



## ONLINE TRAINING



# 2021

## Online Training Calendar

Alpha Partners has introduced a collection of virtual learning courses and webinars designed to help professionals of different clusters advance their knowledge and skills through remote learning solution.

Our online training courses are designed and delivered by instructors who are competency experts with vast knowledge on the subject matter.

Browse our online courses and get the skills you need to advance your career.



Website:  
[www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)

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**7-10**

Finance &  
Accounting

**11-14**

Internal  
Auditing

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Procurement  
& Stores

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Human Resource  
& Admin

**21-22**

Management  
& Leadership

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Engineering  
& Technical

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Oil & Gas

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Legal

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Sales, Marketing  
Customer Service

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Entrepreneurship  
& Business

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Hotel &  
Hospitality

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Manufacturing

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Technology

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Secretaries  
& P.A's

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& Logistics

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Aviation  
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Communication

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Real Estate

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Insurance

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& Safety

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Healthcare

**CONTENT**

# BEST CATEGORIES — AWARDS —



**GLOBAL QUALITY  
Global Most Outstanding  
Quality Management  
Consultants 2018**



**ICAN Best Performing  
Training Consultant  
Award 2017**



**ICAN Best Performing  
Training Consultant  
Award 2016**



**CITN Tax Profession  
Recognition Award  
2002**



**ICAN Best Performing  
Training Consultant  
Award 2015**



**ICAN Best Performing  
Training Consultant  
Award 2010**



**ICAN Best Performing  
Training Consultant  
Award 2014**



**ICAN Best Performing  
Training Consultant  
Award 2009**



**NITAD Human  
Resource Development  
Merit Award 2000**



**ICAN Best  
Training Consultant  
Award 2008**



**ICAN Best Performing  
Training Consultant  
Award 2011**



# — CLIENTELE —



University of Ghana Business School



Office of Overseas Affairs & Investment  
[Lagos Global]  
LAGOS STATE | EST. 2015



LAPO Microfinance Bank  
...improving lives



GREEN ENERGY INTERNATIONAL LIMITED



Procter & Gamble



# Testimonials



**"The course covers significantly all areas I expected to be taught and I feel so fulfilled with what I have been taught".**

**Akanmu Ogunwale Musiliu  
R.C.C. Nig Ltd. Staff.**



**"I enjoyed the training as it was very interactive and mind opening".**

**Funmilayo O. Oloniyo  
Kwara State Internal  
Revenue Service.**



**"The training has been very relevant and the mode of transmission was very satisfactory".  
"The facilitator is very captivating and delivers the topic very effectively".**

**Ladepo Edward  
Pilgrims Africa Ltd.**



**"The training was well planned and presented. Objectives were met, and sufficient knowledge provided".**

**Jerry D. Ajavon  
Central Bank of Liberia**



**This is an experience I would love to go through again**

**Uzoh Chukwuma  
Chrome Group Ltd.**



**"Well packaged topical issues and field experiences as used during session were well articulated".**

**Harrison OvieEbuebu  
Continental Shipyard Ltd.**



**"I really commend the facilitators for the job well done. The training addresses the challenges I'm facing in my organization and I will make it to the next training".**

**Kpelai Mfehembra Grace  
GIZ Abuja**



**"The paper was delivered effectively by the facilitator with appropriate examples. The training was very enlightening. Training objectives and outcomes can be applied to improve my work efficiency".**

**Musa Ibrahim Lamuna  
Eunisell**



**"The course was well prepared and structured to meet my job performance. I will recommend this training for my colleagues".**

**SIA Val Davies  
Sierra Leone Commercial  
Bank Ltd**



**"The training has been quite insightful and relevant to the role I am currently handling in my organization".**

**Ajele Oluwadurotimi Dare  
FSDH Merchant Bank**



**"With what I have seen the training imparted on me, I will recommend this kind of training to my company to send more staff here".**

**Ekeamaye Godday. A.  
Honda Manufacturing Nig.**



**"Alpha Partners is worth every penny spent on the training. I will recommend them".**

**Olusola Ayeola  
Smile Communication**



**"I would like to express my deep satisfaction from the take back from the course. The consultant from Alpha Partners Training & Consulting is a guru in financial modeling using Excel".**

**Olayemi Daniel  
Sahara Group.**



**"It is an interactive class where I learnt more from both facilitators and other participants on work and live experiences".**

**Ugliu Anthony Adole  
Ringardas Nigeria Ltd**



**"I am so much impressed on how the entire Alpha Partners Staff handle the trainees with respect and professionalism".**

**Ahmad Ali  
Victims Support Fund**



**"Alpha Partners never cease to exceed my expectation. From organization, to Instructors, to the training materials. It is always World Class. Once you attended the first training course, you start looking for the second".**

**Gbolagade Kemi  
Bell Nigeria Staff**



# Testimonials



The Training has been very intensive, interactive & of top quality. It has broadened my knowledge & given me an edge to be able to carry on with my everyday activities to achieve set goals & targets.

Joseph Austin  
MANTRAC



"Personally, I believe this workshop is worth it. I have gained a lot as they affect my job performance. Bravo to the coordinators / facilitators"

Dickson Obanye  
Heerema Nigeria Ltd.



"The program is generally impressive, educative and illustrative with current practices and experience"

Arobani Raphael Olu  
Federal health centre, Oni



"The Alpha Partners team are very friendly, nice and accommodating and the class was very good"

Joseph Paul  
Radisson Blu Anchorage Hotel.



The workshop was very satisfactory.

Dr. Nelson O. Magbagbeola  
ECOWAS Parliament.



"The team of facilitators are well grounded in the field and I learnt a lot from them".

Olarewaju Philip O.  
Arik Air Ltd



"I enjoyed my training, the facilitator and the faculty team did well and I commend that they should continue the good job".

Torough Evelyn Mlumum  
Benue Investment & Property Company Ltd



"The training programme is well coordinated with seasoned facilitators and tasty refreshments for the participants".

Blessing Michael  
Income Electrix Ltd



"The organizers and the research person are highly experienced. The workshop has impacted more knowledge on me"

Kuje Samuel  
National Judicial Council,  
Abuja.



"Satisfactory, the venue and the environment are very conducive for learning"

Ogunremi Gabriel  
GZI, Ogun State.



"The workshop is relevant to my area of specialization at work and I have been adequately updated"

Musibau Elewide  
Cambridge Education Nig..



The facilitators are very wonderful, I pray that God will continue to be with them.

Ozum Chukwuma  
Ebonyi State University



"Thank you so much for educating me in continuous auditing and monitoring. I look forward on implementing the learning points".

Buwoza Grace  
Central Bank of Uganda



"I have gain a lot here and will recommend Alpha Partners to my friends and colleagues".

Abidon Rita  
World Dove Media



"With Alpha Partners, I experienced a quality of team Learning that was exceptional. Adequately and properly planned and inspiringly presented with a variety of modern applications".

Charles Okon Dickson  
Topfaith Int'l School



"An Amazing Experience. kudos and double thumbs up".

Osuntade Isaac  
Babcock University

...and lots more

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	ADVANCED FINANCIAL STATEMENT ANALYSIS	11th – 13th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
2	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	11th – 13th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
3	ACCOUNTS RECONCILIATION: BEST PRACTICES	11th – 13th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
4	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
5	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
6	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
7	EXCELLENCE IN CORPORATE CASH MANAGEMENT	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
8	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
9	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
10	IFRS MASTERCLASS	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
11	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
12	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
13	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
14	FUNDAMENTALS OF FINANCE AND ACCOUNTING	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
15	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
16	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
17	BUSINESS FINANCIAL AND ACCOUNTING SKILLS	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
18	BUDGETING, ACCOUNTING AND COST CONTROL	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
19	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
20	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
21	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
22	FORENSIC ACCOUNTING AND FRAUD CONTROL COURSE	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦175,000	Online
23	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
24	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
25	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
26	IFRS-ADVANCED COURSE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
27	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
28	CASH, TREASURY AND RISK MANAGEMENT	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
29	ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
30	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
31	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
32	IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
33	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
34	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	29th– 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
35	MASTERING SAGE 50 ACCOUNTING	29th– 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
36	NIGERIAN TAXATION SYSTEMS	29th– 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
37	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
38	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
39	IFRS COMPREHENSIVE WORKSHOP	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
40	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online
41	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online
42	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online
43	FINANCIAL ANALYSIS AND REPORTING USING IFRS	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
44	TAX PLANNING AND ADMINISTRATION	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
45	BEST PRACTICES IN TREASURY MANAGEMENT	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
46	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
47	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online
48	FINANCIAL PLANNING, BUDGETING AND CONTROL	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online
49	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
50	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
51	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
52	EXCEL FOR ACCOUNTANTS COURSE	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
53	MANAGING CASH AND ACCOUNTS PAYABLE	10th – 12th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
54	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	10th – 12th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
55	BUDGET PREPARATION SKILLS	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
56	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
57	TAX ADMINISTRATION – POLICY AND PROCEDURES	17th – 19th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
58	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
59	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
60	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
61	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
62	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
63	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
64	FOREIGN EXCHANGE TRADING TECHNIQUES AND UPDATES COURSE	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
65	CASH FLOW AND TREASURY MANAGEMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
66	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATION COURSE	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
67	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
68	EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
69	EXCEL FOR ACCOUNTING AND FINANCE PROFESSIONALS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
70	TAX PLANNING, COMPLIANCE AND INCENTIVES	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
71	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
72	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
73	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
74	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
75	IFRS ACCOUNTING FOR INCOME TAXES- IAS 12	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
76	MASTERING QUICKBOOKS ACCOUNTING	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
77	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
78	FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
79	FINANCIAL MANAGEMENT FOR PROJECTS AND CONTRACTS TRAINING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
80	ADVANCED FINANCIAL ACCOUNTING WORKSHOP	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online

The fee covers course facilitation, training materials and Certificate.

