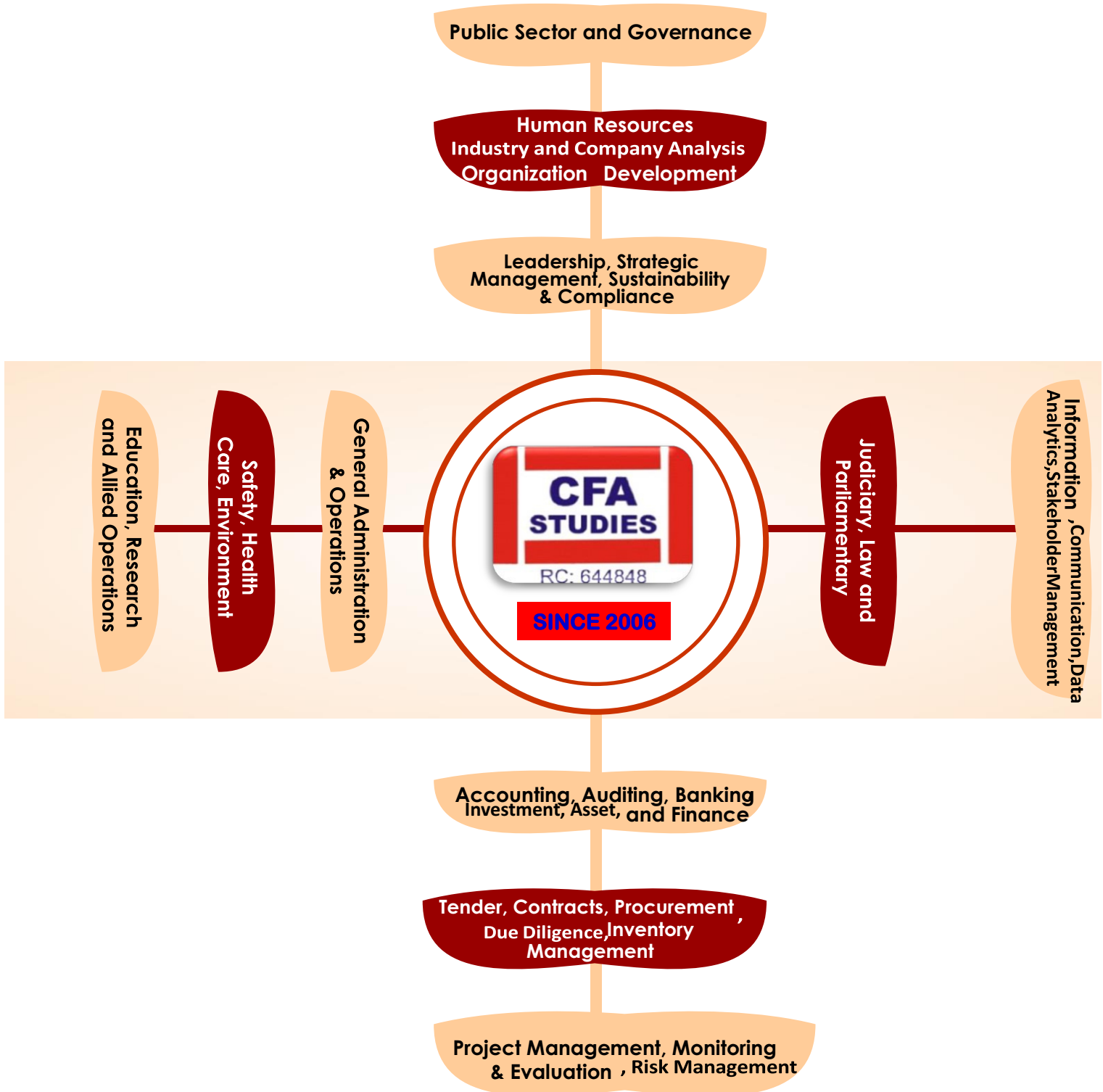


# 2023 CFA STUDIES

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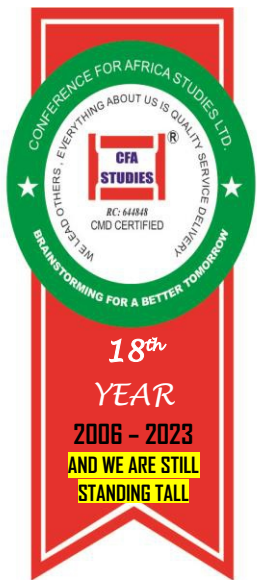
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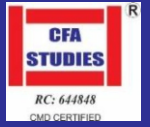
At **CFA Studies**, we continuously update the content of our curriculum to respond to the dynamic environment and the needs of our clients. We maintain dialogue with participants, carefully select our faculty and monitor clients’ feedback. Our control process is exquisitely designed to allow for operational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

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# GOALS



## OUR MANTRA

- ❖ Innovation
- ❖ Quality
- ❖ 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 OBJECTIVES

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, innovation & integrity.

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Innovation Quality Professionalism Integrity Excellence-(IQPIE)

RC 644848



CORPORATE AFFAIRS COMMISSION  
FEDERAL REPUBLIC OF NIGERIA

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*I hereby certify that*

**CONFERENCE FOR AFRICA STUDIES LTD**

*is this day incorporated under the COMPANIES AND ALLIED MATTERS  
ACT 1990 and that the Company is Limited By Shares.*

*Given under my hand at Abuja this Sixth day of February, 2006*



A handwritten signature in brown ink, appearing to read "A. Almustapha".

