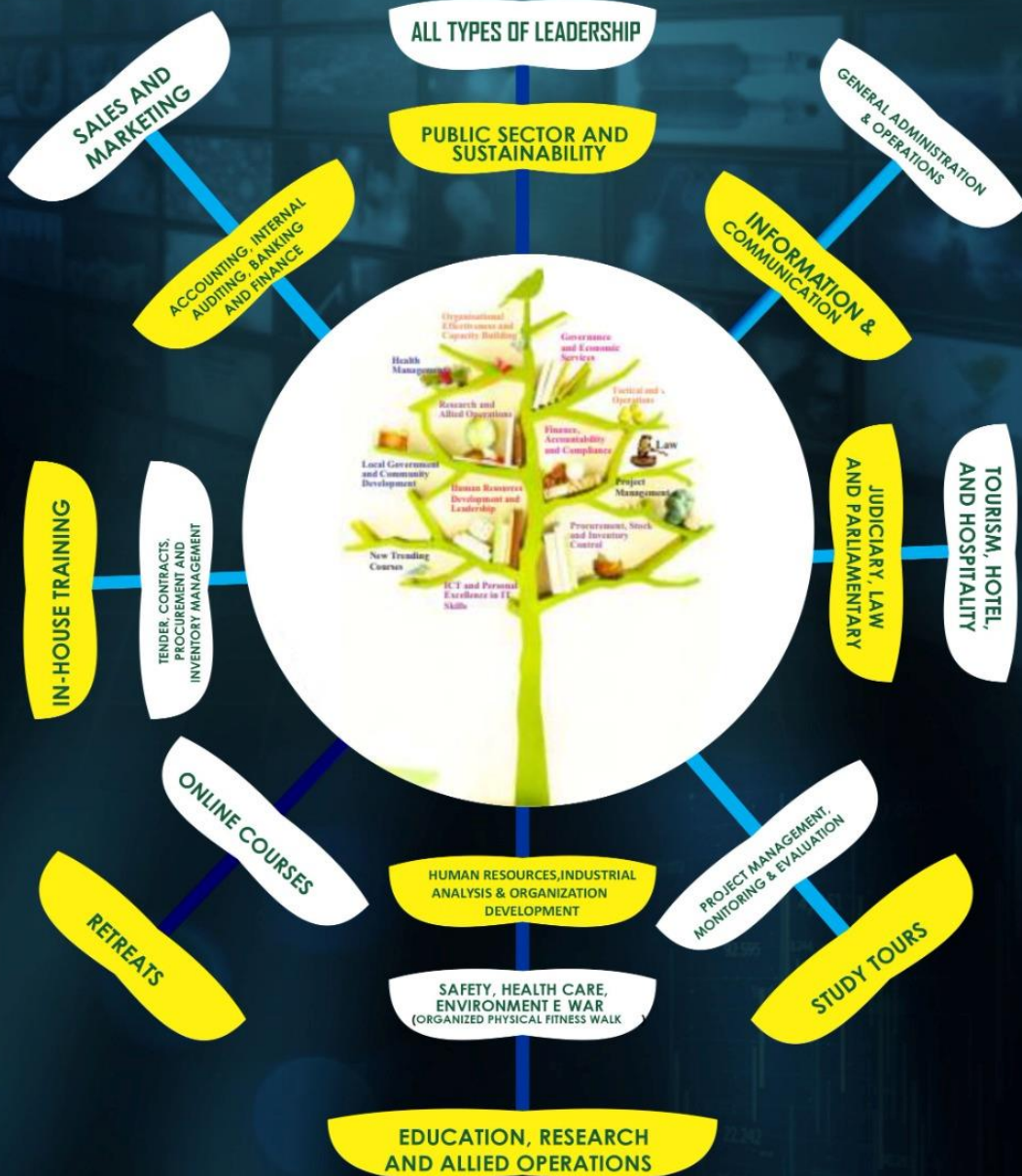




# 2024 GLOBAL TRAINING BROCHURE

CONFERENCE FOR AFRICA STUDIES LTD.

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## 2024 – CFA Studies Global Training Brochure

**Abuja** **Abeokuta** **Calabar** **Enugu** **Ibadan** **Jos** **Kaduna** **Lagos** **Nasarawa** **Obudu Cattle Ranch** **Port Harcourt**

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	<i>We train beyond boundaries!</i>	

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**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 motive.
- We are **CFA Studies**.
- We are here to take Organizations to the next level of learning.

TAKE A STEP NOW!!



**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).

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.

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!

**CHIEF BAYO AJJOLA**  
CEO





CENTRE FOR MANAGEMENT DEVELOPMENT



*Certificate of  
Accreditation*

*By the Authority of the*

**NIGERIAN COUNCIL FOR  
MANAGEMENT DEVELOPMENT**

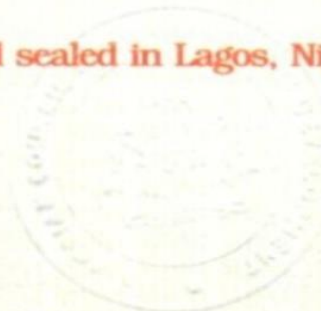
It is hereby certified that,

***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.



*Amukohi*

DIRECTOR-GENERAL

29.10.10

DATE

# 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

## LIST OF JOBS EXECUTED AND LOCATIONS FOR OUR CLIENTS

S/N	ORGANIZATIONS	WORK SHOP VENUE
1	Central Bank of Nigeria (CBN)	Kaduna
	Central Bank of Nigeria (CBN)	Dubai-UAE
	Central Bank of Nigeria (CBN)	Accra-Ghana
2	Nigeria Petroleum Development Corporation	KENYA, GHANA
3	Lagos State Judiciary	London-UK
	Lagos State Judiciary	Abuja
4	University of Ilorin	Ghana
5	Lagos State Development Property Corporation	Dubai-UAE
	Lagos State Development Property Corporation	London-UK
6	Nigeria Railway Corporation	Accra-Ghana
7	World Bank Project	Calabar
8	Nigeria Information Technology Development Agency (NITDA)	Lagos
	Nigeria Information Technology Development Agency (NITDA)	Dubai-UAE
	Nigeria Information Technology Development Agency (NITDA)	Pretoria-South Africa
9	Securities & Exchange Commission	Kaduna
	Securities & Exchange Commission	Lagos
	Securities & Exchange Commission	Dubai-UAE
	Securities & Exchange Commission	Calabar
10	Nigeria Port Authority	Dubai-UAE
	Nigeria Port Authority	Lagos
	Nigeria Port Authority	J'Bourg-South Africa
11	National Judicial Institute	Kaduna
	National Judicial Institute	Dubai-UAE
12	Community Court of Justice –ECOWAS	Kaduna
	Community Court of Justice –ECOWAS	Nasarawa State
	Community Court of Justice –ECOWAS	Abuja
	Community Court of Justice –ECOWAS	Accra-Ghana
13	Federal Mortgage Bank of Nigeria	Kaduna
	Federal Mortgage Bank of Nigeria	Dubai-UAE
	Federal Mortgage Bank of Nigeria	Abuja
14	ECOWAS Commission	Accra-Ghana
15	Federal Ministry of Works, Power, and Housing	Nasarawa State
	Federal Ministry of Works, Power, and Housing	Lagos
	Federal Ministry of Works, Power, and Housing	Abuja
16	NNPC LTD	Lagos & Online
17	FCTA - High Court	Accra-Ghana
	FCTA - High Court	Kaduna
18	Federal Ministry of Interior	Kaduna
19	Nigeria Deposit Insurance Corporation	Kaduna

17	FCT - Area Council Service Commission	Dubai-UAE
	FCT - Area Council Service Commission	Abuja
18	Federal Ministry of Information & Communication	Kaduna
19	Federal Ministry of Culture & Tourism	Kaduna
20	National Salaries, Incomes & Wages Commission	Lagos
21	National Commission for Colleges of Education	Lagos
	National Commission for Colleges of Education	Abuja
22	Customary Court of Appeal	Kaduna
23	National Health Insurance Scheme	Dubai-UAE
	National Health Insurance Scheme	Kaduna
	National Health Insurance Scheme	Lagos
	National Health Insurance Scheme	Accra-Ghana
24	National Boundary Commission	Dubai-UAE
	National Boundary Commission	Accra-Ghana
	National Boundary Commission	Kaduna
25	Katsina State Government	Lagos
26	Cross River State Government	Calabar
27	Oyo State Government	Abuja
	Oyo State Government	Lagos
	Oyo State Government	Accra-Ghana
28	Abuja Geographical Information System	Florida-USA
	Abuja Geographical Information System	Dubai-UAE
	Abuja Geographical Information System	Lagos
29	Investment & Security Tribunal	Kaduna
	Investment & Security Tribunal	Lagos
	Investment & Security Tribunal	London-UK
30	Kaduna State Government	Abuja
31	National Agency for Food and Drug Admin. and Control (NAFDAC)	Kaduna
	National Agency for Food and Drug Admin. and Control (NAFDAC)	London-UK
	National Agency for Food and Drug Admin. and Control (NAFDAC)	Lagos
	National Agency for Food and Drug Admin. and Control (NAFDAC)	Accra-Ghana
32	National Commission for Refugees	Kaduna
33	National Planning Commission	Lagos
34	National Agency for Control of Aids (NACA)	Kaduna

	National Agency for Control of Aids (NACA)	Lagos
35	Corporate Information Network, Ile-Ife	Lagos
36	Africa Regional Centre for Space, Science & Tech Education	Lagos
37	Abuja Metropolitan Management Council (AMMC)	Lagos
	Abuja Metropolitan Management Council (AMMC)	Dubai-UAE
	Abuja Metropolitan Management Council (AMMC)	Kaduna
38	National Gallery of Art	Kaduna
39	FCTA Social Development Secretariat	Kaduna
	FCTA Social Development Secretariat	Dubai-UAE
	FCTA Social Development Secretariat	Abuja
40	Christian Pilgrim Board	Kaduna
	Christian Pilgrim Board	Lagos
	Christian Pilgrim Board	Dubai-UAE
41	National Orientation Agency	Kaduna
	National Orientation Agency	Lagos
42	Universal Basic Education Board	Kaduna
43	Corporate Affairs Commission	Lagos
44	Post Graduate College Of Medicine	Lagos
45	Petroleum Equalisation Fund	Lagos
46	FCTA Water Board	Kaduna
	FCTA Water Board	Lagos
47	Facilitated Retreats and Conferences for various organisations at those locations	Obudu Cattle Ranch, Port Harcourt, Jos, Ibadan & Akure
48	FCTA – Secondary Education Board	Dubai-UAE
	FCTA – Pension Commission	Lagos
49	Bureau of Public Enterprises	
50	National Commission for Mass Literacy, Adult & Non-Formal Education	Dubai-UAE
	National Commission for Mass Literacy, Adult & Non-Formal Education	London-UK
51	FCTA – Agency for Mass Education	Lagos
	FCTA – Agency for Mass Education	Dubai-UAE
	FCTA – Agency for Science and Technology	Lagos
51	FCTA – Archive & History Bureau	Dubai-UAE



52	FCTA – Treasury	Kaduna
	FCTA – Treasury	Accra-Ghana
	FCTA – Treasury	Dubai-UAE
53	FCTA – Hospital Management Board	Lagos
54	FCTA – Procurement	Dubai-UAE
	FCTA – Procurement	Lagos
	FCTA – Procurement	Kaduna
55	FCTA – Scholarship Board	Kaduna
56	FCTA– Transportation Secretariat	Lagos
57	FCTA – Agricultural Secretariat	Dubai-UAE
58	Budget Office of Federal Ministry of Finance	Lagos
59	Ministry of Niger Delta Affairs	Lagos
60	Federal Ministry of Sport	Kaduna
61	Nigerian Union of Local Government Employee (NULGE)	Gambia
	Nigerian Union of Local Government Employee (NULGE)	India
62	National Industrial Court	Lagos
63	Nigeria Metrological Agency (NIMET)	Lagos
64	Nigeria Geological Survey Agency	Lagos
	Nigeria Geological Survey Agency	Kaduna
65	Nigeria Hydrological Service Agency	Kaduna
66	Gwagwalada Area Council	Kaduna
	Gwagwalada Area Council	Accra-Ghana
	Gwagwalada Area Council	Dubai-UAE
67	Kuje Area Council	Kaduna
68	Road Sector Development Team	Dubai-UAE
69	Federal Ministry of Water Resources	Lagos
70	National Youth Service Corps	Kaduna
71	Nigerian Export-Import Bank	Kaduna
72	Nigerian Agricultural Insurance Corporation	New Jersey-USA
	Nigerian Agricultural Insurance Corporation	Lagos
	Nigerian Agricultural Insurance Corporation	Abuja
73	The Infrastructure Bank Plc	Lagos

74	Tertiary Education Trust Fund	Abuja
75	National Bureau of Statistics	Dubai-UAE
76	National Automotive Council	Lagos
77	Nigeria Export Promotion Council	Lagos
78	Nigeria Electricity Regulatory Commission	Dubai-UAE
79	Nigeria Extractive Industry Initiative Transparency Agency	Lagos
80	Ecological Funds Office	Kaduna
81	State and Local Governance Reform Project (SLOGOR)	Lagos
82	West Africa Agricultural Productivity Programme (WAAP)	Lagos
83	Nigerian Educational Research and Development Council, (NERDC)	Kaduna
84	Agricultural Value Chain Development Programme	ACCRA-GHANA
	Agricultural Value Chain Development Programme	Malaysia
84	National Primary Health Care Dev. Agency	Kaduna
85	Customary Court of Appeal	Kaduna
86	National Judicial Council	Lagos
87	Federal Character Commission	Singapore
88	FCT Hospital Management Board	DUBAI-UAE
	FCT Hospital Management Board	Abuja
89	FCT Primary Health Care Board	Abuja
90	Institute of Chartered Accountant of Nigeria – ICAN	Abuja
91	Federal Ministry of Transport	Lagos
92	FCTA – Abuja Geographical Information System (AGIS)	Kaduna, UAE & USA
93	Revenue Mobilisation Allocation and Fiscal Commission	DUBAI-UAE



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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

## Faculty - Change & Knowledge Management

Each of these courses provides participants with valuable skills and knowledge essential for effective change management and knowledge management practices within organizations.