*Payment should be made and confirmed at least 3 days before the commencement date of each course.*

Special arrangements can be made to train staff of any Organisation with three (3) or more nominees on a mutually agreed date outside this calendar.

For further enquiry, please call CHRIS ONWUASIGWE, +2348033045484, +2349060002299, +2349060008877, +2349060007799.

**E-mail:** info@alphapartnerstrainings.com, **Website:** www.alphapartnerstrainings.com

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	AUDITING BUSINESS PROCESSES	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
2	INTERNAL AUDITING FOR FRAUD	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
3	AUDITING THE MANUFACTURING PROCESS	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
4	MODERN INTERNAL AUDITING	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
5	HOW TO ESTABLISH EFFECTIVE INTERNAL CONTROLS	18th – 20th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
6	INTERNAL AUDIT AND RISK ASSURANCE COURSE	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
7	WRITING EFFECTIVE AUDIT REPORTS	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
8	VALUE FOR MONEY AUDIT: PROJECT AUDITS	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
9	ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION	25th – 27th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
10	MAKING YOUR AUDIT REPORTS PROFESSIONAL	25th – 27th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
11	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
12	RISK ASSESSMENTS AFTER COVID-19	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
13	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
14	ADVANCED RISK - BASED AUDITING	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
15	IT AUDITING AND THE INTERNAL AUDITOR	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
16	INTERNAL AUDIT LEADERSHIP MASTERCLASS	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
17	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
18	ADVANCED STRATEGIC INTERNAL AUDITING	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
19	FORENSIC ACCOUNTING AND AUDITING COURSE	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
20	AUDIT SENIOR MANAGERS COURSE	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
21	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
22	AUDITING IT OUTSOURCED ENVIRONMENTS	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
23	RAISING THE BAR OF INTERNAL AUDIT	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
24	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
25	FINANCIAL FRAUD INVESTIGATORS COURSE	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
26	EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
27	REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	FRAUD AUDITING FOR INTERNAL AUDITORS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
29	DEVELOPING EFFECTIVE CONTINUOUS AUDITS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
30	IMPLEMENTING A FRAUD AWARENESS PROGRAM	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
31	INTERVIEWING SKILLS FOR INTERNAL AUDITORS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
32	EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
33	AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK COURSE	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
34	DEVELOPING, IMPROVING AND MONITORING CORPORATE AUDIT FUNCTION FOR RESULT	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
35	CREATIVE PROBLEM-SOLVING TECHNIQUES FOR INTERNAL AUDITORS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
36	AUDIT EVIDENCE AND WORK PAPERS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
37	PROJECT MANAGEMENT SKILLS FOR INTERNAL AUDITORS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
38	CONCEPT OF IT AUDITING	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
39	ESSENTIALS OF INTERNAL AUDIT TRAINING	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
40	DEVELOPING RESULTS-DRIVEN AUDIT WORK PROGRAMS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
41	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
42	DEVELOPING, IMPROVING AND MONITORING THE INTERNAL AUDIT FUNCTION	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
43	COSO BASED INTERNAL AUDITING FOR RESULTS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
44	ENTERPRISE RISK MANAGEMENT STRATEGIES	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
45	FINANCIAL AUDITING FOR INTERNAL AUDITORS	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
46	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
47	HOW TO RUN AND DELIVER SUCCESSFUL AND TIMELY AUDITS	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
48	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
49	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
50	INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
51	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
52	DEVELOPING AUDIT PROCESSES AND PROCEDURES	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
53	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
54	AUDITING FOR CONTRACTS AND PROCUREMENT	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
55	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
56	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
57	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
58	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
59	FRAUD AND FORENSIC AUDITING	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
60	APPROACHES TO FINANCIAL AUDITING	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
61	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
62	AUDITING TECHNIQUES FOR LEAD AUDITORS	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
63	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
64	INTERNAL AUDIT PLANNING AND MANAGEMENT	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
65	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
66	FRAUD DETECTION, PREVENTION AND CONTROL	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
67	INTERNAL CONTROL AND FRAUD AWARENESS	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
68	FINANCIAL STATEMENT FRAUD ANALYSIS AND FORENSIC ACCOUNTING	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
69	OPERATIONAL AUDITING: INFLUENCING POSITIVE CHANGE	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
70	INTERNAL CONTROL PRINCIPLES AND PRACTICE	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
71	INTERNAL AUDIT WORKING PAPERS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
72	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
73	INTERNAL CONTROLS POLICIES AND PROCEDURES	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
74	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
75	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
76	FRAUD RISK AFTER COVID-19	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
77	REPORT WRITING FOR THE INTERNAL AUDITOR	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
78	AUDIT PLANNING AND MONITORING: BEST PRACTICE	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
79	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
80	FUNDAMENTALS OF INTERNAL AUDITING	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
81	AUDITING OF PROJECTS AND CONTRACTS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
82	FINANCIAL AUDITING USING IFRS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
83	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
84	MANAGING FRAUD IN A DIGITIZED WORLD	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
85	RISK-BASED INTERNAL AUDITING TECHNIQUES	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
86	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
87	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
88	EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
89	FRAUD AUDITING FOR AUDITORS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
90	ADVANCED PROFESSIONAL AUDIT SKILLS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
91	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
92	EFFECTIVE AUDITING AND INSPECTION SKILLS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
93	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
94	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
95	INTERNAL AUDIT REPORT WRITING COURSE	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
96	EXCELLENCE IN INTERNAL AUDITING	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
97	BEST PRACTICE IN INTERNAL AUDITING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
98	CORPORATE AUDITORS EFFICIENCY COURSE	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
99	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
100	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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## STORES AND PROCUREMENT

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	WORLD – CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
2	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
3	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
4	ADVANCED PURCHASING AND STORES MANAGEMENT	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
5	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	18th – 20th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
6	SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
7	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
8	ENTERPRISE SUPPLY CHAIN MANAGEMENT WORKSHOP	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
9	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	25th – 27th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
10	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	25th – 27th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
11	MANAGING THE PROCUREMENT PROCESS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
12	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
13	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
14	ADVANCED PURCHASING AND TENDERS MANAGEMENT	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
15	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
16	SELECTING, BUYING, INSTALLING AND USING A MODERN WAREHOUSE MANAGEMENT SYSTEM	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
17	IMPROVING YOUR BUYING SKILLS	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
18	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
19	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
20	STOCK TAKING SKILLS AND STOCK VALUATION	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
21	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
22	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
23	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
24	WAREHOUSE AND DISTRIBUTION MANAGEMENT	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
25	STOREKEEPING AND WAREHOUSE MANAGEMENT	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
26	ADVANCED PROCUREMENT SKILLS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
27	ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online

## STORES AND PROCUREMENT

28	STOCK CONTROL AND INVENTORY MANAGEMENT	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
29	WAREHOUSE OPERATIONS AND MANAGEMENT	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
30	THE EFFECTIVE BUYER	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
31	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
32	ADVANCED CONTRACTS MANAGEMENT	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
33	MASTERING SUPPLY CHAIN MANAGEMENT	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
34	PURCHASING AND VENDOR MANAGEMENT SKILLS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
35	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
36	LOGISTICS AND DISTRIBUTION MANAGEMENT	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
37	EFFECTIVE STOREKEEPING SKILLS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
38	E-PROCUREMENT STRATEGIES COURSE	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
39	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
40	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
41	WAREHOUSE MANAGEMENT BEST PRACTICES	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
42	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
43	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
44	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
45	STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
46	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
47	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
48	ACCOUNTING FOR INVENTORY MANAGEMENT COURSE	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
49	MASTERING MATERIALS MANAGEMENT COURSE	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
50	SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
51	DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
52	ADVANCED PURCHASING MANAGEMENT	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
53	FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
54	STORES MANAGEMENT AND PURCHASING PROCEDURES	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
55	SUPPLY CHAIN RISK MANAGEMENT WORKSHOP	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online