A. ALMUSTAPHA  
Registrar - General

053505

Optima - 81448 - 2/03 - P2426



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*Certificate of Accreditation*

*By the Authority of the*

**NIGERIAN COUNCIL FOR  
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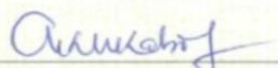
It is hereby certified that,

***Conference for Africa Studies Limited***

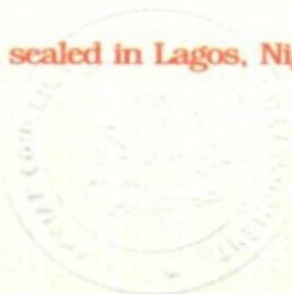
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a professional Training Institution/firm in  
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**ACCREDITED MANAGEMENT TRAINING INSTITUTION**

Signed and sealed in Lagos, Nigeria.



DIRECTOR-GENERAL



29.10.10

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*Outlines of courses are available at your request*

|       | <b>List of Our Faculty</b>   | <b>COURSES ON PAGE</b>              |
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| iii   | Leadership, Corporate Governance, Strategic Management & Sustainability      | 11-12                               |
| iv    | Accounting, Auditing, Banking, Finance, and Investment                       | 13-14                               |
| V     | Tender, Contracts, Procurement, and Inventory Management                     | 15-16                               |
| vi    | Project Management, Monitoring & Evaluation                                  | 17-18                               |
| vii   | Judiciary, Law, and Parliamentary  | 19-20                               |
| xiii  | Information & Communication  | 21                                  |
| ix    | Safety, Health Care, Environment and E-War (Organized Physical Fitness walk) | 22-23                               |
| X     | General Administration & Operations  | 24-25                               |
| xii   | Tourism, Hotel, and Hospitality  | In view                             |
| xii   | Sales and Marketing  | In view                             |
| xiii  | Education, Research, and Allied Operations                                   | In view                             |
| xiv   | <b><i>International Conferences, Workshop &amp; Seminars</i></b>             | <b>Request for Foreign Brochure</b> |
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### PUBLIC SECTOR REFORM

1. Managing legal and Non-Legal Information Assets; Effective Records Management
2. Public Private Partnership; Policy Issues, Options and Success Factors, an Overview
3. Public-Private Partnership Technical Issues; Practitioner Workshop
4. Community Driven Development; Building Effective Local Government Services
5. Improving Public Service Delivery
6. Transformational Change in MDAs and High Value for Organizational Success
7. Workshop on Plan & Budget Management at State & Local Government Admin Level
8. Public Administration and Management
9. Interpretation and Application of IPSAS
10. Human Capital Management in the Public Sector
11. Legal Issues in Local Government Administration
12. Due Process and Policy Guidelines for Procurement & Award of Contracts in Nigeria
13. Work Ethics, Attitudes & Productivity Enhancement Program for Public Sector Officers
14. International Public Sector Accounting Standard (IPSAS) for Managers, Directors, and Stakeholders
15. Public Sector Financial Regulations Provisions, Implementation and Challenges
16. Labour Laws and Industrial Relations Practice in Nigeria
17. The Disciplinary Process in the Public Sector
18. Fraud Detection and Investigation for Government Auditors
19. Public Sector Management, Governance and Fiscal Sustainability Techniques
20. International Public Sector Accounting Standards (IPSAS) Fundamentals – Accrual Basis
21. Advanced Strategic Public Sector management
22. Improving Public Sector Performance in the 21<sup>st</sup> Century
23. Public Sector Audit Concepts and Techniques
24. Current Issues in Public Sector Treasury Management in Nigeria
25. Public Sector Budgeting; Preparations, Implementation & Controls
26. Intensive International Public Sector Accounting Standards (IPSAS) Training
27. Public Sector Leadership and Management
28. Internal Control Guidelines for Public Sector Auditors
29. Introduction to Public Procurement and Supply Chain Management



|   |
|---|
| 30. Code Of Conduct for Public Officers; Provisions, Implementation, Execution and Challenges |
| 31. The Procurement Act; Provisions, Implementation, Execution and Challenges                 |
| 32. The Procurement Act: Provisions, Implementation and Challenges                            |
| 33. Advanced Accrual-Based IPSAS  |
| 34. Advanced Financial Management in the Public Sector  |
| 35. Advanced Public Sector Strategy   |
| 36. Public Service Rules; Provision, Implementation and Challenges                            |
| 37. Public Sector and Policy Analysis   |
| 38. International Public Sector Accounting Standards (IPSAS) for Accountants and Auditors     |
| 39. Financial Crime Management in the Public Sector   |
| 40. Financial Management in the Public Sector   |

| <b>PUBLIC SECTOR REFORM</b> |  |                  |            |
|-----------------------------|--|------------------|------------|
| LOCATIONS in NIGERIA        | Dates of Programmes  |                  |            |
| ABUJA                       | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
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| KADUNA                      | Jan. 16 – 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                  |            |
| CALABAR                     | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
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| OBUDU Cattle Ranch          | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                  |            |
| KURU-JOS                    | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEOKUTA                    | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                       | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN                      | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT               | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|                             |  | NIGERIA          | N500,000   |
|                             |  | 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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*Outlines of courses are available at your request*