- 1. Introduction to Change Management:**
  - **Introduction:** This course provides an overview of change management principles, methodologies, and concepts.
  - **Benefits:** Participants gain a foundational understanding of why change management is crucial, the stages of change, and how to prepare for successful change initiatives.
- 2. Change Leadership:**
  - **Introduction:** This course focuses on developing leadership skills specifically tailored to guide and lead successful organizational change efforts.
  - **Benefits:** Participants learn how to inspire and motivate teams, navigate resistance, and provide direction during times of change, fostering smoother transitions.
- 3. Change Communication:**
  - **Introduction:** This course delves into effective communication strategies required to convey change-related messages to diverse stakeholders.
  - **Benefits:** Participants gain skills to craft clear and compelling messages, address concerns, and maintain transparency, minimizing uncertainty during change.
- 4. Change Implementation Strategies:**
  - **Introduction:** This course explores various strategies and approaches to implement changes effectively across an organization.
  - **Benefits:** Participants learn to choose the right implementation strategy, considering factors like scope, resources, and the organization's culture, leading to successful change adoption.

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5. **Change Resistance and Adoption:**
  - **Introduction:** This course focuses on understanding and managing resistance to change while promoting adoption.
  - **Benefits:** Participants gain insights into addressing employee concerns, managing resistance, and fostering a supportive environment to increase the likelihood of successful change.
6. **Change Analytics and Measurement:**
  - **Introduction:** This course introduces data-driven approaches to measure the success and impact of change initiatives.
  - **Benefits:** Participants learn to collect and analyze metrics, identifying areas of improvement, optimizing change strategies, and achieving desired outcomes.
7. **Organizational Culture and Change:**
  - **Introduction:** This course explores the relationship between organizational culture and change, highlighting the role of culture in shaping change success.
  - **Benefits:** Participants understand how to align change efforts with existing culture or facilitate cultural shifts, leading to smoother transitions and higher acceptance rates.
8. **Code Of Conduct for Public Officers; Provisions, Implementation, Execution and Challenges:**
  - **Introduction:** This course addresses the code of conduct for public officers.
  - **Benefits:** Participants gain insights into ethical behavior, promoting integrity and professionalism in public service
9. **Knowledge Management Fundamentals:**
  - **Introduction:** This course provides an overview of knowledge management principles, strategies, and their importance in modern organizations.
  - **Benefits:** Participants grasp the fundamentals of capturing, organizing, and leveraging organizational knowledge for improved decision-making and innovation.
10. **Knowledge Capture and Codification:**
  - **Introduction:** This course focuses on techniques to capture and codify both tacit and explicit knowledge, making it accessible for future use.
  - **Benefits:** Participants learn how to convert valuable knowledge into reusable resources, enhancing organizational efficiency and preserving expertise.
11. **Knowledge Sharing and Collaboration:**
  - **Introduction:** This course covers strategies to foster knowledge sharing, collaborative learning, and expertise exchange within teams and across departments.
  - **Benefits:** Participants gain tools to promote knowledge flow, improve problem-solving, and increase innovation through collaborative efforts.
12. **Knowledge Mapping and Taxonomy:**
  - **Introduction:** This course explores creating effective knowledge structures, taxonomies, and maps to organize and retrieve information efficiently.
  - **Benefits:** Participants learn to categorize knowledge assets, improving content discovery, accessibility, and enhancing organizational knowledge management.

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13. **Knowledge Management Systems:**
  - **Introduction:** This course examines technologies and tools used to implement knowledge management systems, facilitating content storage, retrieval, and sharing.
  - **Benefits:** Participants understand how to leverage technology to streamline knowledge management, improving access to critical information.
14. **Intellectual Property and Knowledge Protection:**
  - **Introduction:** This course focuses on understanding intellectual property rights and safeguarding sensitive organizational knowledge.
  - **Benefits:** Participants learn strategies to protect intellectual property, prevent unauthorized use, and ensure compliance with legal requirements.
15. **Knowledge Management in the Digital Era:**
  - **Introduction:** This course addresses challenges and opportunities of managing knowledge in the digital age, considering the impact of technologies like AI and automation.
  - **Benefits:** Participants gain insights into adapting knowledge management practices to harness the benefits of technology, ensuring relevance and competitiveness.
16. **Improving Public Service Delivery:**
  - **Introduction:** This course focuses on enhancing public service delivery.
  - **Benefits:** Participants acquire techniques to improve service quality, efficiency, and responsiveness, benefiting citizens and stakeholders.
17. **Transformational Change in MDAs and High Value for Organizational Success:**
  - **Introduction:** This course explores transformational change in government MDAs for organizational success.
  - **Benefits:** Participants learn change management strategies to drive successful transformations in public sector organizations
18. **Public Administration and Management:**
  - **Introduction:** This course delves into public administration and management principles.
  - **Benefits:** Participants acquire knowledge of effective public administration practices, enhancing their managerial and leadership skills.

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<b>CHANGE &amp; KNOWLEDGE MANAGEMENT</b>			
LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05–9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
KADUNA	Jan. 15 – 19; March 11-15; May 13-17; July 08-12; Sept. 09-13; Nov. 11-15.		
CALABAR	March 18-22; May 20-24; July 15-19; Sept. 16-20; Nov. 18-22		
KEFFI-NASARAWA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
OBUDU Cattle Ranch	Jan 22-26; Oct 21-25; Nov. 18-22; Dec. 16-20.		
KURU-JOS	Feb.12 – 16; April 15-19; June 03-07; Aug 05-09; Oct. 14-18; Dec. 16-20.		
ABEOKUTA	Feb.05–9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
ENUGU	Feb.19 – 23; April 22-26; June 24-28; Aug 19-23; Oct. 21-25; Dec. 02-06.		
IBADAN	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.	1 Wk.	2 Weeks
PORT HARCOURT	Feb.26 – Mar.01; April 15-19; June 24-28; Aug 19-23; Oct. 21-25; Dec. 09-13.	Course fee	Course fee
		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

*The course fees cover Workshop materials, Literature, Logistics, Executive bag, Hall, Tea/Coffee, Lunch, Photographs, Souvenir and Certificate. Payment may be made in Cash, Bank Draft or Transfer in favour of Conference for Africa Studies Ltd as detailed on page 65*

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty – Financial, Accounting & Auditing Management

Each of these courses provide participants with comprehensive knowledge and skills in financial management, accounting practices, and auditing principles, equipping them to excel in both public and private sectors, contributing to effective decision-making, risk management, and overall organizational success.

- 1. Financial Management Fundamentals:**
  - **Introduction:** This course provides a foundational understanding of financial management concepts, techniques, and principles.
  - **Benefits:** Participants gain essential skills to manage financial resources effectively, make informed financial decisions, and contribute to an organization's financial health.
- 2. Financial Planning and Budgeting:**
  - **Introduction:** This course focuses on creating comprehensive financial plans and budgets to allocate resources efficiently.
  - **Benefits:** Participants learn how to forecast financial needs, set goals, allocate resources, and track performance, leading to better financial control and decision-making.
- 3. Capital Budgeting and Investment Analysis:**
  - **Introduction:** This course explores methods to evaluate investment opportunities and make strategic capital allocation decisions.
  - **Benefits:** Participants learn techniques to assess project feasibility, estimate returns, and optimize investment portfolios for long-term value creation.
- 4. Financial Statement Analysis:**
  - **Introduction:** This course covers techniques to analyze financial statements for performance evaluation and decision-making.
  - **Benefits:** Participants gain skills to interpret financial ratios, assess liquidity, solvency, and profitability, enabling effective financial analysis and strategy formulation.

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5. **Corporate Finance and Treasury Management:**
  - **Introduction:** This course delves into managing an organization's financial resources, including funding, capital structure, and liquidity management.
  - **Benefits:** Participants acquire knowledge to optimize financial resources, manage debt, and ensure adequate liquidity, contributing to financial stability.
6. **Risk Management and Financial Derivatives:**
  - **Introduction:** This course focuses on identifying and managing financial risks through derivative instruments.
  - **Benefits:** Participants learn to mitigate market risks, such as interest rate and currency fluctuations, using derivatives and risk management strategies.
7. **International Financial Management:**
  - **Introduction:** This course explores financial management in a global context, addressing challenges and opportunities in international markets.
  - **Benefits:** Participants understand international financial markets, exchange rate dynamics, cross-border investment, enhancing global business strategies.
8. **Financial Modeling and Forecasting:**
  - **Introduction:** This course teaches techniques to build financial models and forecasts for decision-making and planning.
  - **Benefits:** Participants gain skills to create accurate financial projections, scenario analyses, and sensitivity testing, aiding strategic planning and risk assessment.
9. **Working Capital Management:**
  - **Introduction:** This course focuses on optimizing an organization's short-term assets and liabilities to ensure liquidity and operational efficiency.
  - **Benefits:** Participants learn techniques to manage cash, accounts receivable, inventory, and payables, contributing to effective working capital management.
10. **Mergers and Acquisitions:**
  - **Introduction:** This course examines the process of mergers, acquisitions, and business valuation.
  - **Benefits:** Participants understand the complexities of MGA transactions, valuation methods, due diligence, and integration strategies.
11. **Strategic Financial Management:**
  - **Introduction:** This course aligns financial management with overall organizational strategy to create value and achieve long-term goals.
  - **Benefits:** Participants learn to integrate financial decisions with strategic planning, enhancing financial performance and sustainability.
12. **Financial Reporting and Disclosure:**
  - **Introduction:** This course covers principles and regulations governing financial reporting and disclosure.
  - **Benefits:** Participants understand how to prepare accurate financial statements and ensure compliance with reporting standards, promoting transparency.

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13. **Public Finance and Fiscal Policy:**
  - **Introduction:** This course explores the management of public funds and government fiscal policies.
  - **Benefits:** Participants gain insights into government revenue generation, expenditure management, and policies for economic stability.
14. **Managerial Accounting and Cost Analysis:**
  - **Introduction:** This course focuses on using accounting information for internal decision-making and cost analysis.
  - **Benefits:** Participants learn to analyze costs, budget effectively, and make informed managerial decisions to improve efficiency and profitability.
15. **Advanced Accounting Principles:**
  - **Introduction:** This course covers advanced accounting topics, including consolidations, partnerships, and complex financial reporting issues.
  - **Benefits:** Participants deepen their understanding of complex accounting concepts, improving financial reporting accuracy and compliance.
16. **Government and Nonprofit Accounting:**
  - **Introduction:** This course examines accounting practices specific to government entities and nonprofit organizations.
  - **Benefits:** Participants understand fund accounting, compliance requirements, and financial reporting for public and nonprofit sectors.
17. **Forensic Accounting and Fraud Examination:**
  - **Introduction:** This course focuses on detecting, investigating, and preventing financial fraud.
  - **Benefits:** Participants acquire skills to uncover fraudulent activities, assess internal controls, and contribute to fraud prevention strategies.
18. **Tax Accounting and Planning:**
  - **Introduction:** This course covers tax regulations, planning strategies, and implications for individuals and organizations.
  - **Benefits:** Participants learn to optimize tax planning, minimize tax liabilities, and ensure tax compliance.
19. **International Accounting Standards (IAS/IFRS):**
  - **Introduction:** This course explores international accounting standards for consistent financial reporting across borders.
  - **Benefits:** Participants understand the global accounting framework, enhancing financial transparency and comparability.
20. **Sustainability Accounting and Reporting:**
  - **Introduction:** This course examines accounting practices that incorporate environmental and social impacts into financial reporting.
  - **Benefits:** Participants learn to measure and report sustainability performance, contributing to responsible business practices.

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21. **Accounting Information Systems:**
  - **Introduction:** This course covers the design, implementation, and management of accounting information systems.
  - **Benefits:** Participants gain skills to integrate technology into accounting processes, improving efficiency and data accuracy.
22. **Auditing and Assurance Services:**
  - **Introduction:** This course introduces auditing principles, processes, and the role of auditors in ensuring financial accuracy.
  - **Benefits:** Participants understand audit methodologies, risk assessment, and how auditing enhances financial accountability.
23. **Ethics in Accounting and Financial Reporting:**
  - **Introduction:** This course addresses ethical considerations in accounting practices and financial reporting.
  - **Benefits:** Participants learn to identify ethical dilemmas, apply ethical standards, and maintain integrity in financial reporting.
24. **Internal Controls and Risk Assessment:**
  - **Introduction:** This course focuses on designing and evaluating internal controls to mitigate financial risks.
  - **Benefits:** Participants acquire skills to identify control weaknesses, assess risks, and implement effective control measures.
25. **International Public Sector Accounting Standard (IPSAS) for Managers, Directors, and Stakeholders:**
  - **Introduction:** This course covers IPSAS for managers, directors, and stakeholders.
  - **Benefits:** Participants understand IPSAS principles, ensuring accurate financial reporting and informed decision-making.
26. **Public Sector Financial Regulations Provisions, Implementation and Challenges:**
  - **Introduction:** This course addresses public sector financial regulations, their implementation, and challenges.
  - **Benefits:** Participants gain insights into financial regulations, enhancing financial management practices and compliance.
27. **Fraud Detection and Investigation for Government Auditors:**
  - **Introduction:** This course covers fraud detection and investigation for government auditors.
  - **Benefits:** Participants acquire skills to detect and investigate fraud, safeguarding public sector finances and integrity.
28. **Public Sector Audit Concepts and Techniques:**
  - **Introduction:** This course covers audit concepts and techniques in the public sector.
  - **Benefits:** Participants acquire audit skills to ensure transparency, accountability, and compliance in government operations.

