in project delivery systems
- Nature of Design in Oil & Gas Projects
- Coverage of management techniques for mitigating projects with compressed schedules
- Project success factors and characteristics
- Advanced applications of Lead/Lag scheduling in construction
- Unique problems related to schedule updating, cost control, and cash flow
- Negotiation skills that can diffuse conflicts and resolve disputes thus saving time and money
- The challenges of integrating state-of-the-art management methods and technologies for construction projects
- Latest computer tools for project management

MONTH	1 WEEK	2 WEEKS
JANUARY	21 - 25	21 - 31
MARCH	18 - 22	18 - 29
MAY	20 - 24	20 - 31
JULY	15 - 19	15 - 26
SEPTEMBER	16 - 20	16 - 27
NOVEMBER	18 - 22	18 - 29

LOCATION: ABUJA, LAGOS, KADUNA

Other venues (Ibadan, Calabar, Port Harcourt, Jos, Enugu, Obudu, Benin City, Nasarawa) are on request with minimum of ten (10) participants.

COURSE FEE:

1 WK N94,500.00 2 WKS N170,100.00

The course fee is inclusive of tuition, tea break, lunch & conference materials, 10% of Vat & Tax to be deducted at source.

For More Information Please call: 08037881118, +233244718350, 08055246151,

ADVANCED CONTRACTS AND PROJECT MANAGEMENT

TARGET AUDIENCE

Internal Auditors at supervisor level or management level and above or those involved in the audit and computer based accounting and other financial system

ABOUT THE WORKSHOP

This highly interactive programme will provide a practical hands-on approach to effective creation of contracts, and the management of both the contract, and the project to which it relates. It will also offer techniques and contract strategies to assist this process, including establishing a risk management strategy with reference to contracts and techniques for managing the planning, and developing good business practice to take advantage of opportunities, enhance efficiency and increase profitability

BENEFITS OF ATTENDING

At The End Of The Workshop, Participants Will Be Able To:

- Understand necessary contractual and legal knowledge
- Understand application of different types of agreements increase commercial awareness needed to enhance smooth running of contracts
- Identify and mitigate risk factors and associated commercial and programme implications
- Understand importance of checklists, file-management and standardization of documentation, effectively reduce the exposure to risk, understand various project delivery systems, increase understanding of commercial liabilities resulting from schedule changes and variations and conduct a cash flow analysis

COURSE CONTENTS

- The Basis of Contracting
- Principles of Good Contracting
- Organising strategies for Contract Management
- Risks and selecting the right contract structure
- Assessing and allocating risk
- Major Contract Terms to aid the handling of performance issues
- Effective handling of Contract Performance issues
- Managing Change within a Contract
- Understanding change
- Developing Contract Terms and Conditions
- Resolution of Disputes
- Eliminating sources of Contract disputes
- Contract Management Review and Summary

MONTH	1 WEEK	2 WEEKS
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BOOKING TERMS AND CONDITIONS

FEES

- ☆ Course fee must be paid in full before the start of each course . Exception may however be granted to participants) with promissory note of later payment from reputable organizations.
- ☆ Fees include all tuition costs, materials supplied during the course, Tea/Coffee break and lunch in each course day.
- ☆ Payment may be made by cheque, bank draft or cash payment at the programme venue
- ☆ Accommodation is non residential and is the responsibility of the participants, however CFA Studies can help with arrangements.

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SUBSTITUTIONS

if you are unable to attend a booked course, we will accept a substitute at any time without penalty

TRANSFERS

It is usually possible to transfer

COURSE NOMINATION FORM

Course Title: _____

Proposed Course Venue: _____

Date: _____

Names of Nominees and their Positions / Designation & Telephone No.: (USE ADDITIONAL SHEETS IF NECESSARY)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

NAME AND ADDRESS OF ORGANISATION _____

PAID - CASH: CHEQUE: TELEPHONE (S) _____

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1. Telephone: **08037881118, 08055246151, 07040045001-10**
2. Mail: Send your form with payment to **CFA STUDIES**, FOMWAN Complex, 12, A.E. Ekuinam Street, Opposite Chisco Transport Ltd., Utako District, Abuja, Nigeria.
3. E-Mail: cfaconsult@yahoo.com
4. Visit www.cfastudies.com to download a nomination form
5. Nomination(s) should be confirmed at least a week before the date of programme

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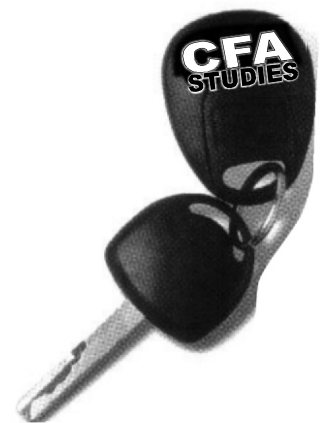
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