### **HUMAN RESOURCES & ORGANISATION DEVELOPMENT**

1. Transforming the Role of the Learning and Development Dept.
2. Trending Dispute Resolution and Negotiation Skills
3. Developing Effective Performance Management, Reward and
4. Retention Strategies
5. Workforce Planning and Resourcing
6. Planning and Developing Human Resource (HR) Capabilities
7. Implementing Talent Management and Succession Planning
8. Advanced Human Resources Management
9. Management of Pension Scheme: Strategic & International best practice
10. Human Resources Management for Education, Finance & Technical Senior Officers
11. Human Resources Management and Labour Relations Practices
12. Freedom of Information Act \; Its Challenges, Solutions and Management
13. Effective Training and Development Skills
14. Management and Assertive Skills Workshop for women Managers
15. Advanced Human Resource & Personnel Management Course
16. Advanced Role and skill of a valuable HR Assistant
17. Best Practice in Human Resource Administration.
18. Building Effective Public Relations.
19. Connecting Public Sector Goals to Quality Performance.
20. Continuing Professional Skill Development for Executive and Senior Secretaries
21. Creating first impressions that Last-A Professional image Course for Frontline Officers.
22. Effective Executive Clerical Operations & Efficient Workflow.
23. Effective Conduct & Productivity Service delivery for Middle-Level staff.
24. Effective Public Relations, Protocol, Communication & Report Writing Management Workshop.
25. Effective Work Ethics & Attitude change for Higher Performance.
26. Fatigue Risk management Systems.
27. Global Best Practices for Human Resource Management, Planning, and Administration
28. Industrial Relations: Management for Labour Union Leaders

|  |
|--|
| 29. Mastering the Art of Effective World Class Public Services: Issues, Techniques & Best Practices. |
| 30. Performance Improvement Course for Executive Officers of Public sector.                          |
| 31. Public Relations, Meeting, Events for Management: Protocol & Administrative Secretary            |
| 32. Personnel Effectiveness & Dynamic Skills Development for office Administration & Management.     |
| 33. Team Building Techniques and Leadership Skills for Higher Productivity.                          |
| 34. Strategic Human Resource Management & Development Programme.                                     |
| 35. The Art of Human Resource Management Creating & Developing & Effective Personnel function.       |
| 36. Women's Capacity Building Programme for Effective Management & Leadership.                       |
| 37. Protocol & Public Relation Planning Workshop.  |
| 38. Strategic Outsourcing for HR: Creating Value from HR Outsourcing Relationships.                  |
| 39. Performance management & Balance Scorecard   |
| 40. General Management Programme: Enhancing Managerial Acumen for Managers & Executives.             |
| 41. Policy Analysis & Strategic Planning for Management Staff.                                       |

## HUMAN RESOURCES & ORGANIZATION DEVELOPMENT

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
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| ABEOKUTA             | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
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|                      |  | NIGERIA          | N500,000   |
|                      |  | INTERNATIONAL    | Request    |
|                      |  | VAT is inclusive |            |

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*Outlines of courses are available at your request*

| <b>LEADERSHIP, CORPORATE GOVERNANCE, STRATEGIC MANAGEMENT, &amp; SUSTAINABILITY</b>   |
|---|
| 1. Public Service and Leadership  |
| 2. Essentials of Leadership and Team Building for Managerial Success  |
| 3. Strategic Thinking for Top Executives and Directors  |
| 4. Strategic Formulation and Implementation-Translating Strategy to result  |
| 5. Leadership and Management of Organizational Change   |
| 6. Strategic Planning Skills  |
| 7. Managing Successfully: Insights and Secrets of the Best Managers   |
| 8. Moving from Management to Leadership   |
| 9. Conflict Management and Resolution Workshop  |
| 10. Leadership and Innovation Monitoring Skills Development -How to Improve Performance and Foster Growth                   |
| 11. Advanced Management Programme: for Board/council Members & Top Managers.  |
| 12. Advanced Leadership Development Programme.  |
| 13. Building Coaching and Mentoring Capacity & change.  |
| 14. Driving Strategic HR Agenda in an Organizational Design   |
| 15. Due Process Workshop (Executives).  |
| 16. Inspirational Leadership for Good Corporate Governance in Public Sector.  |
| 17. Leadership Training and Development Programme for Managers & Executives   |
| 18. Leadership skill: Building Success Through Teamwork.  |
| 19. Leadership Skills for Senior Women Executives   |
| 20. Leadership Retreat on Change Management, Entrepreneurial Skills Development, and Corporate Governance.                  |
| 21. Management Competence Development Programme: Exploring Modern Management Skills for Middle-Level Managers & Executives. |
| 22. Managing today's Technical Professionals  |
| 23. Organizational Transformation and Change Management.  |
| 24. Reputation and Brand Management   |
| 25. Total Quality Management for Directors  |
| 26. Improving Productivity and Performance  |

|   |
|---|
| 27. Corporate Governance & Business Sustainability Management   |
| 28. Supervisory Skills Development Area Managers/Supervisors & Field Officers.                                |
| 29. Team building Strategic Planning and Leadership.  |
| 30. Strategic Thinking & Strategic Direction for Change.  |
| 31. The Company Director's Role, Responsibilities and Liabilities (Executives).                               |
| 32. Strategic Management Skills Seminar for Senior Admin Assistant, Senior Secretaries & Personal Assistants. |
| 33. Managing People through Change: Attitudes and Behaviours  |
| 34. Ethics, Integrity, Professionalism and Corruption Prevention in a work place                              |
| 35. Effective Corporate Governance  |
| 36. Combating Cybercrime: An Executive workshop   |
| 37. Government and Corporate Security Management  |
| 38. Investigating Fraud and Corruption: International Best Practice   |
| 39. Internal Audit: Discovering the latest talent cyber & cloud fraud   |
| 40. Corporate Governance & Ethical Management Practice.   |
| 41. Strategic Planning & Leadership Retreat for Accountants & Auditors.                                       |
| 42. Performance Management & the Balanced Scorecard.  |
| 43. Transformational Leadership, Inspiring & Leading people & Team through Change                             |
| 44. Strategic Management Course: Enhancing Strategic Thinking for Directors & Senior Managers.                |