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29. **Current Issues in Public Sector Treasury Management in Nigeria:**
  - **Introduction:** This course addresses current issues in public sector treasury management in Nigeria.
  - **Benefits:** Participants gain insights into effective treasury management practices, promoting financial stability.
30. **Public Sector Budgeting; Preparations, Implementation & Controls:**
  - **Introduction:** This course focuses on public sector budgeting, from preparations to implementation and controls.
  - **Benefits:** Participants learn budgeting techniques, ensuring efficient resource allocation and financial control.
31. **Intensive International Public Sector Accounting Standards (IPSAS) Training:**
  - **Introduction:** This intensive training covers IPSAS comprehensively.
  - **Benefits:** Participants acquire an in-depth understanding of IPSAS, enhancing financial reporting accuracy in the public sector.
32. **Advanced Accrual-Based IPSAS:**
  - **Introduction:** This course focuses on advanced accrual-based IPSAS principles.
  - **Benefits:** Participants enhance their knowledge of accrual accounting standards, improving financial reporting accuracy.
33. **Advanced Financial Management in the Public Sector:**
  - **Introduction:** This course covers advanced financial management concepts in the public sector.
  - **Benefits:** Participants gain advanced financial skills, promoting effective financial management and decision-making.
34. **Internal Control Guidelines for Public Sector Auditors:**
  - **Introduction:** This course covers internal control guidelines for public sector auditors.
  - **Benefits:** Participants gain expertise in implementing internal controls to enhance accountability and prevent fraud.
35. **Accounting for Small and Medium Enterprises (SMEs):**
  - **Introduction:** This course tailors accounting practices to the unique needs of small and medium-sized enterprises.
  - **Benefits:** Participants learn practical accounting strategies suitable for SMEs, enhancing financial management and decision-making.
36. **Introduction to Auditing:**
  - **Introduction:** This course provides an overview of the auditing profession, roles, and responsibilities.
  - **Benefits:** Participants understand the importance of auditing, the role of auditors, and the value they bring to financial reporting.
37. **Auditing Procedures and Techniques:**
  - **Introduction:** This course covers the techniques and methods auditors use to examine financial statements and records.
  - **Benefits:** Participants learn audit procedures, sampling methods, and testing techniques to ensure accuracy and reliability.

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38. **Audit Evidence and Sampling:**
- **Introduction:** This course focuses on collecting and evaluating audit evidence through effective sampling methods.
  - **Benefits:** Participants acquire skills to select and analyze samples for testing, enhancing audit efficiency and accuracy.
39. **Internal Auditing and Control:**
- **Introduction:** This course explores the role of internal auditors in assessing and improving an organization's internal controls.
  - **Benefits:** Participants understand how internal audits enhance organizational governance, risk management, and compliance.
40. **External Auditing and Financial Statement Audits:**
- **Introduction:** This course delves into the process of conducting external audits of financial statements.
  - **Benefits:** Participants gain insights into the external audit process, procedures, and the role of auditors in providing assurance to stakeholders.
41. **IT Audit and Cybersecurity:**
- **Introduction:** This course covers auditing information technology systems and assessing cybersecurity risks.
  - **Benefits:** Participants learn to identify IT-related risks, assess controls, and ensure the security of digital assets.
42. **Fraud Detection and Prevention:**
- **Introduction:** This course focuses on detecting, preventing, and responding to financial fraud within organizations.
  - **Benefits:** Participants acquire skills to identify fraud indicators, implement preventive measures, and contribute to fraud awareness.
43. **Forensic Audit and Investigation:**
- **Introduction:** This course explores forensic audit techniques used to investigate financial irregularities and fraudulent activities.
  - **Benefits:** Participants learn investigative skills to uncover financial misconduct, gather evidence, and support legal actions.
44. **Ethics and Professionalism in Auditing:**
- **Introduction:** This course addresses ethical considerations and professional standards for auditors.
  - **Benefits:** Participants understand the ethical responsibilities of auditors, ensuring integrity and credibility in audit processes.
45. **International Auditing Standards (ISA):**
- **Introduction:** This course covers the internationally recognized standards that guide auditing practices.
  - **Benefits:** Participants learn to conduct audits in line with global standards, enhancing the quality and consistency of audit engagements.

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46. **Advanced Accrual-Based IPSAS:**
  - **Introduction:** This course focuses on advanced accrual-based IPSAS principles.
  - **Benefits:** Participants enhance their knowledge of accrual accounting standards, improving financial reporting accuracy.
47. **Advanced Financial Management in the Public Sector:**
  - **Introduction:** This course covers advanced financial management concepts in the public sector.
  - **Benefits:** Participants gain advanced financial skills, promoting effective financial management and decision-making.
48. **International Public Sector Accounting Standards (IPSAS) for Accountants and Auditors:**
  - **Introduction:** This course covers IPSAS for accountants and auditors.
  - **Benefits:** Participants gain expertise in IPSAS principles, enabling accurate financial reporting and audit procedures.
49. **Financial Crime Management in the Public Sector:**
  - **Introduction:** This course focuses on managing financial crimes in the public sector.
  - **Benefits:** Participants learn to detect, prevent, and manage financial crimes, safeguarding public sector finances and integrity.
50. **Workshop on Plan & Budget Management at State & Local Government Admin Level:**
  - **Introduction:** This workshop covers plan and budget management at the state and local government levels.
  - **Benefits:** Participants gain skills to effectively plan and manage budgets, contributing to efficient resource allocation and service delivery.
51. **Interpretation and Application of IPSAS:**
  - **Introduction:** This course focuses on interpreting and applying International Public Sector Accounting Standards (IPSAS).
  - **Benefits:** Participants gain expertise in applying IPSAS principles, ensuring accurate and transparent financial reporting in the public sector.

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## Financial, Accounting & Auditing Management

LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05-9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
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KEFFI-NASARAWA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
OBUDU Cattle Ranch	Jan 22-26; Oct 21-25; Nov. 18-22; Dec. 16-20.		
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IBADAN	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.	1 Wk.	2 Weeks
PORT HARCOURT	Feb.26 – Mar.01; April 15-19; June 24-28; Aug 19-23; Oct. 21-25; Dec. 09-13.	Course fee	Course fee
		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

*The course fees cover Workshop materials, Literature, Logistics, Executive bag, Hall, Tea/Coffee, Lunch, Photographs, Souvenir and Certificate. Payment may be made in Cash, Bank Draft or Transfer in favour of Conference for Africa Studies Ltd as detailed on page 26.*

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty – All Types of Leadership Development Management

Each of these courses offers valuable insights and skills that contribute to well-rounded leadership development in both public and private sectors. They help participants enhance their leadership capabilities, foster effective communication, navigate challenges, and drive positive organizational change.

1. **Foundations of Leadership workshop**
  - **Introduction:** This course provides the fundamental principles of leadership, focusing on leadership theories, qualities, and concepts.
  - **Benefits:** Participants gain a strong starting point to develop their leadership skills and understanding, laying the groundwork for further growth.
2. **Leadership Communication:**
  - **Introduction:** This course emphasizes effective communication strategies essential for leaders to convey messages, motivate teams, and build relationships.
  - **Benefits:** Participants enhance their ability to articulate ideas, influence stakeholders, and foster clear and open communication within their teams.
3. **Emotional Intelligence and Leadership:**
  - **Introduction:** This course explores the connection between emotional intelligence and effective leadership, including self-awareness and relationship management.
  - **Benefits:** Participants develop the ability to navigate complex emotions, build strong interpersonal connections, and lead with empathy.

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4. **Strategic Leadership:**
  - **Introduction:** This course focuses on aligning leadership actions with organizational strategy, making decisions that drive long-term success.
  - **Benefits:** Participants gain skills to think strategically, set priorities, and make informed choices that contribute to the organization's goals.
5. **Transformational Leadership:**
  - **Introduction:** This course covers transformational leadership qualities, fostering inspiration, motivation, and change within teams.
  - **Benefits:** Participants learn how to inspire innovation, empower team members, and create a positive organizational culture.
6. **Leadership Ethics and Values:**
  - **Introduction:** This course explores ethical leadership principles, emphasizing integrity, values, and responsible decision-making.
  - **Benefits:** Participants develop a strong ethical foundation, which enhances trust, credibility, and organizational reputation.
7. **Conflict Resolution and Negotiation for Leaders:**
  - **Introduction:** This course equips leaders with conflict resolution and negotiation skills to address challenges and foster collaboration.
  - **Benefits:** Participants learn techniques to manage conflicts constructively, reach win-win solutions, and maintain positive relationships.
8. **Leading High-Performance Teams:**
  - **Introduction:** This course focuses on strategies to build and lead teams that excel in productivity, innovation, and collaboration.
  - **Benefits:** Participants acquire skills to motivate team members, set clear expectations, and cultivate a culture of excellence.
9. **Change Management and Leadership:**
  - **Introduction:** This course prepares leaders to navigate and lead through organizational change, supporting teams during transitions.
  - **Benefits:** Participants gain tools to communicate change, manage resistance, and ensure a smooth change process.
10. **Inclusive Leadership and Diversity:**
  - **Introduction:** This course addresses the importance of inclusive leadership, valuing diversity, and creating equitable environments.
  - **Benefits:** Participants learn to harness the strengths of diverse teams, promote inclusivity, and drive innovation through diverse perspectives.

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11. **Leadership Coaching and Mentoring:**
  - **Introduction:** This course explores coaching and mentoring techniques to develop the skills and potential of team members.
  - **Benefits:** Participants develop coaching abilities to enhance team performance, facilitate growth, and build a culture of learning.
12. **Crisis Leadership and Emergency Response:**
  - **Introduction:** This course prepares leaders to manage crises and emergencies, making timely decisions and ensuring organizational resilience.
  - **Benefits:** Participants learn to lead effectively during challenging situations, ensuring the safety and stability of the organization.
13. **Leadership in Digital Transformation:**
  - **Introduction:** This course addresses the impact of technology and digital transformation on leadership roles and organizational strategies.
  - **Benefits:** Participants gain insights into adapting leadership practices to leverage technology, drive innovation, and remain competitive.
14. **Leadership and Organizational Culture:**
  - **Introduction:** This course explores how leaders shape organizational culture, values, and employee engagement.
  - **Benefits:** Participants learn to align leadership behaviors with desired cultural outcomes, creating a positive and thriving work environment.
15. **Advanced Public Sector Strategy:**
  - **Introduction:** This course explores advanced public sector strategic management.
  - **Benefits:** Participants develop advanced strategic planning skills, aligning government operations with long-term goals.
16. **Public Service Rules 2023; Provision, Implementation and Challenges:**
  - **Introduction:** This course covers the public service rules of 2023, their provisions, implementation, and challenges.
  - **Benefits:** Participants understand the rules governing public service, ensuring compliance and effective workforce management.
17. **Public Sector and Policy Analysis:**
  - **Introduction:** This course addresses public sector and policy analysis.
  - **Benefits:** Participants gain skills to analyze policies and strategies, contributing to evidence-based decision-making.
18. **Leadership in Public Service:**
  - **Introduction:** This course addresses leadership challenges specific to public sector organizations, focusing on public service ethics and accountability.
  - **Benefits:** Participants gain an understanding of unique public sector leadership dynamics and the importance of ethical leadership in serving the public interest.

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## All Style Leadership Development Management

LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05–9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
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PORT HARCOURT	Feb.26 – Mar.01; April 15-19; June 24-28; Aug 19-23; Oct. 21-25; Dec. 09-13.	Course fee	Course fee
		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty – Strategic and Core Competencies Management

These courses provide participants with a comprehensive understanding of strategic management principles, skills, and tools necessary to lead organizations toward growth, innovation, and long-term success in both public and private sectors.

- 1. Strategic Planning:**
  - **Introduction:** This course focuses on the process of formulating and executing strategic plans to guide an organization's growth and success.
  - **Benefits:** Participants gain skills to align organizational activities with long-term vision, set clear goals, and adapt to changing environments effectively.
- 2. Environmental Scanning and Analysis:**
  - **Introduction:** This course explores techniques to assess the external environment, including market trends, competition, and regulatory factors.
  - **Benefits:** Participants learn to identify opportunities, assess threats, and make informed decisions based on a comprehensive understanding of the business landscape.
- 3. Strategic Due Diligence:**
  - **Introduction:** This course covers due diligence processes to assess potential opportunities, risks, and compatibility before strategic decisions.
  - **Benefits:** Participants develop skills to evaluate mergers, acquisitions, partnerships, and investments, ensuring well-informed decisions.
- 4. Core Competencies Development and Management:**
  - **Introduction:** This course covers the identification, development, and management of core competencies within an organization.
  - **Benefits:** Participants understand how to cultivate core strengths, leading to competitive advantage, innovation, and sustainable growth.