## STORES AND PROCUREMENT

56	NEGOTIATING AND MANAGING CONTRACTS	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
57	LOGISTICS AND SUPPLY CHAIN MANAGEMENT TRAINING	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
58	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
59	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
60	STOCK TAKING, VALUATION AND STOCK RECORDING	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
61	WAREHOUSE AND INVENTORY BEST PRACTICE	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
62	WAREHOUSING AND INVENTORY MANAGEMENT COURSE	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
63	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
64	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
65	ANALYTICAL METHODS FOR IMPROVED PURCHASING PERFORMANCE	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
66	EXCELLENCE IN STORES MANAGEMENT	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
67	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
68	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
69	MANAGING CHANNELS TO MARKETS THROUGH DISTRIBUTION CHANNELS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
70	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
71	MODERN INVENTORY AND STORES MANAGEMENT	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
72	MANAGING AND IMPROVING WAREHOUSE OPERATIONS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
73	STOCK FRAUD PREVENTION AND CONTROL	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
74	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
75	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
76	COMPUTERIZED STORES MANAGEMENT SYSTEMS	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
77	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
78	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
79	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
80	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
81	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
82	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
83	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online

84	DEVELOPING PURCHASING POLICIES AND PROCESSES	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
85	ADVANCED STORES AND INVENTORY MANAGEMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
86	STOCK TAKING AND STOCK RECONCILIATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
87	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
88	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
89	SECURITY AND SAFETY IN THE STORES DEPARTMENT	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
90	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
91	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
92	PROCUREMENT BEST PRACTICES WORKSHOP	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
93	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
94	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
95	ADVANCED WAREHOUSE MANAGEMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
96	STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
97	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
98	MODERN PURCHASING AND CONTRACT MANAGEMENT	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
99	FUNDAMENTALS OF PURCHASING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
100	BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
2	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	11th – 13th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
3	ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
4	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS AND ADMINISTRATORS	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
5	PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
6	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
7	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL COURSE	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
8	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT COURSE	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
9	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
10	THE ESSENTIALS OF HUMAN RESOURCES LAWS	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
11	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
12	COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
13	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
14	PROFESSIONAL SKILLS FOR ADMINISTRATORS	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
15	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦175,000	Online
16	HR SKILLS FOR NON-HR PROFESSIONALS	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦175,000	Online
17	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
18	COMMUNICATION AND INTERPERSONAL SKILLS COURSE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
19	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
20	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
21	MANAGING STRESS AND PRESSURE AT WORK	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
22	INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
23	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
24	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
25	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
26	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
27	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online
29	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
30	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
31	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online
32	HEALTH AND SAFETY IN THE WORKPLACE	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online
33	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
34	COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
35	EMPLOYEE RELATIONS AND ENGAGEMENT: MOTIVATION, GRIEVANCES, CONFLICT AND DISCIPLINE	10th – 12th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
36	ADVANCED HUMAN RESOURCE MANAGEMENT TRAINING	10th – 12th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
37	INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY	17th – 19th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
38	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	17th – 19th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
39	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	24th – 26th May, 2021	22nd – 24th Nov, 2021	₦175,000	Online
40	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	24th – 26th May, 2021	22nd – 24th Nov, 2021	₦175,000	Online
41	HUMAN RESOURCES MANAGEMENT MASTER CLASS	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
42	HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
43	ADVANCED SELECTION, INTERVIEWING AND RECRUITMENT SKILLS	7th – 9th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
44	RETIREMENT AND EMPLOYEE INVESTMENT PLANNING	7th – 9th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
45	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT COURSE	16th – 18th June, 2021	13th – 15th Dec, 2021	₦175,000	Online
46	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	16th – 18th June, 2021	13th – 15th Dec, 2021	₦175,000	Online
47	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
48	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	21st – 23rd June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
49	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
50	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online

The fee covers course facilitation, training materials and Certificate.

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1	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	11th – 13th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
2	OFFICE, FILING AND DOCUMENTATION SKILLS	11th – 13th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
3	BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
4	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
5	KEY PERFORMANCE INDICATORS AND OPTIMIZATION	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
6	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
7	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
8	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
9	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
10	MANAGING REMOTE TEAMS EFFECTIVELY	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
11	REINVENTING LEADERSHIP IN A COVID-19 WORLD	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
12	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
13	LEADERSHIP AND EMOTIONAL INTELLIGENCE	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
14	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦175,000	Online
15	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦175,000	Online
16	CORPORATE STRATEGY AND VALUE INNOVATION COURSE	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦175,000	Online
17	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
18	BUILDING TEAM EXCELLENCE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
19	LEADERSHIP, CRITICAL THINKING AND INNOVATION	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
20	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
21	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
22	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
23	NEXT GENERATION LEADERSHIP	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
24	EFFECTIVELY MANAGING AND LEADING PEOPLE	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦175,000	Online
25	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
26	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	7th – 9th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
27	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	12th – 14th April, 2021	11th – 13th Oct, 2021	₦175,000	Online
29	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
30	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
31	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online
32	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	26th – 28th April, 2021	25th–27th Oct, 2021	₦175,000	Online
33	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
34	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
35	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	10th – 12th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
36	PERSONAL MASTERY AND SELF-LEADERSHIP	10th – 12th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
37	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	17th – 19th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
38	BEST PRACTICE IN PENSION ADMINISTRATION	17th – 19th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
39	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	24th – 26th May, 2021	22nd – 24th Nov, 2021	₦175,000	Online
40	PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP	24th – 26th May, 2021	22nd – 24th Nov, 2021	₦175,000	Online
41	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
42	FUNDAMENTALS OF STRATEGIC PLANNING	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
43	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	7th – 9th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
44	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	7th – 9th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
45	EVALUATION, MEASURING FOR IMPACT AND RESULT	16th – 18th June, 2021	13th – 15th Dec, 2021	₦175,000	Online
46	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	16th – 18th June, 2021	13th – 15th Dec, 2021	₦175,000	Online
47	UNDERSTANDING TOTAL QUALITY MANAGEMENT FOR ORGANIZATIONAL GROWTH AND STABILITY	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
48	BUSINESS CONTINUITY AND STRATEGY MANAGEMENT	21st – 23rd June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
49	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
50	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	TRANSFORMERS OPERATION AND MAINTENANCE	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
2	PROJECT SCHEDULING AND PLANNING SKILLS	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
3	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
4	PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM-SOLVING COURSE	13th – 15th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
5	MODERN POWER SYSTEM PROTECTIVE RELAYING	18th – 20th Jan, 2021	5th – 7th July, 2021	₦175,000	Online
6	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENT	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
7	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
8	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE	18th – 20th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
9	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	25th – 27th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
10	WRITING AN EFFECTIVE MAINTENANCE PROCEDURE	25th – 27th Jan, 2021	12th – 14th July, 2021	₦175,000	Online
11	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
12	INSTRUMENTATION AND CALIBRATION COURSE	25th – 27th Jan, 2021	26th – 28th July, 2021	₦175,000	Online
13	ASSET INTEGRITY AND ASSET MAINTENANCE MANAGEMENT COURSE	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
14	CORROSION AND CONCRETE PROTECTION	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
15	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	1st – 3rd Feb, 2021	26th – 28th July, 2021	₦175,000	Online
16	EARTHLING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
17	HYDRAULIC SYSTEMS MAINTENANCE AND TROUBLESHOOTING	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
18	ROOT CAUSE FAILURE ANALYSIS	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
19	MAINTENANCE STRATEGY DEVELOPMENT AND COST-EFFECTIVE IMPLEMENTATION	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
20	PROCESS EQUIPMENT AND PIPING SYSTEMS	8th – 10th Feb, 2021	2nd – 4th Aug, 2021	₦175,000	Online
21	ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
22	THE COMPLETE COURSE ON PROJECT MANAGEMENT	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
23	MAINTENANCE MANAGEMENT BEST PRACTICE: SYSTEMS, TOOLS AND TECHNIQUES	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
24	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	15th – 17th Feb, 2021	9th – 11th Aug, 2021	₦175,000	Online
25	ADVANCED GENERATOR MAINTENANCE	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
26	ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
27	CIRCUIT BREAKERS AND SWITCHGEARS INSPECTION	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	22nd – 24th Feb, 2021	16th – 18th Aug, 2021	₦175,000	Online
29	EFFECT OF ADDITIVES ON CONCRETE	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
30	CONSTRUCTION QUALITY CONTROL ON SITE	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
31	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
32	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	₦175,000	Online
33	DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
34	ADVANCED GENERATOR MAINTENANCE WORKSHOP	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
35	HVAC DESIGN, OPERATION, AND MAINTENANCE	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
36	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	₦175,000	Online
37	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
38	MAINTENANCE CONTRACTING AND OUTSOURCING	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
39	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
40	BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	₦175,000	Online
41	DESIGN OF MODERN ELECTRICAL DISTRIBUTION SYSTEMS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
42	ADVANCED CONSTRUCTION PROJECT MANAGEMENT	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
43	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
44	ELECTRICAL EQUIPMENT IN HAZARDOUS ENVIRONMENTS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	₦175,000	Online
45	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
46	PUMPS AND PUMPING SYSTEMS OPTIMIZATION	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
47	DISTRIBUTION TRANSFORMERS-OPERATIONS AND MAINTENANCE	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
48	GENERATOR TESTING, INSPECTION AND MAINTENANCE	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	₦175,000	Online
49	FACILITIES MANAGEMENT STRATEGY WORKSHOP	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
50	OPERATION, MONITORING AND CONTROL OF ELECTRIC MACHINES AND INDUSTRIAL PROCESSES	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
51	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
52	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	7th – 9th April, 2021	27th – 29th Sept, 2021	₦175,000	Online
53	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
54	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online