## LEADERSHIP, CORPORATE GOVERNANCE, STRATEGIC MANAGEMENT, & SUSTAINABILITY

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
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| KURU-JOS             | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
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|                      |  | NIGERIA          | N500,000   |
|                      |  | 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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*Outlines of courses are available at your request*

| <b>ACCOUNTING, AUDITING, BANKING, FINANCE &amp; INVESTMENT</b> |   |
|--|---|
| 1.   | A Modern Approach to Procurement: A Strategic Perspective   |
| 2.   | Risk Assessment & Management, Business Performance, Corporate Governance, and Financial Reporting |
| 3.   | Financial Analysis, Risk Management & Corporate Governance  |
| 4.   | Effective Tendering, Award of Contract, and Managing your Provider                                |
| 5.   | Procurement Audit: International Best Practices   |
| 6.   | Advanced Financial Management Practices   |
| 7.   | Public Financial Management: An International Perspective   |
| 8.   | Computerised Financial Accounting Workshop  |
| 9.   | Financial Risk Management in Banking and Other Financial Institutions                             |
| 10.  | Fraud Prevention and Dynamics of Debt Collection  |
| 11.  | Credit Management and Administration Skills   |
| 12.  | Investment Performance, Evaluation, and Management  |
| 13.  | Financial Policy Making and Analysis  |
| 14.  | Financial Analysis, Planning, and Control   |
| 15.  | Industry, Company, and Public Finance Analysis  |
| 16.  | Mortgage Credit Analysis and Risk Management  |
| 17.  | Essential Skills for Managing Today's Mortgage Institutions                                       |
| 18.  | Asset Integrity Management for Specific Industry  |
| 19.  | Asset Management & ISO 55000 Series   |
| 20.  | Public Accounting, Auditing, and Internal Control   |
| 21.  | Forensic Auditing and Accounting: Guidelines for Financial Professionals                          |
| 22.  | Structured Approach for Advanced Internal Auditing  |
| 23.  | Payroll Management: Costs and Control   |
| 24.  | Advanced Treasury Management Strategy   |
| 25.  | Due Diligence Management  |
| 26.  | Accounting, Decision-Making & Financial Communication   |
| 27.  | Financial Modelling & Valuation   |

## ACCOUNTING, AUDITING, BANKING & FINANCE

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| LAGOS                | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| KADUNA               | Jan. 16 – 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                  |            |
| CALABAR              | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
| KEFFI-NASARAWA       | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| OBUDU Cattle Ranch   | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                  |            |
| KURU-JOS             | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEDKUTA             | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN               | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT        | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|                      |  | NIGERIA          | N500,000   |
|                      |  | 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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## 2023 – CFA Studies Training Brochure Across Nigeria

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

*Outlines of courses are available at your request*

| <b>TENDER, CONTRACT, PROCUREMENT, STORE &amp; INVENTORY MANAGEMENT</b>              |
|---|
| 1. A Practical Approach to Proactive Procurement in the Public Sector Organisations |
| 2. International and Emerging Best Practices in Procurement and Contract Management |
| 3. Contract Management Skills   |
| 4. The Strategic Approach to Procurement  |
| 5. Management and Control of Stocks/Stores and Materials Handling                   |
| 6. Store Organisation and Materials Management                                      |
| 7. Procurement Audit  |
| 8. Fundamentals of Purchasing for the New Procurement/Buyer Officer.                |
| 9. Implementation of the Public Procurement Act.                                    |
| 10. Performance Improvement for Purchasing & store Executives                       |
| 11. Risk Management in Procurement.   |
| 12. Understanding Procurement Act: Challenges & Solutions.                          |



## TENDER, CONTRACT, PROCUREMENT, STORE & INVENTORY MANAGEMENT

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| LAGOS                | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| KADUNA               | Jan. 16 – 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                  |            |
| CALABAR              | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
| KEFFI-NASARAWA       | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
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| KURU-JOS             | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEDKUTA             | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN               | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT        | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|                      |  | NIGERIA          | N500,000   |
|                      |  | INTERNATIONAL    | Request    |
|                      |  | VAT is inclusive |            |

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*Outlines of courses are available at your request*

| <b>PROJECT MANAGEMENT, MONITORING, EVALUATION &amp; POLICIES</b>                            |
|---|
| 1. Project and Programme Management   |
| 2. The Complete Policy-Maker  |
| 3. Developing Effective Policy: Analysis and Use of Evidence                                |
| 4. Developing Strategic Skills for Organisational Improvement                               |
| 5. Impact Assessment and Evaluation   |
| 6. Gender Mainstreaming and Analysis  |
| 7. The Balanced Scorecard: A Tool for Benchmarking the Organisation                         |
| 8. Project Risk Management  |
| 9. Mainstreaming Gender Concerns in Development Planning & Project Management Communication |
| 10. Project Management Workshop for Public Officers   |
| 11. Project Performance Management & the Balance scorecard.                                 |
| 12. Project Financial Management and Cost Control.  |
| 13. Advanced Project Management.  |
| 14. Project Budgeting and Estimating taking: Control of Your Project                        |
| 15. Project Management: Skills for Success.   |
| 16. Project Management in Cooperative Organisations   |
| 17. Project Scheduling: Controlling the Project Timeline.                                   |
| 18. Workshop on Recovering Troubled Projects.   |
| 19. Project fund disbursement and Cost Control  |
| 20. Material Management and Corporate Strategies Planning.                                  |

## PROJECT MANAGEMENT, MONITORING & EVALUATION

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| LAGOS                | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| KADUNA               | Jan. 16 – 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                  |            |
| CALABAR              | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
| KEFFI-NASARAWA       | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| OBUDU Cattle Ranch   | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                  |            |
| KURU-JOS             | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEDKUTA             | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN               | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT        | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|                      |  | NIGERIA          | N500,000   |
|                      |  | INTERNATIONAL    | Request    |
|                      |  | VAT is inclusive |            |