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5. **Competitive Intelligence and Benchmarking:**
  - **Introduction:** This course focuses on gathering competitive intelligence and benchmarking against industry peers to enhance strategic decision-making.
  - **Benefits:** Participants gain insights into competitors' strategies, industry trends, and best practices, leading to improved market positioning.
6. **Strategic Leadership:**
  - **Introduction:** This course emphasizes leadership skills that align with strategic goals, including effective decision-making and vision communication.
  - **Benefits:** Participants learn how to lead teams toward the achievement of strategic objectives, fostering a culture of alignment and commitment.
7. **Strategic Communication:**
  - **Introduction:** This course enhances communication skills to convey strategic plans, goals, and changes to internal and external stakeholders.
  - **Benefits:** Participants improve their ability to articulate the organization's vision, engage employees, and manage expectations during strategic shifts.
8. **Strategic Financial Management:**
  - **Introduction:** This course explores financial strategies that support an organization's strategic objectives, growth, and financial sustainability.
  - **Benefits:** Participants learn to allocate resources effectively, manage financial risks, and make financially informed strategic decisions.
9. **Performance Management and Key Performance Indicators (KPIs):**
  - **Introduction:** This course covers the design and implementation of KPIs to measure performance, monitor progress, and ensure strategic alignment.
  - **Benefits:** Participants develop the ability to track progress, identify areas for improvement, and make data-driven decisions to achieve strategic goals.
10. **Strategic Human Resource Management:**
  - **Introduction:** This course integrates HR practices with strategic objectives, focusing on talent acquisition, development, and retention strategies.
  - **Benefits:** Participants align HR strategies with the organization's direction, fostering a workforce that contributes to strategic success.
11. **Change Management for Strategic Implementation:**
  - **Introduction:** This course prepares leaders to manage change during the implementation of strategic initiatives, minimizing resistance and disruptions.
  - **Benefits:** Participants learn to lead teams through transitions, ensuring smooth integration of new strategies and fostering buy-in.

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12. **Strategic Innovation and Creativity:**
  - **Introduction:** This course encourages innovative thinking to drive strategic growth, adapt to changes, and foster a culture of creativity.
  - **Benefits:** Participants explore new approaches, technologies, and ideas that contribute to differentiation and competitive advantage.
13. **Strategic Risk Management:**
  - **Introduction:** This course focuses on identifying, assessing, and managing risks that could impact the achievement of strategic objectives.
  - **Benefits:** Participants learn to proactively mitigate risks, ensuring the organization's ability to navigate uncertainties effectively.
14. **Strategic Partnerships and Alliances:**
  - **Introduction:** This course explores the creation and management of partnerships to enhance the organization's strategic position.
  - **Benefits:** Participants learn to leverage external collaborations to access new markets, resources, and expertise, contributing to strategic growth.
15. **Strategic Decision-Making:**
  - **Introduction:** This course develops skills to make informed and effective decisions aligned with organizational strategy.
  - **Benefits:** Participants enhance their ability to analyze options, assess potential outcomes, and choose the best course of action for strategic success.
16. **Ethical Considerations in Strategic Management:**
  - **Introduction:** This course examines the ethical dimensions of strategic decision-making, including social responsibility and sustainable practices.
  - **Benefits:** Participants understand the ethical implications of strategic choices, promoting responsible and sustainable business practices.

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## Strategic Management

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<b>ABUJA</b>	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
<b>LAGOS</b>	Feb.05-9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
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		<b>NIGERIA</b>	<b>N380,000</b>
		<b>INTERNATIONAL</b>	Request
		VAT is inclusive	

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty - Human Resource & Organizational Development Management

These courses provide participants with essential knowledge and skills to excel in various aspects of Human Resource Management, contributing to organizational success, employee well-being, and effective people management in both public and private sectors.

#### 1. Recruitment and Selection Techniques:

- **Introduction:** This course focuses on methods and strategies for identifying, attracting, assessing, and hiring qualified candidates.
- **Benefits:** Participants learn effective recruitment techniques, ensuring that the right talent is brought into the organization, leading to improved workforce quality and productivity.

#### 2. Employee Onboarding and Orientation:

- **Introduction:** This course covers creating structured onboarding programs to integrate new employees into the organization and their roles.
- **Benefits:** Participants gain the skills to facilitate smooth transitions for new hires, leading to quicker productivity, higher engagement, and reduced turnover.

#### 3. Performance Management and Appraisal:

- **Introduction:** This course explores methods to evaluate, enhance, and manage employee performance through ongoing feedback and appraisals.
- **Benefits:** Participants develop skills to improve individual and team performance, align with organizational goals, and identify areas for growth.

#### 4. Employee Relations and Conflict Resolution:

- **Introduction:** This course addresses managing employee relationships, addressing conflicts, and promoting a positive work environment.
- **Benefits:** Participants learn techniques to foster harmonious workplace relationships, leading to improved morale, productivity, and reduced disputes.

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5. **Compensation and Benefits Administration:**
  - **Introduction:** This course covers designing and managing compensation packages, ensuring competitive pay and attractive benefits.
  - **Benefits:** Participants gain skills to create fair and competitive compensation structures that attract and retain top talent.
6. **HR Compliance and Employment Laws:**
  - **Introduction:** This course focuses on understanding and ensuring compliance with labor laws, regulations, and ethical HR practices.
  - **Benefits:** Participants develop a strong understanding of legal requirements, reducing legal risks and fostering ethical behavior.
7. **Talent Development and Succession Planning:**
  - **Introduction:** This course explores strategies to identify and develop high-potential employees for leadership roles and organizational growth.
  - **Benefits:** Participants acquire skills to build a pipeline of skilled leaders, ensuring organizational continuity and growth.
8. **Employee Engagement and Retention:**
  - **Introduction:** This course emphasizes creating strategies to enhance employee satisfaction, motivation, and long-term retention.
  - **Benefits:** Participants learn methods to increase loyalty, productivity, and commitment, reducing turnover and associated costs.
9. **Workplace Diversity and Inclusion:**
  - **Introduction:** This course focuses on creating inclusive workplaces that embrace diversity, ensuring equality and leveraging varied perspectives.
  - **Benefits:** Participants learn to build diverse teams that drive innovation, creativity, and stronger organizational performance.
10. **HR Metrics and Analytics:**
  - **Introduction:** This course explores using data and analytics to measure HR performance, make informed decisions, and drive improvements.
  - **Benefits:** Participants enhance their ability to track HR effectiveness, identify trends, and make data-driven decisions that benefit the organization.
11. **Occupational Health and Safety:**
  - **Introduction:** This course covers ensuring employee well-being, health, and safety through compliance with workplace regulations.
  - **Benefits:** Participants contribute to a safer work environment, reducing accidents and improving employee morale and productivity.
12. **HR Technology and HRIS (Human Resource Information System):**
  - **Introduction:** This course addresses implementing and utilizing HR software systems for efficient data management and automation.
  - **Benefits:** Participants gain skills to manage employee data, streamline processes, and improve HR efficiency and accuracy.

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13. **HR Leadership and Management:**
  - **Introduction:** This course develops leadership skills specific to HR professionals, including team management and strategic decision-making.
  - **Benefits:** Participants acquire the skills to lead HR teams effectively, drive HR strategies, and contribute to overall organizational success.
14. **Talent Acquisition and Employer Branding:**
  - **Introduction:** This course explores techniques to attract top talent through branding strategies, recruitment marketing, and employer reputation.
  - **Benefits:** Participants enhance the organization's appeal to potential candidates, ensuring a strong pool of qualified applicants.
15. **Conflict Resolution and Mediation Skills for HR Professionals:**
  - **Introduction:** This course equips HR professionals with specialized conflict resolution and mediation techniques.
  - **Benefits:** Participants are prepared to handle workplace conflicts effectively, promoting healthy relationships and productivity.
16. **Change Management in HR:**
  - **Introduction:** This course prepares HR professionals to lead and manage organizational changes, ensuring smooth transitions.
  - **Benefits:** Participants play a crucial role in minimizing disruption and resistance during periods of change, contributing to successful implementations.
17. **HR Legal Compliance and Employment Law:**
  - **Introduction:** This course deepens knowledge of legal regulations related to employment, discrimination, and labor practices.
  - **Benefits:** Participants ensure the organization's adherence to legal requirements, reducing legal risks and potential liabilities.
18. **HR Ethics and Professional Standards:**
  - **Introduction:** This course promotes ethical behavior and adherence to professional standards in HR practices.
  - **Benefits:** Participants contribute to an ethical workplace culture, enhancing trust among employees and stakeholders.
19. **HR Business Partnering:**
  - **Introduction:** This course covers collaborating with business units to align HR strategies with organizational goals.
  - **Benefits:** Participants enhance their ability to contribute to strategic decision-making, ensuring HR's alignment with business objectives.

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20. **HR Risk Management:**
  - **Introduction:** This course focuses on identifying and mitigating HR-related risks, ensuring compliance and minimizing liabilities.
  - **Benefits:** Participants play a critical role in safeguarding the organization from HR-related risks, supporting overall business stability.
21. **Transforming the Role of the Learning and Development Dept.:**
  - **Introduction:** This course focuses on reshaping the role of the Learning and Development department.
  - **Benefits:** Participants learn strategies to align learning initiatives with organizational goals, enhancing employee growth and performance.
22. **Trending Dispute Resolution and Negotiation Skills:**
  - **Introduction:** This course covers contemporary dispute resolution and negotiation skills.
  - **Benefits:** Participants gain advanced negotiation techniques and conflict resolution skills for effective dispute management.
23. **Developing Effective Performance Management, Reward and Retention Strategies:**
  - **Introduction:** This course emphasizes developing strategies for performance management, rewards, and retention.
  - **Benefits:** Participants learn to design effective performance management systems, enhance employee engagement, and reduce turnover.
24. **Workforce Planning and Resourcing:**
  - **Introduction:** This course focuses on strategic workforce planning and resource management.
  - **Benefits:** Participants gain skills to align workforce needs with organizational goals, ensuring optimal talent utilization.
25. **Planning and Developing Human Resource (HR) Capabilities:**
  - **Introduction:** This course covers planning and developing HR capabilities.
  - **Benefits:** Participants acquire techniques to strengthen HR skills and capabilities, contributing to effective HR management.
26. **Implementing Talent Management and Succession Planning:**
  - **Introduction:** This course targets talent management and succession planning strategies.
  - **Benefits:** Participants learn to identify, nurture, and retain high-potential employees, ensuring a seamless leadership pipeline.
27. **Advanced Human Resources Management:**
  - **Introduction:** This course covers advanced concepts in human resources management.
  - **Benefits:** Participants gain deeper insights into HR management strategies, enhancing their ability to handle complex HR challenges.

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28. **Management of Pension Scheme: Strategic & International Best Practice:**
  - **Introduction:** This course focuses on strategic and international best practices in pension scheme management.
  - **Benefits:** Participants learn to manage pension schemes effectively, ensuring financial security for employees.
29. **Human Resources Management for Education, Finance & Technical Senior Officers:**
  - **Introduction:** This course targets HR management for senior officers in education, finance, and technical fields.
  - **Benefits:** Participants gain sector-specific HR skills to effectively manage human capital in specialized domains.
30. **Human Resources Management and Labour Relations Practices:**
  - **Introduction:** This course covers HR management and labor relations practices.
  - **Benefits:** Participants acquire skills to navigate labor relations effectively, fostering harmonious workplace environments.
31. **Freedom of Information Act: Its Challenges, Solutions and Management:**
  - **Introduction:** This course addresses challenges, solutions, and management of the Freedom of Information Act.
  - **Benefits:** Participants gain insights into managing information requests while adhering to legal requirements.
32. **Effective Training and Development Skills:**
  - **Introduction:** This course focuses on equipping participants with effective training and development techniques.
  - **Benefits:** Participants gain skills to design, deliver, and evaluate training programs, enhancing employee performance and growth.
33. **Management and Assertive Skills Workshop for Women Managers:**
  - **Introduction:** This workshop targets assertiveness skills development for women managers.
  - **Benefits:** Women managers learn assertive communication techniques to enhance leadership presence and effective management.
34. **Advanced Human Resource & Personnel Management Course:**
  - **Introduction:** This course covers advanced concepts in HR and personnel management.
  - **Benefits:** Participants gain in-depth knowledge of HR strategies, enabling them to manage personnel effectively and align HR practices with organizational goals.
35. **Advanced Role and Skill of a Valuable HR Assistant:**
  - **Introduction:** This course focuses on enhancing the role and skills of HR assistants.
  - **Benefits:** HR assistants learn advanced skills in administrative tasks, data management, and supporting HR functions efficiently.

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36. **Best Practice in Human Resource Administration:**
  - **Introduction:** This course covers best practices in human resource administration.
  - **Benefits:** Participants acquire insights into effective HR administrative processes, ensuring compliance and efficiency.
37. **Building Effective Public Relations:**
  - **Introduction:** This course emphasizes building strong public relations strategies.
  - **Benefits:** Participants learn techniques to manage relationships with stakeholders, enhancing the organization's reputation and communication.
38. **Connecting Public Sector Goals to Quality Performance:**
  - **Introduction:** This course focuses on aligning public sector goals with performance excellence.
  - **Benefits:** Participants gain skills to translate organizational objectives into high-quality performance outcomes.
39. **Continuing Professional Skill Development for Executive and Senior Secretaries:**
  - **Introduction:** This course targets skill development for executive and senior secretaries.
  - **Benefits:** Secretaries enhance their professional skills to efficiently support management and handle complex responsibilities.
40. **Creating First Impressions that Last - A Professional Image Course for Frontline Officers:**
  - **Introduction:** This course covers creating lasting positive impressions as frontline officers.
  - **Benefits:** Frontline officers learn grooming, communication, and behavior techniques for projecting a professional image.
41. **Effective Executive Clerical Operations & Efficient Workflow:**
  - **Introduction:** This course emphasizes efficient clerical operations and workflow management for executives.
  - **Benefits:** Executives and clerical staff enhance organizational productivity through streamlined operations.
42. **Effective Conduct & Productivity Service Delivery for Middle-Level Staff:**
  - **Introduction:** This course targets effective conduct and service delivery for middle-level staff.
  - **Benefits:** Middle-level staff learn professionalism and productivity skills, enhancing service quality.
43. **Effective Public Relations, Protocol, Communication & Report Writing Management Workshop:**
  - **Introduction:** This workshop covers PR, protocol, communication, and report writing.
  - **Benefits:** Participants gain comprehensive skills to manage PR activities, communication, and report creation.
44. **Effective Work Ethics & Attitude Change for Higher Performance:**
  - **Introduction:** This course focuses on fostering effective work ethics and attitude change.
  - **Benefits:** Participants develop a positive attitude, improving work quality, collaboration, and overall performance.
45. **Fatigue Risk Management Systems:**
  - **Introduction:** This course addresses fatigue risk management in various sectors.
  - **Benefits:** Participants learn to manage fatigue-related risks, ensuring safety, and improving productivity.