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55	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
56	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	12th – 14th April, 2021	4th – 6th Oct, 2021	₦175,000	Online
57	BEST PRACTICE IN MAINTENANCE MANAGEMENT	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
58	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
59	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
60	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	19th – 21st April, 2021	11th – 13th Oct, 2021	₦175,000	Online
61	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
62	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
63	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
64	INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE	26th – 28th April, 2021	20th – 22nd Oct, 2021	₦175,000	Online
65	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
66	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
67	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
68	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	5th – 7th May, 2021	25th–27th Oct, 2021	₦175,000	Online
69	RISK BASED MAINTENANCE WORKSHOP	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
70	SAFETY PRACTICES FOR PUBLIC BUILDINGS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
71	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
72	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦175,000	Online
73	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
74	FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
75	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
76	BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	₦175,000	Online
77	CORROSION MANAGEMENT COURSE	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
78	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
79	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
80	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	24th – 26th May, 2021	15th – 17th Nov, 2021	₦175,000	Online
81	BEST PRACTICE IN FACILITIES MANAGEMENT	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
82	PROBLEM SOLVING AND DECISION-MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
83	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
84	BOILER CONTROL AND INSTRUMENTATION COURSE	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦175,000	Online
85	TRANSFORMER TESTING AND MAINTENANCE WORKSHOP	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
86	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
87	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
88	PROCESS CONTROL VALVES AND ACTUATORS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
89	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
90	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT MAINTENANCE AND MANAGEMENT	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
91	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
92	OPERATION AND MAINTENANCE OF GENERATORS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦175,000	Online
93	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
94	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
95	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
96	PUMPS, COMPRESSORS AND TURBINES WORKSHOP	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦175,000	Online
97	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
98	CONTRACTS AND TENDERS ADMINISTRATION	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
99	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELLING, ANALYSIS AND PROBLEM SOLVING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online
100	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦300,000	Online
2	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦300,000	Online
3	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦300,000	Online
4	MAINTENANCE PLANNING AND WORK CONTROL IN THE OIL AND GAS	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦300,000	Online
5	ESSENTIAL SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦300,000	Online
6	HSE IN EXPLORATION AND PRODUCTION	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦300,000	Online
7	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦300,000	Online
8	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦300,000	Online
9	IFRS JOINT VENTURE ACCOUNTING FOR THE OIL AND GAS SECTOR	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦300,000	Online
10	CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦300,000	Online
11	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦300,000	Online
12	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦300,000	Online
13	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦300,000	Online
14	NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦300,000	Online
15	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦300,000	Online
16	OIL AND GAS INDUSTRY FUNDAMENTALS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦300,000	Online
17	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦300,000	Online
18	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦300,000	Online
19	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦300,000	Online
20	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦300,000	Online
21	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦300,000	Online
22	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦300,000	Online
23	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦300,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦300,000	Online
25	UNDERSTANDING ENERGY CONTRACTS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦300,000	Online
26	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦300,000	Online
27	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦300,000	Online
28	OIL AND GAS ACCOUNTING AND PERFORMANCE MEASUREMENT COURSE	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦300,000	Online
29	MANAGING BIDS AND TENDERS FROM SUPPLIERS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦300,000	Online
30	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦300,000	Online

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1	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	13th – 15th Jan, 2021	5th – 7th July, 2021	₦200,000	Online
2	COMMERCIAL CONTRACTS DRAFTING	11th – 13th Jan, 2021	5th – 7th July, 2021	₦200,000	Online
3	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	18th – 20th Jan, 2021	12th – 14th July, 2021	₦200,000	Online
4	LAW-MAKING AND LEGISLATIVE DRAFTING	18th – 20th Jan, 2021	12th – 14th July, 2021	₦200,000	Online
5	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦200,000	Online
6	SERVICE LEVEL AGREEMENTS WORKSHOP	25th – 27th Jan, 2021	26th – 28th July, 2021	₦200,000	Online
7	FUNDAMENTALS OF EMPLOYMENT LAWS	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦200,000	Online
8	NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦200,000	Online
9	CORPORATE LEGAL OFFICERS COURSE	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦200,000	Online
10	CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦200,000	Online
11	EMPLOYEE RELATIONS AND THE LAW	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦200,000	Online
12	CONTRACTS MANAGEMENT WORKSHOP	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦200,000	Online
13	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦200,000	Online
14	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦200,000	Online
15	FUNDAMENTALS OF CORPORATE LEGAL SERVICES	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦200,000	Online
16	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦200,000	Online
17	MEDIATION FOR LITIGATORS COURSE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦200,000	Online
18	READING, WRITING AND NEGOTIATING OF CONTRACTS	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦200,000	Online
19	ESSENTIAL DRAFTING TECHNIQUES FOR CIVIL LITIGATORS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦200,000	Online
20	CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES COURSE	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦200,000	Online
21	ADVANCED LEGAL ADMINISTRATORS COURSE	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦200,000	Online
22	LEGAL ASPECTS OF BUSINESS	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦200,000	Online
23	FUNDAMENTALS OF EMPLOYMENT CONTRACTS	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦200,000	Online
24	ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦200,000	Online
25	MANAGING AND LEADING AN EFFECTIVE IN-HOUSE LEGAL DEPARTMENT	7th – 9th April, 2021	4th – 6th Oct, 2021	₦200,000	Online
26	CORPORATE LEGAL ADVISERS CONFERENCE	7th – 9th April, 2021	4th – 6th Oct, 2021	₦200,000	Online
27	FINANCE AND ACCOUNTING FOR LAWYERS	12th – 14th April, 2021	11th – 13th Oct, 2021	₦200,000	Online

28	LEGAL ISSUES ON FRAUD PREVENTION	12th – 14th April, 2021	11th – 13th Oct, 2021	₦200,000	Online
29	EXCELLENCE IN CONTRACTS ADMINISTRATION	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦200,000	Online
30	ALTERNATIVE DISPUTE RESOLUTION (ADR) IN LABOUR AND INDUSTRIAL RELATIONS	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦200,000	Online
31	THE LAW GOVERNING CONTRACTS AND COMMERCIAL DISPUTES	26th – 28th April, 2021	25th–27th Oct, 2021	₦200,000	Online
32	BEST PRACTICE DRAFTING: STANDARD TERMS AND CONDITIONS	26th – 28th April, 2021	25th–27th Oct, 2021	₦200,000	Online
33	THE EFFECTIVE LEGAL SECRETARY COURSE	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦200,000	Online
34	BUSINESS AND CONTRACT LAW ADMINISTRATION	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦200,000	Online
35	EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS	10th – 12th May, 2021	8th – 10th Nov, 2021	₦200,000	Online
36	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	10th – 12th May, 2021	8th – 10th Nov, 2021	₦200,000	Online
37	NIGERIAN LABOUR LAWS AND PRACTICES	17th – 19th May, 2021	15th – 17th Nov, 2021	₦200,000	Online
38	IN-DEPTH COURSE ON ARBITRATION AND MEDIATION	17th – 19th May, 2021	15th – 17th Nov, 2021	₦200,000	Online
39	DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES	24th – 26th May, 2021	22nd – 24th Nov, 2021	₦200,000	Online
40	EXCELLENCE IN CORPORATE GOVERNANCE	24th – 26th May, 2021	22nd – 24th Nov, 2021	₦200,000	Online
41	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	₦200,000	Online
42	COMPANY LAW AND PRACTICE	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	₦200,000	Online
43	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	7th – 9th June, 2021	6th – 8th Dec, 2021	₦200,000	Online
44	ADVANCED ALTERNATIVE DISPUTE RESOLUTION AND MEDIATION	7th – 9th June, 2021	6th – 8th Dec, 2021	₦200,000	Online
45	BUSINESS LAW ADMINISTRATION COURSE	16th – 18th June, 2021	13th – 15th Dec, 2021	₦200,000	Online
46	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	16th – 18th June, 2021	13th – 15th Dec, 2021	₦200,000	Online
47	COMPANY LAW - ESSENTIAL OVERVIEW	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦200,000	Online
48	PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION	21st – 23rd June, 2021	20th – 22nd Dec, 2021	₦200,000	Online
49	THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦200,000	Online
50	RESOLVING CONTRACTUAL CLAIMS AND DISPUTES	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦200,000	Online