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*Outlines of courses are available at your request*

| <b>JUDICIARY, LAW &amp; PARLIAMENTARY MANAGEMENT</b> |   |
|--|---|
| 1.   | Judicial Ethics: International Best Practices   |
| 2.   | Parliamentary Administration: Benchmarking against Advanced   |
| 3.   | Parliaments   |
| 4.   | Translating Policy into Legislation   |
| 5.   | Managing Government and Diplomatic Protocol: Etiquette,   |
| 6.   | Procedures and Logistics  |
| 7.   | Community Safety and Community Policing   |
| 8.   | Young People in the Justice System  |
| 9.   | Managing Legal & non-legal Information Assets: Effective Records Management for Lawyers                             |
| 10.  | Judicial Records Management Skills  |
| 11.  | Policy Development and Management Skills for Legal Officers   |
| 12.  | Professional Ethics, Values & Effective Administration/Governance Workshop  |
| 13.  | Court Management and Judicial Administration  |
| 14.  | Freedom of Information Act: Its Challenges, Solutions and Management  |
| 15.  | Effective Management of Legal Services  |
| 16.  | Trends & Approaches in Efficient Parliamentary Administration & Oversight Functions in the 21 <sup>st</sup> Century |
| 17.  | Link Analysis, Counterterrorism and Security management   |
| 18.  | Advanced & Effective Document Tracking, Records/Registry and Archiving Management Course for Judiciary              |

## JUDICIARY, LAW & PARLIAMENTARY MANAGEMENT

| LOCATIONS in NIGERIA      | Dates of Programmes  |                      |                 |
|---------------------------|--|----------------------|-----------------|
| <b>ABUJA</b>              | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                      |                 |
| <b>LAGOS</b>              | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                      |                 |
| <b>KADUNA</b>             | Jan. 16 – 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                      |                 |
| <b>CALABAR</b>            | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                      |                 |
| <b>KEFFI-NASARAWA</b>     | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                      |                 |
| <b>OBUDU Cattle Ranch</b> | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                      |                 |
| <b>KURU-JOS</b>           | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                      |                 |
| <b>ABEDKUTA</b>           | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                      |                 |
| <b>ENUGU</b>              | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                      |                 |
| <b>IBADAN</b>             | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.                | 2 Weeks         |
| <b>PORT HARCOURT</b>      | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee           | Course fee      |
|                           |  | <b>NIGERIA</b>       | <b>N500,000</b> |
|                           |  | <b>INTERNATIONAL</b> | 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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Abuja Abeokuta Calabar Enugu Ibadan Jos Kaduna Lagos Nasarawa Obudu Cattle Ranch Port Harcourt

Outlines of courses are available at your request

| <b>INFORMATION &amp; COMMUNICATION</b>                          |  |
|---|--|
| 1. Public Relations and Working with the Media                  |  |
| 2. Citizen Engagement and Strategic Communication               |  |
| 3. Masters in Internal Communication Management                 |  |
| 4. Advanced Speech/Report Writing Skills Development.           |  |
| 5. Data Analytics course  |  |
| 6. Data Management, Manipulation & Analysis Using Excel         |  |
| 7. Communicating With Diplomacy, Discretion, and Influence.     |  |
| 8. Effective Communication & Human Relations workshop.          |  |
| 9. Communication and Stakeholder Management                     |  |
| 10. Effective Communication skills and Management for Managers. |  |

| <b>INFORMATION &amp; COMMUNICATION</b> |  |                  |            |
|--|--|------------------|------------|
| LOCATIONS in NIGERIA                   | Dates of Programmes  |                  |            |
| ABUJA                                  | Jan.09 - 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| LAGOS                                  | Feb.06 - 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| KADUNA                                 | Jan. 16 - 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                  |            |
| CALABAR                                | Jan.23 - 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
| KEFFI-NASARAWA                         | Jan.09 - 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| OBUDU Cattle Ranch                     | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                  |            |
| KURU-JOS                               | Feb.13 - 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEOKUTA                               | Feb.06 - 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                                  | Feb.20 - 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN                                 | Jan.09 - 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT                          | Feb.20 - 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|  |  | NIGERIA          | N500,000   |
|  |  | INTERNATIONAL    | Request    |
|  |  | VAT is inclusive |            |

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| <b>HEALTH, SAFETY &amp; ENVIROMENTAL MANAGEMENT</b> |  |
|---|--|
| 1.  | Effective Health Management in Private and Public Organisations  |
| 2.  | Industrial and Hospital Waste & Environmental Management   |
| 3.  | Millennium Development Goals (MDG) in Maternal & Child Mortality Rate in Nigeria (Challenges & Solutions)  |
| 4.  | Performance Improvement Process Towards Health Quality Assurance   |
| 5.  | e-Medical Record Management Skills   |
| 6.  | Environmental Pollution, Flood & Solid Waste Management.   |
| 7.  | Computerized Data Management for Medical records.  |
| 8.  | Health, Safety & Environmental Risk Communications in  |
| 9.  | Organizations.   |
| 10.   | Building and Facilities Maintenance Management.  |
| 11.   | Health and Safety Scheme Planning & Management in the  |
| 12.   | 21st Century.  |
| 13.   | Highway Accident and Emergency Management. – International Best Practice   |
| 14.   | Hospital Management & Administration.  |
| 15.   | Hospital Supplies & Stores Management.   |
| 16.   | Improving the Quality of Health Service.   |
| 17.   | Leadership in the Implementation & Management  |
| 18.   | of Community and Health Care Management  |
| 19.   | <b>NEBOSH</b> International General Certificate in Occupational Health & Safety - for group not less than 5 @ N450,000.00 per participant – 4 weeks or 100hrs (50hrs online +50hrs physical) |

## HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| LAGOS                | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
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| CALABAR              | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
| KEFFI-NASARAWA       | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| OBUDU Cattle Ranch   | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                  |            |
| KURU-JOS             | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEDKUTA             | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN               | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT        | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|                      |  | NIGERIA          | N500,000   |
|                      |  | INTERNATIONAL    | Request    |
|                      |  | VAT is inclusive |            |

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*Outlines of courses are available at your request*

### GENERAL ADMINISTRATIVE, PROFESSIONAL & MANAGEMENT SUPPORT / SECRETARIAT EFFICIENCY

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

|   |
|---|
| 28. Entrepreneurship Development Workshop for Retiring officers.        |
| 29. General Management Skills Programme for Senior Government Officers. |
| 30. Management Workshop for heads of Libraries/documentation.           |
| 31. Management workshop for Cooperative and Agro-Allied Venture.        |
| 32. Managing for Result: Driving to Driver Result.                      |

## GENERAL ADMINISTRATIVE, PROFESSIONAL & MANAGEMENT SUPPORT / SECRETARIAT EFFICIENCY

| LOCATIONS in NIGERIA | Dates of Programmes  |                  |            |
|----------------------|--|------------------|------------|
| ABUJA                | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| LAGOS                | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| KADUNA               | Jan. 16 – 20; March 13-17; May 15-19; July 10-14; Sept. 11-15; Nov. 13-17. |                  |            |
| CALABAR              | Jan.23 – 28; March 20-24; May 22-26; July 17-21; Sept. 18-22; Nov. 20-24   |                  |            |
| KEFFI-NASARAWA       | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  |                  |            |
| ORUO Cattle Ranch    | Jan 23-28; Oct 16-20; Nov. 20-24; Dec. 18-22.                              |                  |            |
| KURU-JOS             | Feb.13 – 17; April 10-14; June 13-16; Aug 07-11; Oct. 09-13; Dec. 11-15.   |                  |            |
| ABEOKUTA             | Feb.06 – 10; April 03-07; June 05-09; Aug 01-04; Oct. 02-06; Dec. 04-08.   |                  |            |
| ENUGU                | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   |                  |            |
| IBADAN               | Jan.09 – 13; March 06-10; May 08-12; July 03-07; Sept. 04-08; Nov. 06-10.  | 1 Wk.            | 2 Weeks    |
| PORT HARCOURT        | Feb.20 – 24; April 17-21; June 19-23; Aug 14-18; Oct. 16-21; Dec. 18-22.   | Course fee       | Course fee |
|                      |  | NIGERIA          | N500,000   |
|                      |  | 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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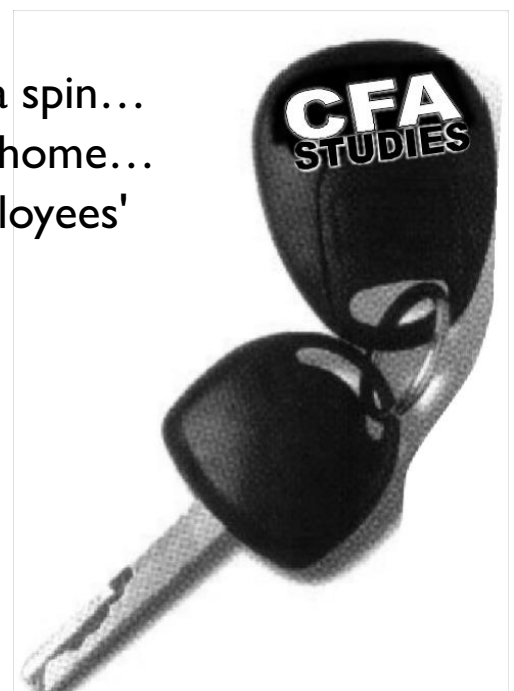


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## 2023 – CFA Studies Training Brochure Across Nigeria

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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Singapore\* UK\* Turkey\*




# Our Satisfied Clients

| S/N | ORGANIZATIONS   | WORKSHOP VENUE        |
|-----|---|-----------------------|
| 1   | Central Bank of Nigeria (CBN)                             | Kaduna                |
|     | Central Bank of Nigeria (CBN)                             | Dubai-UAE             |
|     | Central Bank of Nigeria (CBN)                             | Accra-Ghana           |
|     |   |                       |
| 2   | Lagos State Judiciary                                     | London-UK             |
|     | Lagos State Judiciary                                     | Abuja                 |
|     |   |                       |
| 3   | Lagos State Development Property Corporation              | Dubai-UAE             |
|     | Lagos State Development Property Corporation              | London-UK             |
|     |   |                       |
| 4   | Lagos State Public Procurement Agency                     | Badagry               |
|     |   |                       |
| 5   | Nigeria Railway Corporation                               | Accra-Ghana           |
|     |   |                       |
| 6   | World Bank Project – Cross River State                    | Calabar               |
| 7   | Nigeria Information Technology Development Agency (NITDA) | Lagos                 |
|     | Nigeria Information Technology Development Agency (NITDA) | Dubai-UAE             |
|     | Nigeria Information Technology Development Agency (NITDA) | Pretoria-South Africa |
| 8   | Securities & Exchange Commission                          | Kaduna                |
|     | Securities & Exchange Commission                          | Lagos                 |
|     | Securities & Exchange Commission                          | Dubai-UAE             |
|     | Securities & Exchange Commission                          | Calabar               |
| 9   | Nigeria Port Authority                                    | Dubai-UAE             |
|     | Nigeria Port Authority                                    | Lagos                 |
|     | Nigeria Port Authority                                    | J'Bourg-South Africa  |
| 10  | National Judicial Institute                               | Kaduna                |
|     | National Judicial Institute                               | Dubai-UAE             |
| 11  | 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           |
| 12  | Federal Mortgage Bank of Nigeria                          | Kaduna                |
|     | Federal Mortgage Bank of Nigeria                          | Dubai-UAE             |
|     | Federal Mortgage Bank of Nigeria                          | Abuja                 |
| 13  | ECOWAS Commission   | Accra-Ghana           |
| 14  | 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                 |
|     |   |                       |
| 15  | FCTA - High Court   | Accra-Ghana           |
|     | FCTA - High Court   | Kaduna                |
|     |   |                       |
| 16  | Federal Ministry of Interior                              | Kaduna                |
|     |   |                       |
| 17  | Nigeria Deposit Insurance Corporation                     | Kaduna                |
|     |   |                       |
| 18  | FCT - Area Council Service Commission                     | Dubai-UAE             |
|     | FCT - Area Council Service Commission                     | Abuja                 |