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46. **Global Best Practices for Human Resource Management, Planning, and Administration:**
  - **Introduction:** This course covers global HR best practices, planning, and administration.
  - **Benefits:** Participants gain insights into international HR trends, enhancing their strategic HR management skills.
47. **Industrial Relations: Management for Labour Union Leaders:**
  - **Introduction:** This course targets labor union leaders in managing industrial relations.
  - **Benefits:** Union leaders learn effective negotiation, conflict resolution, and communication skills.
48. **Mastering the Act of Effective World Class Public Services: Issues, Techniques & Best Practices:**
  - **Introduction:** This course focuses on delivering world-class public services.
  - **Benefits:** Participants learn techniques to provide efficient and effective public services, meeting citizens' needs.
49. **Performance Improvement Course for Executive Officers of Public Sector:**
  - **Introduction:** This course targets performance improvement for public sector executive officers.
  - **Benefits:** Executive officers gain skills to enhance performance, meet goals, and drive organizational success.
50. **Public Relations, Meeting, Events for Management: Protocol & Administrative Secretary:**
  - **Introduction:** This course covers PR, meeting management, and event planning for protocol and administrative secretaries.
  - **Benefits:** Participants gain skills to manage PR activities, organize effective meetings, and plan successful events.
51. **Personnel Effectiveness & Dynamic Skills Development for Office Administration & Management:**
  - **Introduction:** This course focuses on enhancing personnel effectiveness and dynamic skills for office administration and management.
  - **Benefits:** Participants develop versatile administrative skills, improving office operations and contributing to organizational success.
52. **Team Building Techniques and Leadership Skills for Higher Productivity:**
  - **Introduction:** This course emphasizes team building and leadership skills for increased productivity.
  - **Benefits:** Participants learn techniques to foster teamwork, improve collaboration, and enhance leadership capabilities.
53. **Strategic Human Resource Management & Development Programme:**
  - **Introduction:** This program covers strategic HR management and development.
  - **Benefits:** Participants gain insights into aligning HR strategies with organizational goals, fostering employee development, and driving success.
54. **The Art of Human Resource Management Creating & Developing & Effective Personnel Function:**
  - **Introduction:** This course focuses on the art of creating and developing an effective personnel function.
  - **Benefits:** Participants learn the principles of HR management, creating efficient personnel functions that contribute to organizational effectiveness.

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55. **Women’s Capacity Building Programme for Effective Management & Leadership:**
  - **Introduction:** This program targets capacity building for women in management and leadership roles.
  - **Benefits:** Women leaders gain skills to excel in management and leadership positions, contributing to organizational growth.
56. **Protocol & Public Relation Planning Workshop:**
  - **Introduction:** This workshop covers protocol and PR planning.
  - **Benefits:** Participants learn to plan and execute effective protocols and PR activities, enhancing organizational image.
57. **Strategic Outsourcing for HR: Creating Value from HR Outsourcing Relationships:**
  - **Introduction:** This course focuses on strategic HR outsourcing for value creation.
  - **Benefits:** Participants gain insights into leveraging outsourcing to enhance HR functions and organizational efficiency.
58. **Performance Management & Balance Scorecard:**
  - **Introduction:** This course covers performance management using the balanced scorecard approach.
  - **Benefits:** Participants learn to measure and manage performance effectively, aligning with organizational objectives.
59. **General Management Programme: Enhancing Managerial Acumen for Managers & Executives:**
  - **Introduction:** This program aims to enhance managerial acumen for managers and executives.
  - **Benefits:** Participants gain comprehensive managerial skills, enhancing decision-making, leadership, and organizational effectiveness.
60. **Labour Laws and Industrial Relations Practice in Nigeria:**
  - **Introduction:** This course covers labour laws and industrial relations practices in Nigeria.
  - **Benefits:** Participants acquire knowledge of labor laws, fostering positive employee relations and ensuring legal compliance.
61. **The Disciplinary Process in the Public Sector:**
  - **Introduction:** This course focuses on the disciplinary process in the public sector.
  - **Benefits:** Participants learn disciplinary procedures, ensuring fair and effective management of employee misconduct.
62. **Policy Analysis & Strategic Planning for Management Staff:**
  - **Introduction:** This course focuses on policy analysis and strategic planning for management staff.
  - **Benefits:** Participants gain skills to analyze policies, formulate strategies, and align them with organizational goals.
63. **Human Capital Management in the Public Sector:**
  - **Introduction:** This course covers human capital management in the public sector.
  - **Benefits:** Participants learn strategies to effectively manage human resources, enhancing employee performance and organizational success.
64. **Legal Issues in Local Government Administration:**
  - **Introduction:** This course addresses legal issues in local government administration.
  - **Benefits:** Participants gain legal insights to navigate challenges and ensure compliance in local government operations.

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## Human Resource & Organizational Development Management

LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05-9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
KADUNA	Jan. 15 – 19; March 11-15; May 13-17; July 08-12; Sept. 09-13; Nov. 11-15.		
CALABAR	March 18-22; May 20-24; July 15-19; Sept. 16-20; Nov. 18-22		
KEFFI-NASARAWA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
OBUDU Cattle Ranch	Jan 22-26; Oct 21-25; Nov. 18-22; Dec. 16-20.		
KURU-JOS	Feb.12 – 16; April 15-19; June 03-07; Aug 05-09; Oct. 14-18; Dec. 16-20.		
ABEDKUTA	Feb.05-9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
ENUGU	Feb.19 – 23; April 22-26; June 24-28; Aug 19-23; Oct. 21-25; Dec. 02-06.		
IBADAN	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.	1 Wk.	2 Weeks
PORT HARCOURT	Feb.26 – Mar.01; April 15-19; June 24-28; Aug 19-23; Oct. 21-25; Dec. 09-13.	Course fee	Course fee
		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

*The course fees cover Workshop materials, Literature, Logistics, Executive bag, Hall, Tea/Coffee, Lunch, Photographs, Souvenir and Certificate. Payment may be made in Cash, Bank Draft or Transfer in favour of Conference for Africa Studies Ltd as detailed on page 26.*

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty - Operations, Productivity, Performance & Administrative (OPPA) Management

These courses equip participants with skills to optimize operations, enhance productivity, and improve overall performance, contributing to the success of organizations in both public and private sectors. The courses also offer participants tailored skills and insights to excel in various communication, legal, administrative and management roles, enhancing their abilities to drive organizational success, foster effective communication, manage change, foster transparency, engage stakeholders, and effectively manage records and information.

#### 1. Operations Management Fundamentals:

- **Introduction:** This course covers foundational principles and strategies for optimizing processes and operations within an organization.
- **Benefits:** Participants gain a solid understanding of operations management concepts, enabling them to improve efficiency and productivity across various functions.

#### 2. Supply Chain Management:

- **Introduction:** This course explores managing the end-to-end supply chain, from procurement to distribution, to enhance efficiency and reduce costs.
- **Benefits:** Participants learn to streamline supply chain processes, reduce lead times, and improve coordination between suppliers, manufacturers, and customers.

#### 3. Lean Six Sigma:

- **Introduction:** This course focuses on methodologies for process improvement, waste reduction, and enhancing operational efficiency.
- **Benefits:** Participants acquire skills to identify and eliminate inefficiencies, leading to cost savings, improved quality, and enhanced customer satisfaction.

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4. **Business Process Reengineering:**
  - **Introduction:** This course covers redesigning and optimizing business processes to achieve higher productivity and effectiveness.
  - **Benefits:** Participants learn to transform processes to align with strategic goals, resulting in streamlined workflows and reduced operational costs.
5. **Performance Measurement and Management:**
  - **Introduction:** This course explores developing and implementing performance metrics and systems to monitor and improve organizational performance.
  - **Benefits:** Participants acquire tools to measure progress, make informed decisions, and drive continuous improvement across various functions.
6. **Total Quality Management (TQM):**
  - **Introduction:** This course emphasizes implementing quality-focused strategies across all organizational aspects to enhance customer satisfaction and efficiency.
  - **Benefits:** Participants learn techniques to consistently deliver high-quality products and services, leading to increased customer loyalty and improved processes.
7. **Process Optimization and Efficiency:**
  - **Introduction:** This course covers techniques for identifying bottlenecks, eliminating waste, and enhancing the overall efficiency of business processes.
  - **Benefits:** Participants acquire skills to enhance process flow, reduce delays, and optimize resource utilization, resulting in improved performance.
8. **Project Management:**
  - **Introduction:** This course focuses on tools and techniques to manage projects effectively, ensuring successful outcomes within budget and time constraints.
  - **Benefits:** Participants develop project management skills, leading to more efficient project execution, reduced risks, and improved project outcomes.
9. **Inventory Management and Control:**
  - **Introduction:** This course explores strategies for managing inventory levels, reducing carrying costs, and optimizing supply chain efficiency.
  - **Benefits:** Participants learn methods to balance inventory costs with demand, ensuring optimal stock levels and improved cash flow.
10. **Productivity Enhancement Strategies:**
  - **Introduction:** This course covers techniques and methods to enhance employee and organizational productivity.
  - **Benefits:** Participants learn approaches to increase output while maintaining quality, leading to improved efficiency and organizational effectiveness.

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11. **Work Ethics, Attitudes & Productivity Enhancement Program for Public Sector Officers:**
  - **Introduction:** This program focuses on work ethics, attitudes, and productivity enhancement for public sector officers.
  - **Benefits:** Participants develop a strong work ethic, positive attitudes, and improved productivity, contributing to organizational excellence.
12. **Performance Appraisal and Feedback:**
  - **Introduction:** This course develops and implements performance appraisal systems to provide constructive feedback and improve employee performance.
  - **Benefits:** Participants learn to assess employee contributions accurately, guide development, and align performance with organizational goals.
13. **Process Automation and Technology Integration:**
  - **Introduction:** This course addresses integrating technology solutions to automate processes, streamline operations, and increase efficiency.
  - **Benefits:** Participants learn to leverage technology to reduce manual tasks, increase accuracy, and enhance overall operational effectiveness.
14. **Quality Control and Assurance:**
  - **Introduction:** This course emphasizes practices to ensure products and services meet or exceed customer expectations and quality standards.
  - **Benefits:** Participants learn methods to consistently deliver high-quality offerings, leading to improved customer satisfaction and brand reputation.
15. **Operations Research and Decision Analysis:**
  - **Introduction:** This course applies analytical techniques to solve complex operational problems and make data-driven decisions.
  - **Benefits:** Participants gain skills to analyze data, optimize processes, and make informed decisions to improve operational efficiency.
16. **Risk Management in Operations:**
  - **Introduction:** This course focuses on identifying, assessing, and mitigating risks associated with operational processes and supply chains.
  - **Benefits:** Participants learn to proactively manage risks, minimize disruptions, and ensure continuity of operations.
17. **Logistics and Distribution Management:**
  - **Introduction:** This course covers managing the movement and distribution of goods, optimizing delivery systems, and reducing costs.
  - **Benefits:** Participants gain insights into efficient logistics processes, ensuring timely and cost-effective delivery of products.

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18. **Service Operations Management:**
  - **Introduction:** This course explores strategies for managing service-oriented operations to ensure high-quality customer experiences.
  - **Benefits:** Participants learn methods to enhance service delivery, customer satisfaction, and overall operational efficiency.
19. **Capacity Planning and Resource Allocation:**
  - **Introduction:** This course focuses on planning and optimizing resources to meet demand while balancing costs and capacity constraints.
  - **Benefits:** Participants gain skills to optimize resource utilization, ensure efficient production, and minimize resource-related bottlenecks.
20. **Strategic Outsourcing and Vendor Management:**
  - **Introduction:** This course explores outsourcing strategies and effective management of relationships with external vendors.
  - **Benefits:** Participants learn to leverage outsourcing to achieve cost savings, improve efficiency, and enhance vendor relationships.
21. **Performance Improvement in Public Services:**
  - **Introduction:** This course applies operations management concepts to enhance the efficiency and effectiveness of public service delivery.
  - **Benefits:** Participants gain skills to optimize public service processes, improve citizen satisfaction, and maximize resource utilization.
22. **Management Development & Performance Improvement for Executive Secretaries, & Personal Assistants:**
  - **Introduction:** This course focuses on enhancing management skills and performance improvement for executive secretaries and personal assistants.
  - **Benefits:** Participants gain strategies to effectively support executives, manage tasks, and contribute to organizational success.
23. **International Workshop for Executive Secretaries and Senior Personal Assistants:**
  - **Introduction:** This international workshop offers advanced training for executive secretaries and senior personal assistants.
  - **Benefits:** Participants learn global best practices, networking opportunities, and skills to excel in their roles on an international level.
24. **Time Management, Strategic Quality, Planning and Organising for Executive Secretary:**
  - **Introduction:** This course covers time management, strategic planning, and organizing skills tailored to executive secretaries.
  - **Benefits:** Participants acquire techniques to prioritize tasks, plan strategically, and improve efficiency in their roles.