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## SALES, MARKETING & CUSTOMER SERVICE

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	11th – 13th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	MARKETING AND PROMOTION MANAGEMENT COURSE	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	FUNDAMENTALS OF MARKETING COURSE	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	SALES OUTLETS MANAGEMENT COURSE	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	MARKETING STRATEGIES AND PLANNING	22nd – 24th Feb, 2021	15th – 17th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	FINANCIAL ASPECTS OF SALES AND MARKETING PROCESS	1st – 3rd Mar, 2021	15th – 17th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	MASTERING SALES AND MARKETING IN THE AGE OF SOCIAL MEDIA	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	HIGH IMPACT SALES – THE COMPLETE SALES COURSE	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	TERRITORY AND TIME MANAGEMENT FOR SALES PERSONNEL	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	THE EFFECTIVE MARKETING MANAGER COURSE	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	MARKETING AND ADVERTISING COURSE	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	6th – 8th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	VALUE ADDED MARKETING – ADVANCED MARKETING STRATEGIES COURSE	6th – 8th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	STRATEGIC BRAND MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	MARKETING COMMUNICATION COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	CUSTOMER RELATIONSHIP AND MARKETING SKILLS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT – CRM COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online

## SALES, MARKETING & CUSTOMER SERVICE

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	SALES AND MARKETING PROFESSIONAL	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	SKILLS IMPROVEMENT FOR SALES AND MARKETING MANAGERS	4th – 6th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	DIGITAL MARKETING PLANS	4th – 6th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	PROVIDING EXTRAORDINARY CUSTOMER SERVICE	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	19th – 21st Dec, 2021	₦175,000	Online
30	FUNDAMENTAL SELLING SKILLS	17th – 19th May, 2021	6th – 8th Sept, 2021	19th – 21st Dec, 2021	₦175,000	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	INVESTMENT APPRAISAL AND RISK ANALYSIS	13th – 15th Jan, 2021	7th – 9th June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
2	UNDERSTANDING FINANCE FOR THE ENTREPRENEUR	18th – 20th Jan, 2021	16th – 18th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
3	BUSINESS ANALYSIS TRAINING COURSE	25th – 27th Jan, 2021	21st – 23rd June, 2021	4th – 6th Oct, 2021	₦175,000	Online
4	BODY LANGUAGE FOR ENTREPRENEURS	1st – 3rd Feb, 2021	28th – 30th June, 2021	11th – 13th Oct, 2021	₦175,000	Online
5	BUSINESS PLANNING AND STRATEGIC DECISION-MAKING	8th – 10th Feb, 2021	5th – 7th July, 2021	20th – 22nd Oct, 2021	₦175,000	Online
6	LEGAL ASPECTS OF ENTREPRENEURSHIP	15th – 17th Feb, 2021	12th – 14th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
7	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATING ENTREPRENEURSHIP	22nd – 24th Feb, 2021	26th – 28th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
8	INFLUENCE NEGOTIATION COURSE	1st – 3rd Mar, 2021	2nd – 4th Aug, 2021	8th – 10th Nov, 2021	₦175,000	Online
9	BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	8th – 10th Mar, 2021	9th – 11th Aug, 2021	8th – 10th Nov, 2021	₦175,000	Online
10	PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT COURSE	15th – 17th Mar, 2021	9th – 11th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
11	NEW APPROACHES TO ENTREPRENEURSHIP FINANCING: PROCESS AND PROCEDURES	22nd – 24th Mar, 2021	16th – 18th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
12	BUSINESS CONTINUITY AND COST CONTROL STRATEGIES	29th – 31st Mar, 2021	16th – 18th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
13	BUSINESS FEASIBILITY AND VIABILITY APPRAISAL STRATEGIES	7th – 9th April, 2021	23rd – 25th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
14	ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE	12th – 14th April, 2021	23rd – 25th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
15	LEADERSHIP, MANAGEMENT AND ENTREPRENEURSHIP IN THE 21ST CENTURY	19th – 21st April, 2021	30th Aug – 1st Sept, 2021	6th – 8th Dec, 2021	₦175,000	Online
16	FINANCIAL SKILLS FOR BUSINESS DEVELOPMENT	26th – 28th April, 2021	30th Aug – 1st Sept, 2021	6th – 8th Dec, 2021	₦175,000	Online
17	BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT	10th – 12th May, 2021	6th – 8th Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
18	CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP	17th – 19th May, 2021	6th – 8th Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
19	SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS	24th – 26th May, 2021	13th – 15th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
20	SOCIAL ENTREPRENEURSHIP COURSE	31st May – 2nd June, 2021	13th – 15th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	HOTEL AND HOSPITALITY MANAGEMENT	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	MENU ANALYSIS WORKSHOP	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	ANALYSIS OF HOTEL INCOME STATEMENTS	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	FOOD AND BEVERAGE MANAGEMENT COURSE	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	HOTEL AND HOSPITALITY FRONT DESK OFFICER	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	THE HOSPITALITY BUSINESS COURSE	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	HOTEL HUMAN RESOURCES MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	HOTEL AND CATERING MANAGEMENT COURSE	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	HOTEL FRONT DESK OPERATIONS MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	FOOD HYGIENE AND BEVERAGE SERVICES	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	HOSPITALITY CUSTOMER SERVICE PROFESSIONAL	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	HOTEL QUALITY CONTROL (HQC)	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	INTRODUCTION TO EVENTS MANAGEMENT	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	EXCELLENCE IN HOUSEKEEPING AND CLEANING	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	RESTAURANT OPERATIONS MANAGEMENT	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	CATERING AND EVENT MANAGEMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	HOSPITALITY AND HOTEL MANAGEMENT COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	TRAVEL AND TOURISM COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	EFFECTIVE OPERATIONS AND PERFORMANCE MANAGEMENT	13th – 15th Jan, 2021	10th – 12th May, 2021	6th – 8th Sept, 2021	₦300,000	Online
2	LABORATORY DOCUMENTATION, DATA MANAGEMENT AND REPORTING	18th – 20th Jan, 2021	17th – 19th May, 2021	13th – 15th Sept, 2021	₦300,000	Online
3	LEAN MANUFACTURING: WASTE REDUCTION AND PRODUCTIVITY IMPROVEMENTS	25th – 27th Jan, 2021	24th – 26th May, 2021	20th – 22nd Sept, 2021	₦300,000	Online
4	STRATEGIC PRODUCTION MANAGEMENT AND PLANNING AT WORKPLACE	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	27th – 29th Sept, 2021	₦300,000	Online
5	EFFECTIVE PRODUCTION PLANNING, SCHEDULING AND CONTROL	8th – 10th Feb, 2021	7th – 9th June, 2021	4th – 6th Oct, 2021	₦300,000	Online
6	SCHEDULED WASTE MANAGEMENT COURSE	15th – 17th Feb, 2021	16th – 18th June, 2021	11th – 13th Oct, 2021	₦300,000	Online
7	UNSATURATED POLYESTER RESIN	22nd – 24th Feb, 2021	21st – 23rd June, 2021	20th – 22nd Oct, 2021	₦300,000	Online
8	PRODUCTION PLANNING, SCHEDULING AND CONTROL	1st – 3rd Mar, 2021	28th – 30th June, 2021	25th – 27th Oct, 2021	₦300,000	Online
9	PERFORMANCE MANAGEMENT AND MONITORING	8th – 10th Mar, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	₦300,000	Online
10	GOOD MANUFACTURING PRACTICES (GMP) AND HYGIENE	15th – 17th Mar, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	₦300,000	Online
11	INTRODUCTION TO MANUFACTURING PROCESSES	22nd – 24th Mar, 2021	26th – 28th July, 2021	15th – 17th Nov, 2021	₦300,000	Online
12	STATISTICAL PROCESS CONTROL (SPC)	29th – 31st Mar, 2021	2nd – 4th Aug, 2021	22nd – 24th Nov, 2021	₦300,000	Online
13	OCCUPATIONAL FIRST AID AND CPR TRAINING	7th – 9th April, 2021	9th – 11th Aug, 2021	29th Nov – 1st Dec, 2021	₦300,000	Online
14	FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION	12th – 14th April, 2021	16th – 18th Aug, 2021	6th – 8th Dec, 2021	₦300,000	Online
15	PERSONAL DEVELOPMENT PROGRAM FOR TECHNICIANS	19th – 21st April, 2021	23rd – 25th Aug, 2021	13th – 15th Dec, 2021	₦300,000	Online
16	PRODUCT LIABILITY IN MANUFACTURING	26th – 28th April, 2021	30th Aug – 1st Sept, 2021	20th – 22nd Dec, 2021	₦300,000	Online