|    |   |                |
|----|---|----------------|
| 19 | Federal Ministry of Information & Communication               | Kaduna         |
| 20 | Federal Ministry of Culture & Tourism                         | Kaduna         |
| 21 | National Salaries, Incomes & Wages Commission                 | Lagos          |
| 22 | National Commission for Colleges of Education                 | Lagos          |
|    | National Commission for Colleges of Education                 | Abuja          |
| 23 | Customary Court of Appeal                                     | Kaduna         |
| 24 | National Health Insurance Scheme                              | Dubai-UAE      |
|    | National Health Insurance Scheme                              | Kaduna         |
|    | National Health Insurance Scheme                              | Lagos          |
|    | National Health Insurance Scheme                              | Accra-Ghana    |
| 25 | National Boundary Commission                                  | Dubai-UAE      |
|    | National Boundary Commission                                  | Accra-Ghana    |
|    | National Boundary Commission                                  | Kaduna         |
| 26 | Katsina State Government                                      | Lagos          |
| 27 | Cross River State Government                                  | Calabar        |
| 28 | Oyo State Government  | Abuja          |
|    | Oyo State Government  | Lagos          |
|    | Oyo State Government  | Accra-Ghana    |
| 29 | Abuja Geographical Information System                         | Florida-USA    |
|    | Abuja Geographical Information System                         | Dubai-UAE      |
|    | Abuja Geographical Information System                         | Lagos          |
| 30 | Investment & Security Tribunal                                | Kaduna         |
|    | Investment & Security Tribunal                                | Lagos          |
|    | Investment & Security Tribunal                                | London-UK      |
| 31 | Kaduna State Government                                       | Abuja          |
| 32 | 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    |
| 33 | National Commission for Refugees                              | Kaduna         |
|    | Bureau of Public Enterprises                                  | Nasarawa State |
| 34 | National Planning Commission                                  | Lagos          |
| 35 | National Agency for Control of Aids (NACA)                    | Kaduna         |
|    | National Agency for Control of Aids (NACA)                    | Lagos          |
| 36 | Corporate Information Network, Ile-Ife                        | Lagos          |
| 37 | Africa Regional Centre for Space, Science & Tech Education    | Lagos          |




|    |   |  |  |
|----|---|--|--|
| 38 | Abuja Metropolitan Management Council (AMMC)                                      | Lagos  |  |
|    | Abuja Metropolitan Management Council (AMMC)                                      | Dubai-UAE  |  |
|    | Abuja Metropolitan Management Council (AMMC)                                      | Kaduna   |  |
| 39 | National Gallery of Art   | Kaduna   |  |
| 40 | FCTA Social Development Secretariat   | Kaduna   |  |
|    | FCTA Social Development Secretariat   | Dubai-UAE  |  |
|    | FCTA Social Development Secretariat   | Abuja  |  |
| 41 | Christian Pilgrim Board   | Kaduna   |  |
|    | Christian Pilgrim Board   | Lagos  |  |
|    | Christian Pilgrim Board   | Dubai-UAE  |  |
| 42 | National Orientation Agency   | Kaduna   | <br><small>RC: 644848</small> |
|    | National Orientation Agency   | Lagos  |  |
| 43 | Universal Basic Education Board   | Kaduna   |  |
| 44 | Corporate Affairs Commission  | Lagos  |  |
| 45 | Post Graduate College Of Medicine   | Lagos  |  |
| 46 | Petroleum Equalisation Fund   | Lagos  |  |
| 47 | FCTA Water Board  | Kaduna   |  |
|    | FCTA Water Board  | Lagos  |  |
| 48 | Facilitated Retreats and Conferences for various organisations at those locations | Obudu Cattle Ranch,<br>Port Harcourt, Jos,<br>Ibadan & Akure |  |
| 49 | FCTA – Secondary Education Board  | Dubai-UAE  |  |
|    | FCTA – Pension Commission   | Lagos  |  |
| 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  |  |
| 52 | FCTA – Archive & History Bureau   | Dubai-UAE  |  |
| 53 | FCTA – Treasury   | Kaduna   |  |
|    | FCTA – Treasury   | Accra-Ghana  |  |
|    | FCTA – Treasury   | Dubai-UAE  |  |
| 54 | FCTA – Hospital Management Board  | Lagos  |  |
| 55 | FCTA – Procurement  | Dubai-UAE  |  |
|    | FCTA – Procurement  | Lagos  |  |
|    | FCTA – Procurement  | Kaduna   |  |

|     |  |                |
|-----|--|----------------|
| 56  | FCTA – Scholarship Board                                       | Kaduna         |
| 57  | FCTA – Transportation Secretariat                              | Lagos          |
| 58  | FCTA – Agricultural Secretariat                                | Dubai-UAE      |
| 59  | Budget Office of Federal Ministry of Finance                   | Lagos          |
| 60  | Ministry of Niger Delta Affairs                                | Lagos          |
| 61  | Federal Ministry of Sport                                      | Kaduna         |
| 62  | Nigerian Union of Local Government Employee (NULGE)            | Gambia         |
|     | Nigerian Union of Local Government Employee (NULGE)            | India          |
| 63  | National Industrial Court                                      | Lagos          |
| 64a | Nigeria Metrological Agency (NIMET)                            | Lagos          |
| 64b | 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    |