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25. **Smarter Decision Making and Critical Thinking for Administrative Professionals:**
  - **Introduction:** This course focuses on enhancing decision-making and critical thinking skills for administrative professionals.
  - **Benefits:** Participants develop analytical skills, make informed decisions, and contribute to effective problem-solving.
26. **Communicating with Diplomacy, Discretion, and Influence – Modern best practice for executive secretary:**
  - **Introduction:** This course covers diplomatic communication skills, discretion, and influence for executive secretaries.
  - **Benefits:** Participants learn effective communication strategies, handling sensitive information, and influencing positively.
27. **Project Management for Administrative Professionals:**
  - **Introduction:** This course provides administrative professionals with project management skills and techniques.
  - **Benefits:** Participants gain skills to initiate, plan, execute, and close projects successfully while coordinating administrative tasks.
28. **Due Process and Policy Guidelines for Procurement & Award of Contracts in Nigeria:**
  - **Introduction:** This course covers due process and policy guidelines for procurement and contract awards.
  - **Benefits:** Participants gain knowledge of procurement regulations, promoting transparency and fairness in government procurement.
29. **Fundamentals of Finance and Accounting for Administrative Professionals:**
  - **Introduction:** This course introduces finance and accounting principles relevant to administrative professionals.
  - **Benefits:** Participants understand financial terminology, reporting, and gain insights into the financial aspects of their roles.
30. **Public Private Partnership; Policy Issues, Options and Success Factors, an Overview:**
  - **Introduction:** This course provides an overview of policy issues, options, and success factors in public-private partnerships.
  - **Benefits:** Participants gain insights into the fundamentals of PPPs, enabling them to understand the key elements for successful partnerships.
31. **Public-Private Partnership Technical Issues; Practitioner Workshop:**
  - **Introduction:** This workshop focuses on technical aspects of public-private partnerships.
  - **Benefits:** Participants acquire practical skills to navigate technical challenges in PPPs, contributing to effective project implementation.
32. **Community Driven Development; Building Effective Local Government Services:**
  - **Introduction:** This course addresses community-driven development and building effective local government services.
  - **Benefits:** Participants learn strategies to engage communities and enhance local government services, fostering sustainable development.

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33. **Advanced & Effective Document Tracking, Records/Registry, and Archiving Management Course:**
  - **Introduction:** This course focuses on advanced document management, records tracking, and archiving strategies.
  - **Benefits:** Participants learn efficient document organization, retrieval, and archiving techniques, enhancing organizational efficiency.
34. **Advanced Management skills for Secretaries and Personal assistants:**
  - **Introduction:** This course provides advanced management skills tailored for secretaries and personal assistants.
  - **Benefits:** Participants acquire leadership skills, time management techniques, and strategies to handle complex tasks.
35. **Advanced Secretaries Communication Networking and Information Management Workshop:**
  - **Introduction:** This course covers advanced communication and networking strategies for secretaries.
  - **Benefits:** Participants learn to effectively communicate, build professional networks, and manage information flow.
36. **Corporate Governance & Ethical Management Practice:**
  - **Introduction:** This course explores corporate governance principles and ethical management practices.
  - **Benefits:** Participants understand governance structures, ethical decision-making, and their role in ensuring organizational integrity.
37. **Developing Administrative Officers Competence for Organizational Change Workshop:**
  - **Introduction:** This workshop focuses on developing administrative officers' competence in managing organizational change.
  - **Benefits:** Participants gain skills to navigate change, support teams, and facilitate smooth transitions.
38. **e-generation Secretaries and P. A's: Filling the Knowledge Gaps:**
  - **Introduction:** This course addresses knowledge gaps in modern technologies and tools for secretaries and PAs.
  - **Benefits:** Participants learn about current tech trends, enhancing their efficiency and effectiveness in administrative tasks.
39. **Effective Secretarial & Administrative Seminar; Exposing the New Advancement in Technologies:**
  - **Introduction:** This seminar highlights advancements in technologies relevant to secretarial and administrative roles.
  - **Benefits:** Participants explore innovative tools, techniques, and strategies to streamline administrative functions.
40. **Excellent Protocol function & Organizational Efficiency:**
  - **Introduction:** This course focuses on protocol function excellence and its impact on organizational efficiency.
  - **Benefits:** Participants acquire skills to manage protocols, enhance organizational image, and ensure smooth events.

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41. **Secretarial Administration & the Use of My script Technology for Effective Documentation:**
  - **Introduction:** This course covers secretarial administration and the use of My Script technology for documentation.
  - **Benefits:** Participants learn about innovative documentation tools, improving efficiency in handling administrative tasks.
42. **Secretarial Competence, Development & Effective Boss, Office Co-ordination Strategies for Seasoned Administrative Professionals, Executive Assistants, Administrative Assistants, Senior Secretaries, Protocol Officers:**
  - **Introduction:** This course targets seasoned administrative professionals, focusing on competence development and office coordination.
  - **Benefits:** Participants enhance their competence, develop coordination skills, and learn strategies to excel in their roles.
43. **The Advanced Development Course for Secretaries & Personal Assistants:**
  - **Introduction:** This course provides advanced development opportunities for secretaries and personal assistants.
  - **Benefits:** Participants gain enhanced skills in organization, communication, and coordination to effectively support executives.
44. **Total Quality Management for Administrative professionals:**
  - **Introduction:** This course covers total quality management principles tailored to administrative professionals.
  - **Benefits:** Participants learn quality assurance techniques, contributing to efficient processes and improved outcomes.
45. **Workshop on Achieving Organizational Goals & Target Setting:**
  - **Introduction:** This workshop focuses on setting and achieving organizational goals effectively.
  - **Benefits:** Participants learn goal-setting strategies, monitoring progress, and aligning efforts to organizational objectives.
46. **Advanced Management Skills & Total Quality Management for Organizational Development Workshop:**
  - **Introduction:** This workshop provides advanced management skills and total quality management concepts for organizational development.
  - **Benefits:** Participants acquire skills to lead teams, drive quality improvements, and contribute to organizational growth.
47. **Advanced Management Workshop for Administrative/Personnel Officers:**
  - **Introduction:** This workshop offers advanced management skills tailored for administrative and personnel officers.
  - **Benefits:** Participants gain leadership abilities, strategic planning skills, and techniques to manage personnel effectively.

*Request for CFA Studies International Training Programs' Quote in:*

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48. **Applied Strategic Planning & Management:**
  - **Introduction:** This course covers the application of strategic planning and management concepts.
  - **Benefits:** Participants learn practical strategies to develop, implement, and monitor effective organizational strategies.
49. **Business Process Management Seminar: Managing Change, People and Processes for senior Managers & Executives:**
  - **Introduction:** This seminar focuses on managing change, people, and processes through business process management.
  - **Benefits:** Participants gain insights into change management, process optimization, and effective leadership.
50. **Corporate Planning for Organizational Transformation:**
  - **Introduction:** This course explores corporate planning strategies to drive organizational transformation.
  - **Benefits:** Participants acquire skills to develop comprehensive plans for change, growth, and sustainable transformation.
51. **Entrepreneurship Development Workshop for Retiring officers:**
  - **Introduction:** This workshop targets retiring officers, offering entrepreneurship development insights.
  - **Benefits:** Participants explore entrepreneurship opportunities, learning to leverage their skills and experience post-retirement.
52. **General Management Skills Programme for Senior Government Officers:**
  - **Introduction:** This program focuses on enhancing general management skills for senior government officers.
  - **Benefits:** Participants gain leadership skills, strategic thinking abilities, and knowledge to effectively manage government functions.
53. **Management Workshop for heads of Libraries/documentation:**
  - **Introduction:** This workshop targets heads of libraries/documentation, enhancing their management skills.
  - **Benefits:** Participants learn effective library management, resource allocation, and strategies to optimize library functions.
54. **Management workshop for Cooperative and Agro-Allied Venture:**
  - **Introduction:** This workshop covers management strategies for cooperative and agro-allied ventures.
  - **Benefits:** Participants gain skills to manage cooperative ventures, agro-allied projects, and promote sustainable growth.
55. **Managing for Result: Driving to Driver Result:**
  - **Introduction:** This course focuses on managing for results, emphasizing outcome-driven approaches.
  - **Benefits:** Participants learn result-oriented management, effective planning, and strategies to achieve desired outcomes.

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56. **Public Relations and Working with the Media:**
  - **Introduction:** This course covers the principles of public relations and effective interaction with the media.
  - **Benefits:** Participants learn strategies to manage public perception, handle media inquiries, and maintain positive relationships.
57. **Citizen Engagement and Strategic Communication:**
  - **Introduction:** This course focuses on citizen engagement and strategic communication strategies.
  - **Benefits:** Participants learn how to engage citizens effectively, foster transparency, and communicate government initiatives.
58. **Master in Internal Communication Management:**
  - **Introduction:** This program offers advanced training in internal communication management.
  - **Benefits:** Participants acquire skills to enhance internal communication, employee engagement, and organizational cohesion.
59. **Advanced Speech/Report Writing Skills Development:**
  - **Introduction:** This course targets advanced speech and report writing skills development.
  - **Benefits:** Participants gain techniques to create compelling speeches, reports, and documents for effective communication.
60. **Data Analytics Course:**
  - **Introduction:** This course covers the fundamentals of data analytics and its application.
  - **Benefits:** Participants learn data analysis techniques, enhancing decision-making and driving actionable insights.
61. **Data Management, Manipulation & Analysis Using Excel:**
  - **Introduction:** This course focuses on data management, manipulation, and analysis using Excel.
  - **Benefits:** Participants acquire Excel skills to organize, analyze, and visualize data effectively for informed decision-making.
62. **Communicating With Diplomacy, Discretion, and Influence:**
  - **Introduction:** This course emphasizes diplomatic communication and influence strategies.
  - **Benefits:** Participants learn diplomatic communication techniques, effective negotiation, and building positive relationships.
63. **Effective Communication & Human Relations Workshop:**
  - **Introduction:** This workshop targets effective communication and human relations development.
  - **Benefits:** Participants acquire interpersonal communication skills, enhancing relationships and teamwork.
64. **Communication and Stakeholder Management:**
  - **Introduction:** This course covers communication strategies for effective stakeholder management.
  - **Benefits:** Participants learn to engage stakeholders, manage communication, and build support for projects.

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65. **Managing Legal & Non-legal Information Assets: Effective Records Management for Lawyers:**
- **Introduction:** This course focuses on records management for legal professionals.
  - **Benefits:** Participants learn records management techniques, enhancing efficiency, compliance, and legal practice.
66. **Judicial Records Management Skills:**
- **Introduction:** This course covers records management skills tailored for the judicial system.
  - **Benefits:** Participants acquire skills to manage judicial records effectively, ensuring accuracy and accessibility.
67. **Policy Development and Management Skills for Legal Officers:**
- **Introduction:** This course targets policy development and management skills for legal officers.
  - **Benefits:** Participants learn policy creation, analysis, and management techniques, contributing to effective legal practice.
68. **Professional Ethics, Values & Effective Administration/Governance Workshop:**
- **Introduction:** This workshop focuses on professional ethics, values, and effective governance.
  - **Benefits:** Participants explore ethical considerations, values alignment, and strategies for ethical administration.
69. **Court Management and Judicial Administration:**
- **Introduction:** This course covers court management and effective judicial administration strategies.
  - **Benefits:** Participants learn court management techniques, case administration, and optimizing judicial operations.
70. **Freedom of Information Act: Its Challenges, Solutions and Management:**
- **Introduction:** This course addresses the challenges, solutions, and management of the Freedom of Information Act.
  - **Benefits:** Participants gain insights into FOIA compliance, handling requests, and ensuring transparent information management.

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## Operations, Productivity, Performance & Administrative (OPP) Management

LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05-9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
KADUNA	Jan. 15 – 19; March 11-15; May 13-17; July 08-12; Sept. 09-13; Nov. 11-15.		
CALABAR	March 18-22; May 20-24; July 15-19; Sept. 16-20; Nov. 18-22		
KEFFI-NASARAWA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
OBUDU Cattle Ranch	Jan 22-26; Oct 21-25; Nov. 18-22; Dec. 16-20.		
KURU-JOS	Feb.12 – 16; April 15-19; June 03-07; Aug 05-09; Oct. 14-18; Dec. 16-20.		
ABEDKUTA	Feb.05-9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
ENUGU	Feb.19 – 23; April 22-26; June 24-28; Aug 19-23; Oct. 21-25; Dec. 02-06.		
IBADAN	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.	1 Wk.	2 Weeks
PORT HARCOURT	Feb.26 – Mar.01; April 15-19; June 24-28; Aug 19-23; Oct. 21-25; Dec. 09-13.	Course fee	Course fee
		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

*The course fees cover Workshop materials, Literature, Logistics, an Executive bag, Hall, Tea/Coffee, Lunch, Photographs, souvenirs and a Certificate. Payment may be made in Cash, Bank Draft or Transfer in favour of Conference for Africa Studies Ltd as detailed on page 26.*

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty - Project, Program, Procurement & PPP Management

These courses provide a comprehensive understanding of various aspects of project, program, and PPP management, equipping participants with the skills needed to lead and execute successful projects and partnerships. The courses also provide participants with valuable skills and strategies to excel in project management, policymaking, strategic planning, and organizational improvement, enhancing their ability to drive positive outcomes and contribute to organizational success.