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1	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS	11th – 13th Jan, 2021	5th – 7th July, 2021	₦200,000	Online
2	CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE	11th – 13th Jan, 2021	5th – 7th July, 2021	₦200,000	Online
3	COMPUTER FORENSICS TECHNIQUES AND TOOLS	11th – 13th Jan, 2021	5th – 7th July, 2021	₦200,000	Online
4	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	18th – 20th Jan, 2021	12th – 14th July, 2021	₦200,000	Online
5	IMPLEMENTING CISCO NETWORK SECURITY	18th – 20th Jan, 2021	12th – 14th July, 2021	₦200,000	Online
6	INFORMATION STORAGE AND MANAGEMENT	18th – 20th Jan, 2021	12th – 14th July, 2021	₦200,000	Online
7	GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦200,000	Online
8	IT FUNDAMENTALS	25th – 27th Jan, 2021	26th – 28th July, 2021	₦200,000	Online
9	HYBRID CLOUD COMPUTING ADMINISTRATION	25th – 27th Jan, 2021	26th – 28th July, 2021	₦200,000	Online
10	APPLICATION DEVELOPMENT WITH JAVA	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦200,000	Online
11	ADVANCED INFORMATION SYSTEMS MANAGEMENT COURSE	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦200,000	Online
12	CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES	1st – 3rd Feb, 2021	2nd – 4th Aug, 2021	₦200,000	Online
13	STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦200,000	Online
14	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦200,000	Online
15	A COMPLETE GUIDE TO IT QUALITY MANAGEMENT	8th – 10th Feb, 2021	9th – 11th Aug, 2021	₦200,000	Online
16	IT STRATEGY AND ARCHITECTURE PRINCIPLES AND PRACTICES	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦200,000	Online
17	MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦200,000	Online
18	DATA ANALYTICS FOR MANAGERIAL DECISION MAKING	15th – 17th Feb, 2021	16th – 18th Aug, 2021	₦200,000	Online
19	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦200,000	Online
20	LINUX SYSTEM ADMINISTRATION	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦200,000	Online
21	INFORMATION TECHNOLOGY ESSENTIALS	22nd – 24th Feb, 2021	23rd – 25th Aug, 2021	₦200,000	Online
22	MANAGEMENT INFORMATION SYSTEMS COURSE	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦200,000	Online
23	CYBER SECURITY ANALYST	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦200,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
24	ADVANCED MANAGEMENT INFORMATION SYSTEMS EXCELLENCE	1st – 3rd Mar, 2021	30th Aug – 1st Sept, 2021	₦200,000	Online
25	SECURING THE WINDOWS FILE SYSTEM	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦200,000	Online
26	THE COMPLETE COURSE ON CLOUD MANAGEMENT AND IT SECURITY	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦200,000	Online
27	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	8th – 10th Mar, 2021	6th – 8th Sept, 2021	₦200,000	Online
28	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦200,000	Online
29	DESIGNING WEBSITES USING WORDPRESS CMS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦200,000	Online
30	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	15th – 17th Mar, 2021	13th – 15th Sept, 2021	₦200,000	Online
31	DISASTER RECOVERY ADMINISTRATOR COURSE	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦200,000	Online
32	EXCELLENCE IN DATA GOVERNANCE ADMINISTRATION	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦200,000	Online
33	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	₦200,000	Online
34	ADMINISTERING & TROUBLESHOOTING WINDOWS SERVER 2019	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦200,000	Online
35	DATA RECOVERY TOOLS & TECHNIQUES	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦200,000	Online
36	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	29th – 31st Mar, 2021	27th – 29th Sept, 2021	₦200,000	Online
37	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	7th – 9th April, 2021	4th – 6th Oct, 2021	₦200,000	Online
38	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	7th – 9th April, 2021	4th – 6th Oct, 2021	₦200,000	Online
39	DIGITAL TRANSFORMATION FOR THE 21 <sup>ST</sup> CENTURY BUSINESS	7th – 9th April, 2021	4th – 6th Oct, 2021	₦200,000	Online
40	ICT MANAGEMENT AND INFORMATION SECURITY	12th – 14th April, 2021	11th – 13th Oct, 2021	₦200,000	Online
41	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	12th – 14th April, 2021	11th – 13th Oct, 2021	₦200,000	Online
42	DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS	12th – 14th April, 2021	11th – 13th Oct, 2021	₦200,000	Online
43	NETWORKING WITH WINDOW SERVER AND CLIENTS	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦200,000	Online
44	IT INFRASTRUCTURE MANAGEMENT	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦200,000	Online
45	INFORMATION SECURITY FOR IT PROFESSIONALS	19th – 21st April, 2021	20th – 22nd Oct, 2021	₦200,000	Online
46	WEB BASED INFORMATION SYSTEM MANAGEMENT	26th – 28th April, 2021	25th – 27th Oct, 2021	₦200,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
47	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	26th – 28th April, 2021	25th–27th Oct, 2021	₦200,000	Online
48	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	26th – 28th April, 2021	25th–27th Oct, 2021	₦200,000	Online
49	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦200,000	Online
50	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦200,000	Online
51	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	5th – 7th May, 2021	1st – 3rd Nov, 2021	₦200,000	Online
52	WORKING WITH THE LINUX PLATFORM AND TOOLS	10th – 12th May, 2021	1st – 3rd Nov, 2021	₦200,000	Online
53	WIRELESS NETWORKS ADMINISTRATION	10th – 12th May, 2021	8th – 10th Nov, 2021	₦200,000	Online
54	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	10th – 12th May, 2021	8th – 10th Nov, 2021	₦200,000	Online
55	DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION	17th – 19th May, 2021	8th – 10th Nov, 2021	₦200,000	Online
56	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	17th – 19th May, 2021	8th – 10th Nov, 2021	₦200,000	Online
57	DATA ANALYSIS AND MODELING USING POWER BI	17th – 19th May, 2021	15th – 17th Nov, 2021	₦200,000	Online
58	DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM	24th – 26th May, 2021	15th – 17th Nov, 2021	₦200,000	Online
59	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	24th – 26th May, 2021	15th – 17th Nov, 2021	₦200,000	Online
60	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	24th – 26th May, 2021	15th – 17th Nov, 2021	₦200,000	Online
61	UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦200,000	Online
62	APPLICATION DEVELOPMENT WITH PYTHON	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦200,000	Online
63	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦200,000	Online
64	CYBER SECURITY RISK ASSESSMENT & CONTROLS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	₦200,000	Online
65	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦200,000	Online
66	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦200,000	Online
67	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦200,000	Online
68	DOCUMENT MANAGEMENT SYSTEMS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	₦200,000	Online
69	APPLICATION DEVELOPMENT WITH NODE.JS	16th – 18th June, 2021	6th – 8th Dec, 2021	₦200,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
70	DOCUMENT AUTHORIZING WITH MICROSOFT WORD	16th – 18th June, 2021	6th – 8th Dec, 2021	₦200,000	Online
71	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL	16th – 18th June, 2021	6th – 8th Dec, 2021	₦200,000	Online
72	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	16th – 18th June, 2021	6th – 8th Dec, 2021	₦200,000	Online
73	ADMINISTERING & TROUBLESHOOTING WINDOWS 10	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦200,000	Online
74	IT SERVICE MANAGEMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦200,000	Online
75	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦200,000	Online
76	SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES	21st – 23rd June, 2021	13th – 15th Dec, 2021	₦200,000	Online
77	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦200,000	Online
78	GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦200,000	Online
79	CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦200,000	Online
80	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	28th– 30th June, 2021	20th – 22nd Dec, 2021	₦200,000	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	11th – 13th Jan, 2021	31st May – 2nd June, 2021	27th – 29th Sept, 2021	₦175,000	Online
2	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	18th – 20th Jan, 2021	7th – 9th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
3	PROTOCOL AND TRAVEL MANAGEMENT	25th – 27th Jan, 2021	15th – 17th June, 2021	11th – 13th Oct, 2021	₦175,000	Online
4	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	1st – 3rd Feb, 2021	21st – 23rd June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
5	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	8th – 10th Feb, 2021	28th – 30th June, 2021	25th – 27th Oct, 2021	₦175,000	Online
6	PR IN A CHANGING DIGITAL LANDSCAPE	15th – 17th Feb, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
7	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	22nd – 24th Feb, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
8	MASTERING CORPORATE COMMUNICATIONS	1st – 3rd Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
9	GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS	8th – 10th Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
10	EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES	15th – 17th Mar, 2021	9th – 11th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
11	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGE	22nd – 24th Mar, 2021	16th – 18th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
12	PUBLIC RELATIONS AND MEDIA SKILLS	29th – 31st Mar, 2021	23rd – 25th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
13	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	6th – 8th April, 2021	30th Aug – 1st Sept, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
14	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	12th – 14th April, 2021	30th Aug – 1st Sept, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
15	MEDIA RELATIONS AND PUBLIC AFFAIRS	19th – 21st April, 2021	6th – 8th Sept, 2021	6th – 8th Dec, 2021	₦175,000	Online
16	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	26th – 28th April, 2021	6th – 8th Sept, 2021	6th – 8th Dec, 2021	₦175,000	Online
17	PUBLIC RELATIONS PROFESSIONAL COURSE	4th – 6th May, 2021	13th – 15th Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
18	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	10th – 12th May, 2021	13th – 15th Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
19	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	17th – 19th May, 2021	20th – 22nd Sept, 2021	19th – 21st Dec, 2021	₦175,000	Online
20	PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL	24th – 26th May, 2021	20th – 22nd Sept, 2021	19th – 21st Dec, 2021	₦175,000	Online