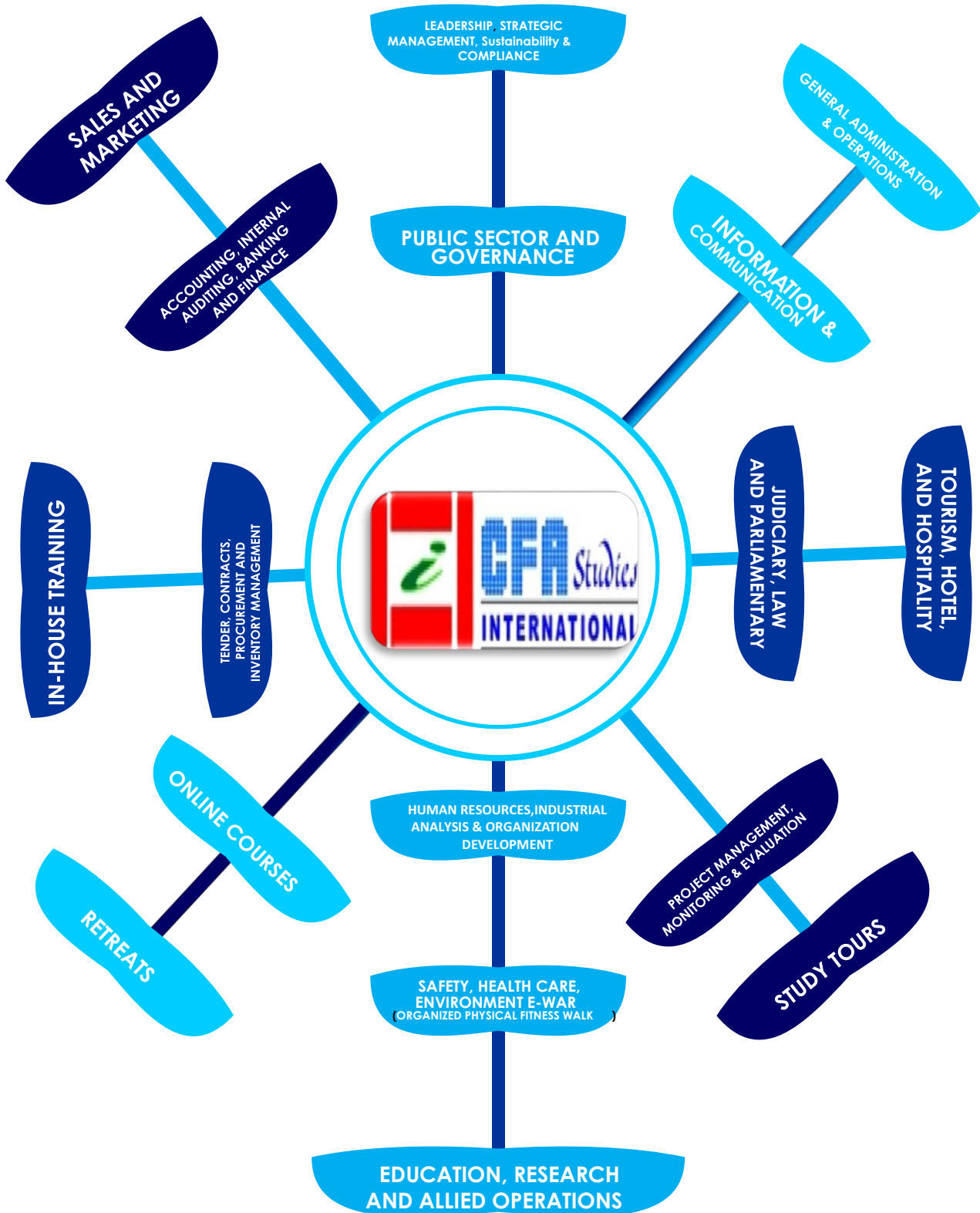
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|----|--|--|------------------|
|    | <b>Agricultural Value Chain Development Programme</b>        |  | <b>Malaysia</b>  |
| 84 | <b>National Primary Health Care Dev. Agency</b>              |  | Kaduna           |
| 85 | <b>Customary Court of Appeal</b>                             |  | Kaduna           |
| 86 | <b>National Judicial Council</b>                             |  | Lagos            |
| 87 | <b>Federal Character Commission</b>                          |  | <b>Singapore</b> |
| 88 | <b>FCT Hospital Management Board</b>                         |  | <b>DUBAI-UAE</b> |
|    | <b>FCT Hospital Management Board</b>                         |  | Abuja            |
| 89 | <b>FCT Primary Health Care Board</b>                         |  | Abuja            |
| 90 | <b>Institute of Chartered Accountant Of Nigeria – ICAN</b>   |  | Abuja            |
| 91 | <b>Federal Ministry of Transport</b>                         |  | Lagos            |
| 92 | <b>Revenue Mobilization Allocation and Fiscal Commission</b> |  | <b>DUBAI-UAE</b> |
| 93 | <b>Lagos State Ministry of Health</b>                        |  | <b>ABUJA</b>     |

2023

INTERNATIONAL TRAINING BROCHURE

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