#### 1. Project Management Fundamentals:

- **Introduction:** This course covers essential concepts and techniques in project management, providing a foundation for effective project execution.
- **Benefits:** Participants acquire fundamental skills to initiate, plan, execute, monitor, and close projects successfully, leading to improved project outcomes.

#### 2. Project Planning and Scheduling:

- **Introduction:** This course focuses on creating comprehensive project plans and schedules, ensuring organized and timely project execution.
- **Benefits:** Participants learn to effectively allocate resources, manage timelines, and enhance project efficiency.

#### 3. Project Budgeting and Cost Management:

- **Introduction:** This course addresses developing accurate project budgets, tracking costs, and ensuring financial control throughout projects.
- **Benefits:** Participants gain skills to manage project finances, prevent budget overruns, and maximize cost-effectiveness.

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4. **Risk Management in Projects:**
  - **Introduction:** This course emphasizes identifying, assessing, and mitigating risks to achieve successful project outcomes and minimize disruptions.
  - **Benefits:** Participants learn to proactively manage risks, reduce uncertainties, and ensure project resilience.
5. **Stakeholder Management and Communication:**
  - **Introduction:** This course covers strategies to engage stakeholders, manage expectations, and ensure effective communication during projects.
  - **Benefits:** Participants develop skills to foster positive relationships, prevent conflicts, and maintain stakeholder support.
6. **Project Quality Management:**
  - **Introduction:** This course focuses on planning, assuring, and controlling project quality to meet or exceed stakeholder expectations.
  - **Benefits:** Participants learn quality management techniques to deliver products and services that consistently meet quality standards.
7. **Project Leadership and Team Management:**
  - **Introduction:** This course addresses developing leadership skills to manage project teams, foster collaboration, and drive project success.
  - **Benefits:** Participants enhance their ability to lead teams effectively, ensuring cohesive teamwork and successful project delivery.
8. **Agile Project Management:**
  - **Introduction:** This course introduces agile methodologies for flexible project execution and continuous value delivery.
  - **Benefits:** Participants learn agile principles to adapt to changing requirements, deliver incremental value, and respond to customer needs.
9. **Program Management Principles:**
  - **Introduction:** This course explains principles of program management, coordinating multiple related projects to achieve strategic goals.
  - **Benefits:** Participants learn how to align projects with organizational objectives, optimizing resource allocation and achieving holistic success.
10. **Portfolio Management and Prioritization:**
  - **Introduction:** This course covers strategies to prioritize and manage a portfolio of projects and programs for optimal resource allocation.
  - **Benefits:** Participants gain skills to align projects with business strategy, allocate resources wisely, and maximize portfolio value.

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11. **Public-Private Partnership (PPP) Fundamentals:**
  - **Introduction:** This course provides insights into PPP models, benefits, challenges, and considerations for successful collaborations.
  - **Benefits:** Participants understand the intricacies of public-private partnerships, enabling effective collaboration and optimized project outcomes.
12. **PPP Procurement and Contract Management:**
  - **Introduction:** This course explores procurement strategies and effective contract management practices for PPP projects.
  - **Benefits:** Participants learn to navigate complex PPP procurement processes, ensuring fair and successful project partnerships.
13. **PPP Risk Management and Mitigation:**
  - **Introduction:** This course focuses on identifying, assessing, and managing risks specific to public-private partnership projects.
  - **Benefits:** Participants gain skills to mitigate risks associated with PPP projects, enhancing project success and stakeholder satisfaction.
14. **PPP Financial Structuring and Funding:**
  - **Introduction:** This course addresses techniques for structuring financial arrangements and securing funding for PPP initiatives.
  - **Benefits:** Participants learn strategies to attract investments, optimize financial structures, and ensure sustainable PPP projects.
15. **Monitoring and Evaluation of PPP Projects:**
  - **Introduction:** This course develops systems to monitor, evaluate, and ensure the success of public-private partnership projects.
  - **Benefits:** Participants gain skills to assess project performance, optimize outcomes, and ensure accountability in PPP projects.
16. **Sustainable Development through PPPs:**
  - **Introduction:** This course explores how public-private partnerships contribute to sustainable development and social impact.
  - **Benefits:** Participants learn to create PPP projects that align with sustainability goals, contributing to societal and environmental well-being.
17. **Project Closure and Lessons Learned:**
  - **Introduction:** This course covers strategies for closing projects effectively, capturing lessons learned, and ensuring knowledge transfer.
  - **Benefits:** Participants learn to wrap up projects smoothly, extract valuable insights, and improve future project planning.

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18. **Leading Change in Project Management:**
  - **Introduction:** This course addresses managing change within projects, ensuring smooth transitions and stakeholder acceptance.
  - **Benefits:** Participants learn change management techniques, ensuring project success even amid organizational shifts.
19. **Public Project Management:**
  - **Introduction:** This course applies project management principles within public sector contexts, addressing unique challenges and considerations.
  - **Benefits:** Participants gain skills to manage public projects efficiently, delivering public services effectively and meeting citizen needs.
20. **Project Management for Private Sector Enterprises:**
  - **Introduction:** This course adapts project management practices to the private sector environment, focusing on business objectives and profitability.
  - **Benefits:** Participants learn to manage projects that align with business goals, ensuring competitive advantage and financial success.
21. **Project and Programme Management:**
  - **Introduction:** This course covers essential principles and techniques in project and program management.
  - **Benefits:** Participants gain skills to plan, execute, and manage projects and programs effectively, ensuring successful outcomes.
22. **The Complete Policy-Maker:**
  - **Introduction:** This comprehensive program targets policy-making skills for professionals.
  - **Benefits:** Participants acquire a deep understanding of policy development, analysis, and implementation, fostering effective governance.
23. **Developing Effective Policy: Analysis and Use of Evidence:**
  - **Introduction:** This course focuses on policy analysis and evidence-based decision-making.
  - **Benefits:** Participants learn techniques to analyze policies critically and make informed decisions using evidence.
24. **Developing Strategic Skills for Organisational Improvement:**
  - **Introduction:** This course is designed to enhance strategic skills for organizational improvement.
  - **Benefits:** Participants acquire strategic thinking abilities, enabling them to drive organizational growth and innovation.
25. **Impact Assessment and Evaluation:**
  - **Introduction:** This course covers techniques for impact assessment and program evaluation.
  - **Benefits:** Participants learn methods to assess program effectiveness, measure outcomes, and enhance accountability.
26. **Gender Mainstreaming and Analysis:**
  - **Introduction:** This course focuses on gender mainstreaming and analysis in policies and programs.
  - **Benefits:** Participants gain skills to incorporate gender considerations, promoting inclusivity and equitable outcomes.

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27. **The Balanced Scorecard: A Tool for Benchmarking the Organisation:**
  - **Introduction:** This course introduces the balanced scorecard as a strategic performance measurement tool.
  - **Benefits:** Participants learn to use the balanced scorecard to align strategies, track performance, and improve decision-making.
28. **Project Risk Management:**
  - **Introduction:** This course emphasizes project risk identification, assessment, and mitigation.
  - **Benefits:** Participants learn techniques to manage project risks, ensuring project success and minimizing negative impacts.
29. **Mainstreaming Gender Concerns in Development Planning & Project Management Communication:**
  - **Introduction:** This course covers integrating gender concerns in development planning and project management.
  - **Benefits:** Participants gain skills to incorporate gender perspectives, enhancing project outcomes and societal impact.
30. **Project Management Workshop for Public Officers:**
  - **Introduction:** This workshop focuses on project management for public officers.
  - **Benefits:** Participants acquire fundamental project management skills tailored for public sector projects.
31. **Project Performance Management & the Balanced Scorecard:**
  - **Introduction:** This course covers project performance management using the balanced scorecard framework.
  - **Benefits:** Participants learn to align project performance metrics with strategic goals, ensuring successful project delivery.
32. **Project Financial Management and Cost Control:**
  - **Introduction:** This course targets project financial management and cost control techniques.
  - **Benefits:** Participants acquire skills to manage project budgets, control costs, and optimize resource utilization.
33. **Advanced Project Management:**
  - **Introduction:** This course offers advanced project management techniques for experienced professionals.
  - **Benefits:** Participants gain insights into advanced project management strategies, enhancing their project execution skills.
34. **Project Budgeting and Estimating: Taking Control of Your Project:**
  - **Introduction:** This course focuses on project budgeting and estimating for effective project control.
  - **Benefits:** Participants learn budgeting and estimating techniques to ensure project cost control and resource allocation.
35. **Project Management: Skills for Success:**
  - **Introduction:** This course covers essential project management skills for success.
  - **Benefits:** Participants acquire foundational project management skills, enhancing their ability to lead and manage projects effectively.

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36. **Project Management in Cooperative Organizations:**
- **Introduction:** This course targets project management skills for cooperative organizations.
  - **Benefits:** Participants learn to manage projects within cooperative structures, promoting collaboration and effective project delivery.
37. **Project Scheduling: Controlling the Project Timeline:**
- **Introduction:** This course focuses on project scheduling techniques to control project timelines.
  - **Benefits:** Participants learn to create and manage project schedules, ensuring timely project completion.
38. **Workshop on Recovering Troubled Projects:**
- **Introduction:** This workshop addresses strategies to recover troubled projects.
  - **Benefits:** Participants gain insights into identifying and rectifying project challenges, steering projects back on track.
39. **Project Fund Disbursement and Cost Control:**
- **Introduction:** This course covers project fund disbursement and cost control strategies.
  - **Benefits:** Participants learn techniques to manage project finances, ensure proper fund allocation, and control costs.
40. **Material Management and Corporate Strategies Planning:**
- **Introduction:** This course covers material management and corporate strategies planning.
  - **Benefits:** Participants acquire skills to manage materials efficiently, contribute to strategic planning, and optimize resource usage.
41. **A Practical Approach to Proactive Procurement in the Public Sector Organisations:**
- **Introduction:** This course offers practical strategies for proactive procurement in the public sector.
  - **Benefits:** Participants gain skills to optimize procurement processes, reduce risks, and achieve cost-effective outcomes.
42. **International and Emerging Best Practices in Procurement and Contract Management:**
- **Introduction:** This course covers international best practices in procurement and contract management.
  - **Benefits:** Participants learn global standards, enhancing their ability to manage procurement and contracts effectively.
43. **Contract Management Skills:**
- **Introduction:** This course focuses on essential contract management skills.
  - **Benefits:** Participants acquire techniques to draft, negotiate, and manage contracts, minimizing risks and ensuring compliance.
44. **The Strategic Approach to Procurement:**
- **Introduction:** This course emphasizes a strategic approach to procurement management.
  - **Benefits:** Participants learn to align procurement strategies with organizational goals, fostering efficient procurement processes.

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45. **Management and Control of Stocks/Stores and Materials Handling:**
  - **Introduction:** This course covers effective management and control of stocks, stores, and materials handling.
  - **Benefits:** Participants gain skills to optimize inventory management, reduce wastage, and streamline materials handling.
46. **Store Organisation and Materials Management:**
  - **Introduction:** This course targets store organization and materials management strategies.
  - **Benefits:** Participants acquire skills to manage stores efficiently, ensuring proper organization and access to materials.
47. **Procurement Audit:**
  - **Introduction:** This course focuses on auditing procurement processes for compliance and efficiency.
  - **Benefits:** Participants learn auditing techniques to ensure transparent and effective procurement practices.
48. **Introduction to Public Procurement and Supply Chain Management:**
  - **Introduction:** This course provides an overview of public procurement and supply chain management.
  - **Benefits:** Participants understand procurement processes, ensuring effective and transparent procurement practices.
  - .
49. **The Procurement Act; Provisions, Implementation, Execution and Challenges:**
  - **Introduction:** This course covers the provisions, implementation, execution, and challenges of the procurement act.
  - **Benefits:** Participants gain a comprehensive understanding of the procurement act, facilitating compliant procurement practices.
50. **The Procurement Act: Provisions, Implementation and Challenges:**
  - **Introduction:** This course delves into the provisions, implementation, and challenges of the procurement act.
  - **Benefits:** Participants learn to navigate challenges in implementing the procurement act, fostering effective procurement management.
51. **Fundamentals of Purchasing for the New Procurement/Buyer Officer:**
  - **Introduction:** This course covers the basics of purchasing for new procurement/buyer officers.
  - **Benefits:** Participants gain foundational knowledge of purchasing processes, preparing them for procurement roles.
52. **Professional Implementation of the Public Procurement Act:**
  - **Introduction:** This course emphasizes the professional implementation of the Public Procurement Act.
  - **Benefits:** Participants learn how to apply the act effectively, ensuring adherence to regulations and ethical procurement practices.

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**53. Performance Improvement for Purchasing & Store Executives:**

- **Introduction:** This course focuses on performance improvement for purchasing and store executives.
- **Benefits:** Participants acquire techniques to enhance procurement and store management performance, contributing to organizational success.

**54. Risk Management in Procurement:**

- **Introduction:** This course covers risk management strategies in procurement.
- **Benefits:** Participants learn techniques to identify, assess, and mitigate procurement risks, ensuring successful procurement outcomes.

**55. Understanding Procurement Act: Challenges & Solutions:**

- **Introduction:** This course addresses challenges and solutions related to understanding the procurement act.
- **Benefits:** Participants gain insights into navigating challenges and implementing effective solutions under the procurement act.

## Project, Program, Procurement & PPP MANAGEMENT

LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05–9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
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OBUDU Cattle Ranch	Jan 22-26; Oct 21-25; Nov. 18-22; Dec. 16-20.		
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		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

*The course fees cover VAT, Workshop materials, Literature, Logistics, Executive bag, Hall, Tea/Coffee, Lunch, Photographs, Souvenir and Certificate. Payment may be made in Cash, Bank Draft or Transfer in favour of Conference for Africa Studies Ltd as detailed on page 26*

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

### Faculty -ESG, Health, Safety & Sustainability Management

These courses provide essential knowledge and skills for individuals and organizations aiming to integrate ESG and sustainability practices into their operations and contribute positively to environmental, social, and governance objectives. The courses also offer participants valuable insights and skills in various aspects of health management, environmental safety, and quality assurance, equipping them to excel in both private and public healthcare sectors.