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## SECRETARIES & PERSONAL ASSISTANTS

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	13th – 15th Jan, 2021	17th – 19th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	13th – 15th Jan, 2021	17th – 19th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	18th – 20th Jan, 2021	24th – 26th May, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S	18th – 20th Jan, 2021	24th – 26th May, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	25th – 27th Jan, 2021	31st May – 2nd June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	25th – 27th Jan, 2021	31st May – 2nd June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S	1st – 3rd Feb, 2021	7th – 9th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	1st – 3rd Feb, 2021	7th – 9th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	8th – 10th Feb, 2021	16th – 18th June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	8th – 10th Feb, 2021	16th – 18th June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	15th – 17th Feb, 2021	21st – 23rd June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	THE EFFECTIVE SECRETARY	15th – 17th Feb, 2021	21st – 23rd June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE	22nd – 24th Feb, 2021	28th – 30th June, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	22nd – 24th Feb, 2021	28th – 30th June, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	1st – 3rd Mar, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	1st – 3rd Mar, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	8th – 10th Mar, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S	8th – 10th Mar, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	15th – 17th Mar, 2021	26th – 28th July, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	15th – 17th Mar, 2021	26th – 28th July, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	22nd – 24th Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
22	OFFICE, FILING AND DOCUMENTATION SKILLS	22nd – 24th Mar, 2021	2nd – 4th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online

## SECRETARIES & PERSONAL ASSISTANTS

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
23	MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT	29th– 31st Mar, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
24	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS WORKSHOP	29th– 31st Mar, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
25	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	7th – 9th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
26	EFFECTIVE MINUTE TAKING COURSE	7th – 9th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
27	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	12th – 14th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
28	DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	12th – 14th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
29	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	19th – 21st April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
30	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	19th – 21st April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
31	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	26th – 28th April, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
32	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	26th – 28th April, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
33	MANAGING YOUR BOSS IN THE WORKPLACE	5th – 7th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
34	THE OFFICE PROFESSIONAL AND RECORDS MANAGEMENT	5th – 7th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
35	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
36	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	ROAD SAFETY AND DRIVERS AWARENESS COURSE	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	IMPORT MANAGEMENT WORKSHOP	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	SAFETY DRIVING TIPS IN THE ERA OF COVID-19 PANDEMIC	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	TRANSPORTATION MANAGEMENT SYSTEM	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	PREVENTIVE DRIVING AND SAFETY PRECAUTIONS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	DEFENSIVE DRIVER SAFETY TECHNIQUES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	TOOLS AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	MANAGING FREIGHT AND LOGISTICS MANAGEMENT	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	CORPORATE FLEET MANAGEMENT WORKSHOP	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	LOGISTICS MANAGEMENT WORKSHOP	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	TRANSPORTATION, LOGISTICS AND THE LAW COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	TRANSPORT AND LOGISTICS - ESSENTIALS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	SHIPPING, CLEARING AND FORWARDING ADMINISTRATION	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦250,000	Online
2	ADVANCED MARINE FIRST AID	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦250,000	Online
3	SHIP SALE AND PURCHASE	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦250,000	Online
4	SECURITY AWARENESS FOR MARINE FACILITY PERSONNEL	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦250,000	Online
5	AVIATION INSURANCE: LEASES, TAXATION, FINANCE AND ACCOUNTING	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦250,000	Online
6	AIRPORT MANAGEMENT COURSE	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦250,000	Online
7	SMALL VESSEL OPERATOR PROFICIENCY (SVOP)	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦250,000	Online
8	SHIPPING FINANCE DOCUMENTATION	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦250,000	Online
9	MARINE EMERGENCY DUTIES FOR SENIOR OFFICERS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦250,000	Online
10	AIRPORT CUSTOMER SERVICE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦250,000	Online
11	AIR TRANSPORT ECONOMICS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦250,000	Online
12	LEGAL MANAGEMENT AND THE SHIPPING BUSINESS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦250,000	Online
13	ADVANCED AVIATION SECURITY MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦250,000	Online
14	AIRLINE BUSINESS FOUNDATIONS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦250,000	Online
15	AIRLINE CUSTOMER SERVICE: STRATEGY DESIGN AND IMPLEMENTATION	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦250,000	Online
16	CREW RESOURCE MANAGEMENT (CRM) IMPLEMENTATION	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦250,000	Online
17	AIRLINE REVENUE MANAGEMENT	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦250,000	Online
18	AIR FARES AND TICKETING ADMINISTRATION	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦250,000	Online
19	AIR CABIN CREW CONFLICT MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦250,000	Online
20	AIR SAFETY MANAGEMENT	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦250,000	Online
21	LEGAL ASPECT OF AVIATION SECURITY AND SAFETY	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦250,000	Online
22	AVIATION FINANCE COURSE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦250,000	Online
23	AIR CARGO MANAGEMENT COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦250,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	AIRCRAFT LEASING COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦250,000	Online
25	AIRPORT CORPORATE TRAVEL PROTOCOL MANAGEMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦250,000	Online
26	AIRLINE MARKETING MANAGEMENT COURSE	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦250,000	Online
27	INTRODUCTION TO FLIGHT OPERATIONS MANAGEMENT	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦250,000	Online
28	PRIVATE STAFF AIRCRAFT SAFETY TRAINING	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦250,000	Online
29	UNDERSTANDING CYBERSECURITY IN SHIP OPERATIONS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦250,000	Online
30	SHIPPING AND LOGISTICS SUPPLY CHAIN MANAGEMENT	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦250,000	Online

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1	CRISIS MANAGEMENT IN SOCIAL MEDIA	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	EFFECTIVE COMMUNICATIONS MASTERCLASS	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	ADVANCED COMMUNICATION STRATEGY	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	CUSTOMER RELATIONSHIP MANAGEMENT	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	LEADERSHIP DEVELOPMENT: EFFECTIVE COMMUNICATION	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	STORYTELLING POWER: SECRETS FOR EXCEPTIONAL COMMUNICATION	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	ADVANCED COMMUNICATION FRAMEWORK IN THE ORGANIZATION	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	EFFECTIVE COMMUNICATION AND INSPIRATIONAL PRESENTATIONS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	DEVELOPING YOUR ANALYTICAL SKILLS: HOW TO RESEARCH AND PRESENT INFORMATION	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	GENERATIONAL DIVERSITY: BRIDGING THE GAP THROUGH EFFECTIVE COMMUNICATION	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	PERSUASION: INFLUENCING WITHOUT AUTHORITY	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	OVERCOMING FEAR OF PUBLIC SPEAKING	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	COMMUNICATING WITH CONFIDENCE	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	DEVELOPING EFFECTIVE BUSINESS CONVERSATION SKILLS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	EFFECTIVE PRESS RELEASE WRITING	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	MEETINGS MANAGEMENT WORKSHOP	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	CRISIS COMMUNICATION PROGRAMME	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	ADVANCED COMMUNICATION AND PRESENTATION	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	SPEECH WRITING WORKSHOP	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	DEVELOPING POSITIVE RELATIONSHIPS AT WORK	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	BUSINESS RELATIONSHIP MANAGEMENT FUNDAMENTALS	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	PROJECT TEAM LEADERSHIP: BUILDING COMMITMENT THROUGH SUPERIOR COMMUNICATION	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	REAL ESTATE DEBT STRUCTURES AND FINANCIAL MODELLING COURSE	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	PUBLIC SECTOR PROPERTY ASSET MANAGEMENT	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	CONSTRUCTION PROJECTS – POST CONTRACT MANAGEMENT	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	ADVANCED REAL ESTATE MANAGEMENT COURSE	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	INTRODUCTION TO REAL ESTATE FUND MANAGEMENT	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	RETAIL PROPERTY APPRAISALS COURSE	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	TAXES ON LAND, PROPERTY AND CONSTRUCTION	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	REAL ESTATE FUNDING AND FINANCE	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	TAXATION ISSUES IN REAL ESTATE MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	REAL ESTATE DEVELOPMENT COURSE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	LEGAL DIMENSIONS IN REAL ESTATE INVESTMENT CONTRACTS	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	REAL ESTATE MARKETING TRAINING	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	REAL ESTATE PRIVATE EQUITY MODELLING IN EXCEL	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	₦175,000	Online
14	SUSTAINABILITY AND REAL ESTATE MANAGEMENT COURSE	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	₦175,000	Online
15	IFRS FOR THE REAL ESTATE SECTOR	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	COMMERCIAL REAL ESTATE LENDING COURSE	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	FACILITY FINANCIAL MANAGEMENT COURSE	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	REAL ESTATE ENVIRONMENTAL HEALTH AND SAFETY COURSE	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	REAL ESTATE DEVELOPMENT, INVESTMENT AND MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	RESIDENTIAL BUILDING SYSTEMS AND MAINTENANCE COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	FACILITY OPERATIONS AND MAINTENANCE MANAGEMENT COURSE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	FACILITY CONSTRUCTION AND PROJECT MANAGEMENT COURSE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	REAL ESTATE PROJECT ACCOUNTING COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online