- 1. Introduction to ESG and Sustainability:**
  - **Introduction:** This course provides an overview of ESG principles, sustainable development, and their relevance in various sectors.
  - **Benefits:** Participants gain a foundational understanding of ESG concepts, enabling them to integrate sustainability practices into their work.
- 2. Environmental Impact Assessment (EIA):**
  - **Introduction:** This course focuses on the process of assessing potential environmental impacts of projects, ensuring responsible development.
  - **Benefits:** Participants learn to conduct EIAs, minimizing negative environmental impacts and enhancing project sustainability.
- 3. Sustainability, the key to Business Success in the 21st Century:**
  - **Introduction:** This course highlights how sustainability practices drive business success, addressing environmental and social challenges.
  - **Benefits:** Participants understand the business case for sustainability, helping organizations thrive in a rapidly changing world.
- 4. Social Responsibility and Stakeholder Engagement:**
  - **Introduction:** This course covers strategies to engage stakeholders, promote social responsibility, and build positive relationships.
  - **Benefits:** Participants learn how to enhance brand reputation, address community concerns, and foster sustainable practices.

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5. **Public Sector Management, Governance and Fiscal Sustainability Techniques:**
  - **Introduction:** This course addresses public sector management, governance, and fiscal sustainability.
  - **Benefits:** Participants gain techniques to enhance management, governance, and fiscal responsibility in the public sector.
6. **Advanced Strategic Public Sector Management:**
  - **Introduction:** This advanced program focuses on strategic public sector management.
  - **Benefits:** Participants develop advanced strategic management skills, contributing to effective governance and performance.
7. **Improving Public Sector Performance in the 21st Century:**
  - **Introduction:** This course aims to improve public sector performance in the modern era.
  - **Benefits:** Participants learn strategies to enhance efficiency, responsiveness, and accountability in public service delivery.
8. **Public Sector Leadership and Management:**
  - **Introduction:** This course addresses leadership and management in the public sector.
  - **Benefits:** Participants develop leadership skills to effectively manage public sector teams and initiatives.
9. **Climate Change Mitigation and Adaptation:**
  - **Introduction:** This course explores strategies to mitigate climate change impacts and adapt to changing environmental conditions.
  - **Benefits:** Participants gain insights into climate resilience, reducing vulnerabilities, and ensuring long-term sustainability.
10. **Sustainable Energy Management:**
  - **Introduction:** This course addresses energy efficiency, renewable energy sources, and sustainable energy practices across sectors.
  - **Benefits:** Participants learn to reduce energy consumption, lower carbon footprint, and contribute to a greener future.
11. **Water Resource Management:**
  - **Introduction:** This course covers responsible water use, conservation, and management of water resources to ensure sustainability.
  - **Benefits:** Participants gain knowledge to manage water efficiently, reducing waste and ensuring water availability for the future.
12. **Biodiversity Conservation and Habitat Management:**
  - **Introduction:** This course emphasizes preserving biodiversity, protecting habitats, and supporting ecosystem health.
  - **Benefits:** Participants understand the importance of biodiversity for ecological balance and learn strategies for conservation.

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13. **Circular Economy and Waste Management:**
  - **Introduction:** This course focuses on circular economy principles, reducing waste generation, and promoting sustainable resource use.
  - **Benefits:** Participants learn to minimize waste, improve resource efficiency, and contribute to a more sustainable economy.
14. **ESG Reporting and Disclosure:**
  - **Introduction:** This course explores the significance of transparent ESG reporting and compliance with reporting frameworks.
  - **Benefits:** Participants gain skills to accurately communicate ESG performance, enhancing transparency and stakeholder trust.
15. **Ethical Business Practices and Governance:**
  - **Introduction:** This course covers ethical decision-making, responsible governance, and fostering an ethical organizational culture.
  - **Benefits:** Participants understand the importance of ethical practices, promoting trust and long-term sustainability.
16. **Social Impact Assessment and Community Development:**
  - **Introduction:** This course addresses the social impacts of projects, promoting community development, and enhancing positive outcomes.
  - **Benefits:** Participants learn to create social value, engage communities, and contribute positively to societal well-being.
17. **Sustainable Supply Chain Management:**
  - **Introduction:** This course explores sustainable sourcing, ethical supply chain practices, and responsible procurement.
  - **Benefits:** Participants learn strategies to ensure ethical sourcing, reduce supply chain risks, and promote sustainable business practices.
18. **ESG Investment and Finance:**
  - **Introduction:** This course examines the integration of ESG factors into investment decisions and sustainable financial practices.
  - **Benefits:** Participants understand ESG's impact on investments, promoting ethical and sustainable financial decision-making.
19. **Sustainability Leadership and Culture:**
  - **Introduction:** This course develops leadership skills to drive sustainability initiatives and foster a culture of sustainability.
  - **Benefits:** Participants learn to lead sustainable transformations, engage teams, and drive positive organizational change.

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20. **Green Building and Sustainable Infrastructure:**
  - **Introduction:** This course covers sustainable design, construction, and maintenance practices for buildings and infrastructure.
  - **Benefits:** Participants learn to create environmentally friendly structures, minimize resource consumption, and promote sustainability.
21. **Eco-friendly Practices in Oil and Gas Sector:**
  - **Introduction:** This course addresses environmental challenges in the oil and gas industry and strategies for sustainable practices.
  - **Benefits:** Participants understand the importance of environmental responsibility, minimizing impacts in the oil and gas sector.
22. **Carbon Management and Emissions Reduction:**
  - **Introduction:** This course focuses on measuring, managing, and reducing carbon emissions to mitigate climate change impacts.
  - **Benefits:** Participants learn carbon reduction strategies, contributing to a low-carbon future and sustainable operations.
23. **Sustainable Agriculture and Food Systems:**
  - **Introduction:** This course covers sustainable farming practices, responsible food production, and food security considerations.
  - **Benefits:** Participants learn to support food security, promote sustainable agricultural practices, and minimize environmental impacts.
24. **ESG Compliance and Regulatory Frameworks:**
  - **Introduction:** This course explores ESG regulations, compliance requirements, and the legal aspects of sustainability.
  - **Benefits:** Participants understand legal obligations, ensuring alignment with ESG regulations and contributing to responsible practices.
25. **Sustainability in Public Services:**
  - **Introduction:** This course applies sustainability principles to public sector operations, services, and policies for societal benefit.
  - **Benefits:** Participants learn to implement sustainable policies, contributing to public well-being and environmental stewardship.
26. **Effective Health Management in Private and Public Organisations:**
  - **Introduction:** This course focuses on essential principles of health management in both private and public sectors.
  - **Benefits:** Participants learn how to navigate health management challenges, optimize resources, and enhance the quality of healthcare services.

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27. **Industrial and Hospital Waste & Environmental Management:**
  - **Introduction:** This course covers waste management techniques in industrial and hospital settings, emphasizing environmental responsibility.
  - **Benefits:** Participants gain skills to manage waste safely, minimize environmental impact, and adhere to regulatory standards.
28. **Sustainable Development Goals (SDG) in Maternal & Child Mortality Rate in Nigeria (Challenges & Solutions):**
  - **Introduction:** This course addresses challenges related to maternal and child mortality in Nigeria in the context of Sustainable Development Goals.
  - **Benefits:** Participants understand the factors contributing to maternal and child mortality and explore potential solutions to achieve SDG targets.
29. **Performance Improvement Process Towards Health Quality Assurance:**
  - **Introduction:** This course focuses on strategies to enhance performance and quality assurance in healthcare settings.
  - **Benefits:** Participants learn techniques to identify areas for improvement, implement quality measures, and ensure patient satisfaction.
30. **e-Medical Record Management Skills:**
  - **Introduction:** This course explores electronic medical record systems and their efficient management.
  - **Benefits:** Participants acquire skills to digitize and manage medical records, leading to improved data accuracy, accessibility, and patient care.
31. **Environmental Pollution, Flood & Solid Waste Management:**
  - **Introduction:** This course addresses environmental pollution, flood mitigation, and solid waste management strategies.
  - **Benefits:** Participants learn to mitigate pollution risks, manage flood situations, and implement waste management practices that protect public health.
32. **Computerized Data Management for Medical Records:**
  - **Introduction:** This course focuses on using computerized systems to manage and organize medical records.
  - **Benefits:** Participants gain skills to efficiently input, retrieve, and secure medical data, enhancing the accuracy and accessibility of patient information.
33. **Health, Safety & Environmental Risk Communications in Organizations:**
  - **Introduction:** This course covers effective communication strategies for health, safety, and environmental risk management.
  - **Benefits:** Participants learn to communicate risk information to stakeholders, promote safety awareness, and ensure compliance with regulations.

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34. **Building and Facilities Maintenance Management:**
  - **Introduction:** This course addresses the management of building and facilities maintenance in healthcare settings.
  - **Benefits:** Participants learn maintenance planning, resource allocation, and strategies to ensure safe and functional healthcare facilities.
35. **Health and Safety Scheme Planning & Management in the 21st Century:**
  - **Introduction:** This course explores health and safety planning and management approaches suitable for the modern era.
  - **Benefits:** Participants understand contemporary health and safety challenges, regulations, and strategies for effective implementation.
36. **Highway Accident and Emergency Management - International Best Practice:**
  - **Introduction:** This course focuses on best practices for managing accidents and emergencies on highways.
  - **Benefits:** Participants learn effective response strategies, coordination techniques, and measures to minimize accident-related risks.
37. **Hospital Management & Administration:**
  - **Introduction:** This course covers the principles of hospital management and administration.
  - **Benefits:** Participants gain skills in managing hospital operations, resources, and teams, ensuring efficient and effective healthcare delivery.
38. **Hospital Supplies & Stores Management:**
  - **Introduction:** This course addresses the efficient management of supplies and inventory in healthcare facilities.
  - **Benefits:** Participants learn inventory control, procurement strategies, and effective management of medical supplies, ensuring availability and cost-effectiveness.
39. **Improving the Quality of Health Service:**
  - **Introduction:** This course focuses on strategies to enhance the quality of healthcare services provided.
  - **Benefits:** Participants learn methods to assess and improve patient care, safety, and overall service quality.
40. **Leadership in the Implementation & Management of Community and Health Care Management:**
  - **Introduction:** This course covers leadership strategies for managing community and healthcare programs effectively.
  - **Benefits:** Participants acquire leadership skills to guide community health initiatives, promote collaboration, and ensure successful implementation.

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41. **NEBOSH International General Certificate in Occupational Health & Safety:** for group not less than 5<sup>@</sup> **N550,000.00** per participant – 4 weeks or 100hrs (50hrs online +50hrs physical)
- **Introduction:** This course provides a comprehensive understanding of occupational health and safety principles.
  - **Benefits:** Participants gain an internationally recognized certification, enhancing their skills in ensuring workplace health and safety.

## HEALTH, SAFETY & ENVIROMENTAL MANAGEMENT

LOCATIONS in NIGERIA	Dates of Programmes		
ABUJA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
LAGOS	Feb.05–9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
KADUNA	Jan. 15 – 19; March 11-15; May 13-17; July 08-12; Sept. 09-13; Nov. 11-15.		
CALABAR	March 18-22; May 20-24; July 15-19; Sept. 16-20; Nov. 18-22		
KEFFI-NASARAWA	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.		
OBUDU Cattle Ranch	Jan 22-26; Oct 21-25; Nov. 18-22; Dec. 16-20.		
KURU-JOS	Feb.12 – 16; April 15-19; June 03-07; Aug 05-09; Oct. 14-18; Dec. 16-20.		
ABEOKUTA	Feb.05–9; April 15-19; June 03-07; Aug 05-09; Oct. 07-11; Dec. 02-06.		
ENUGU	Feb.19 – 23; April 22-26; June 24-28; Aug 19-23; Oct. 21-25; Dec. 02-06.		
IBADAN	Jan.08 – 12; March 04-8; May 06-10; July 01-05; Sept. 02-06; Nov. 04-8.	1 Wk.	2 Weeks
PORT HARCOURT	Feb.26 – Mar.01; April 15-19; June 24-28; Aug 19-23; Oct. 21-25; Dec. 09-13.	Course fee	Course fee
		NIGERIA	N380,000
		INTERNATIONAL	Request
		VAT is inclusive	

*The course fees cover Workshop materials, Literature, Logistics, Executive bag, Hall, Tea/Coffee, Lunch, Photographs, Souvenir and Certificate. Payment may be made in Cash, Bank Draft or Transfer in favour of Conference for Africa Studies Ltd as detailed on page 26.*

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## 2024 – CFA Studies Global Training Brochure

Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

# METHODS OF PAYMENTS

## NAIRA ACCOUNT

### PAYMENT ACCOUNT DETAILS

BANK : STANDARD CHARTERED BANK  
ACCOUNT NAME: CONFERENCE FOR AFRICA STUDIES LTD  
ACCOUNT NO. : 0000382780

## US DOLLAR ACCOUNT

### *PAYMENT ACCOUNT DETAILS:*

Standard Chartered Bank Plc

- Beneficiary account no: 0000382797
- Beneficiary account name: Conference for Africa Studies Ltd

Purpose of Payment:

- Course fee

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& Operations



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Management

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& Evaluation, Risk Management

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Turkey | Seychelles | Mauritius |