24	REAL ESTATE VALUATION AND FINANCING COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	FUNDAMENTALS OF INVESTMENT ANALYSIS COURSE	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	REAL ESTATE FINANCIAL MODELLING	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	REAL ESTATE VALUATION AND MODELING	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	REAL ESTATE ANALYST COURSE	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	REAL ESTATE FINANCE AND INVESTMENT	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	REAL ESTATE CASHFLOW AND FINANCIAL MODELLING	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	13th – 15th Jan, 2021	17th – 19th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	INSURANCE ACCOUNTING TECHNIQUES	13th – 15th Jan, 2021	17th – 19th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH	18th – 20th Jan, 2021	24th – 26th May, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	PROPERTY OWNERS INSURANCE COURSE	18th – 20th Jan, 2021	24th – 26th May, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	INSURANCE AND RISK MANAGEMENT PRINCIPLES AND PRACTICES	25th – 27th Jan, 2021	31st May – 2nd June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	EFFECTIVE NEGOTIATION IN INSURANCE	25th – 27th Jan, 2021	31st May – 2nd June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	1st – 3rd Feb, 2021	7th – 9th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	MARINE CARGO INSURANCE MANAGEMENT	1st – 3rd Feb, 2021	7th – 9th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	IT AUDITING FOR BANKS	8th – 10th Feb, 2021	16th – 18th June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	GROUP LIFE INSURANCE ADMINISTRATION	8th – 10th Feb, 2021	16th – 18th June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	INSURANCE ACCOUNTING FOR UNDERWRITERS	15th – 17th Feb, 2021	21st – 23rd June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	PROTECTION AND INDEMNITY INSURANCE	15th – 17th Feb, 2021	21st – 23rd June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	COMMERCIAL PROPERTY INSURANCE	22nd – 24th Feb, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
14	INSURANCE COMPANY ANALYSIS COURSE	22nd – 24th Feb, 2021	28th – 30th June, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	ELECTRONIC BANKING WORKSHOP	1st – 3rd Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
16	LIABILITY INSURANCE COURSE	1st – 3rd Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
17	FOUNDATION COURSE IN INSURANCE	8th – 10th Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
18	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	8th – 10th Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
19	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	15th – 17th Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
20	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	15th – 17th Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
21	EMPLOYER'S LIABILITY INSURANCE	22nd – 24th Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
22	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	22nd – 24th Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online



23	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	29th – 31st Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
24	BANKING OPERATIONS MANAGEMENT	29th – 31st Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
25	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	7th – 9th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
26	COMMERCIAL INSURANCE COURSE	7th – 9th April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
27	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	12th – 14th April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
28	INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS	12th – 14th April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
29	SYNDICATED LOANS DOCUMENTATION COURSE	19th – 21st April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
30	GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE	19th – 21st April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
31	UNDERSTANDING GENERAL INSURANCE FINANCE	19th – 21st April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
32	PRACTICAL DEBT RECOVERY COURSE	26th – 28th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
33	LAW RELATING TO RETAIL BANKING OPERATIONS	26th – 28th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
34	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	26th – 28th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
35	ENGINEERING INSURANCE AND INSPECTION COURSE	5th – 7th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
36	MOTOR INSURANCE ADMINISTRATION COURSE	5th – 7th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
37	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	5th – 7th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
38	CONSTRUCTION INSURANCE AND ADMINISTRATION	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
39	ELECTRONIC BANKING: PRACTICAL, OPERATIONAL AND LEGAL ISSUES	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
40	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	FIRE AND ARSON MANAGEMENT AND CONTROL	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	FRAUD DETECTION, PREVENTION AND CONTROL	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	INVESTIGATING FRAUD IN THE WORKPLACE	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	SECURITY MANAGEMENT PROGRAMME	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	BEST PRACTICES IN SAFETY MANAGEMENT	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	SAFETY TECHNOLOGY AND RISK MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	OPERATIONAL SECURITY MANAGEMENT COURSE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	WORKPLACE INVESTIGATIONS AND INTERVIEWING	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	FUNDAMENTAL SECURITY MANAGEMENT	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	SECURITY RISK ANALYSIS AND MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	ENVIRONMENTAL MANAGEMENT SYSTEMS, MONITORING AND MODELLING	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	PROFESSIONAL SECURITY DEVELOPMENT COURSE	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	THE EFFECTIVE SECURITY OFFICER	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	ENVIRONMENTAL MONITORING AND MODELLING – ENVIRONMENTAL MANAGEMENT SYSTEMS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	ADVANCED HEALTH AND SAFETY MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	ADVANCED FIRST AID COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	RISK, CRISIS AND DISASTER MANAGEMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	SECURITY SKILLS IMPROVEMENT COURSE	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	WORKPLACE SECURITY AND SAFETY COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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1	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR - PLANNING, IMPLEMENTATION, REPORTING AND ANALYSES	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	ANTI-MONEY LAUNDERING (AML) COMPLIANCE MASTERCLASS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	CRITICAL THINKING AND PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	FINANCIAL ANALYSIS, MODELLING AND FORECASTING IN THE PUBLIC SECTOR	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online

22	PUBLIC SECTOR LEADERSHIP AND MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
23	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
24	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	ADVANCED ACCRUAL-BASED IPSAS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	INTERPRETATION AND APPLICATION OF IPSAS	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	PUBLIC ADMINISTRATION AND MANAGEMENT	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	EFFECTIVE HOSTEL MANAGEMENT	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	STRATEGIC EDUCATION PLANNING	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	INTERNAL AUDITING IN HIGHER INSTITUTIONS	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	GUIDANCE AND COUNSELLING ADMINISTRATION IN SCHOOLS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	₦175,000	Online
14	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	₦175,000	Online
15	EDUCATION DATA MANAGEMENT	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	ACCREDITATION PLANNING AND MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
23	BEST PRACTICE IN CURRICULUM MANAGEMENT	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
24	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	SECURITY MANAGEMENT IN SCHOOLS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	ORIENTATION MANAGEMENT STRATEGIES FOR RESULTS	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	LIBRARY MANAGEMENT COURSE FOR LIBRARIANS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	13th – 15th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
2	PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY	18th – 20th Jan, 2021	24th – 26th May, 2021	13th – 15th Sept, 2021	₦175,000	Online
3	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	25th – 27th Jan, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
4	BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL	1st – 3rd Feb, 2021	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	₦175,000	Online
5	MAINTENANCE OF HOSPITAL EQUIPMENT	8th – 10th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
6	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	15th – 17th Feb, 2021	7th – 9th June, 2021	27th – 29th Sept, 2021	₦175,000	Online
7	EXCELLENCE IN HEALTHCARE MANAGEMENT	22nd – 24th Feb, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
8	HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	₦175,000	Online
9	DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
10	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	₦175,000	Online
11	HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
12	HEALTHCARE INFORMATION SYSTEMS MANAGEMENT	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	₦175,000	Online
13	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
14	HOSPITAL MANAGEMENT AND HEALTH ECONOMICS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	₦175,000	Online
15	BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
16	COMPUTERIZED MEDICAL OFFICE MANAGEMENT	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	₦175,000	Online
17	HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
18	BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	₦175,000	Online
19	HOSPITAL SERVICES MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
20	HEALTHCARE LIABILITY MANAGEMENT	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	₦175,000	Online
21	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online
22	WORK LIFE BALANCE AND STRESS MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	₦175,000	Online

23	HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
24	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	₦175,000	Online
25	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
26	NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	₦175,000	Online
27	THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
28	BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	₦175,000	Online
29	BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online
30	QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	₦175,000	Online

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