

2022

Training Calendar


www.alphapartnerstrainings.com



FREE Wi-Fi

Available

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 200, Murtala Muhammed Way (3rd Floor), Yaba, Lagos. Nigeria.



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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



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	TITLE	1ST BATCH	2ND BATCH	FEE
1	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	11th - 14th Jan, 2022	12th - 15th July, 2022	N190,000
2	THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS AND IMPROVEMENT OPPORTUNITIES	11th - 14th Jan, 2022	12th - 15th July, 2022	N190,000
3	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	11th - 14th Jan, 2022	12th - 15th July, 2022	N190,000
4	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	11th - 14th Jan, 2022	12th - 15th July, 2022	N190,000
5	APPLYING IFRS TECHNIQUES FOR ORGANIZATIONAL GROWTH AND SUSTAINABILITY	18th - 21st Jan, 2022	12th - 15th July, 2022	N190,000
6	MASTERING QUICKBOOKS ACCOUNTING	18th - 21st Jan, 2022	19th - 22nd July, 2022	N190,000
7	ADVANCED APPLICATION OF IFRS ELEMENTS	18th - 21st Jan, 2022	19th - 22nd July, 2022	N190,000
8	FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS	18th - 21st Jan, 2022	19th - 22nd July, 2022	N190,000
9	ACCOUNTING, DECISION MAKING, AND FINANCIAL COMMUNICATION	25th - 28th Jan, 2022	19th - 22nd July, 2022	N190,000
10	ADVANCED FINANCIAL ACCOUNTING WORKSHOP	25th - 28th Jan, 2022	19th - 22nd July, 2022	N190,000
11	ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION	25th - 28th Jan, 2022	26th - 29th July, 2022	N190,000
12	NEXT GENERATION EXCEL-ADVANCED BUSINESS AND FINANCIAL REPORTING TRAINING	25th - 28th Jan, 2022	26th - 29th July, 2022	N190,000
13	DEBTOR AND WORKING CAPITAL MANAGEMENT COURSE	1st - 4th Feb, 2022	26th - 29th July, 2022	N190,000
14	IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS	1st - 4th Feb, 2022	26th - 29th July, 2022	N190,000
15	ADVANCED FINANCIAL MANAGEMENT PLANNING, IMPLEMENTATION, REPORTING AND ANALYSIS FOR CORPORATE ORGANIZATIONS	1st - 4th Feb, 2022	26th - 29th July, 2022	N190,000
16	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	1st - 4th Feb, 2022	2nd - 5th Aug, 2022	N190,000
17	ADVANCED MANAGEMENT ACCOUNTING COURSE	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N190,000
18	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N190,000
19	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N190,000
20	IFRS ACCOUNTING FOR INCOME TAXES- IAS 12	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N190,000
21	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	8th - 11th Feb, 2022	9th - 12th Aug, 2022	N190,000
22	EFFICIENT FINANCE AND ACCOUNTING OPERATIONS COURSE	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N190,000
23	FINANCIAL MANAGEMENT FOR PROJECTS AND CONTRACTS TRAINING	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N190,000
24	MANAGING CASH AND ACCOUNTS PAYABLE	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N190,000
25	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N190,000
26	BUDGET PREPARATION SKILLS	15th - 18th Feb, 2022	16th - 19th Aug, 2022	N190,000
27	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N190,000
28	MASTERING TAX ADMINISTRATION COURSE	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N190,000
29	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
30	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
31	FINANCIAL ANALYSIS AND REPORTING USING IFRS	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
32	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
33	BUDGETING, FORECASTING AND THE PLANNING PROCESS	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
34	BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
35	CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
36	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
37	ADVANCED TREASURY MANAGEMENT STRATEGIES	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
38	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
39	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
40	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
41	FOREIGN EXCHANGE TRADING TECHNIQUES AND UPDATES COURSE	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
42	CASH FLOW AND TREASURY MANAGEMENT	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
43	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATION COURSE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
44	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
45	DEVELOPING, ANALYZING AND MANAGING PAYROLL BENCHMARKS AND METRICS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
46	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N190,000
47	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
48	IFRS PRESENTATION AND DISCLOSURE REQUIREMENTS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
49	IFRS-ADVANCED COURSE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
50	EXCEL FOR ACCOUNTING AND FINANCE PROFESSIONALS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
51	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N190,000
52	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
53	FORENSIC ACCOUNTING AND FRAUD CONTROL COURSE	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
54	BUDGETING AND CORPORATE FINANCIAL MANAGEMENT	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
55	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
56	CASH, TREASURY AND RISK MANAGEMENT	29th Mar – 1st April, 2022	27th – 30th Sept, 2022	N190,000
57	STRATEGIC FINANCIAL AND ACCOUNTING SKILLS	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
58	EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
59	STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
60	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
61	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	5th – 8th April, 2022	4th – 7th Oct, 2022	N190,000
62	EXCEL FOR ACCOUNTANTS COURSE	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
63	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
64	INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
65	MASTERING SAGE 50 ACCOUNTING	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
66	NIGERIAN TAXATION SYSTEMS	11th – 14th April, 2022	11th – 14th Oct, 2022	N190,000
67	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
68	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
69	IFRS COMPREHENSIVE WORKSHOP	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
70	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
71	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	19th – 22nd April, 2022	18th – 21st Oct, 2022	N190,000
72	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
73	EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
74	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
75	IFRS WORKSHOP WITH CURRENT UPDATES	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
76	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	26th – 29th April, 2022	25th – 28th Oct, 2022	N190,000
77	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
78	TAX FRAUD INVESTIGATION COURSE	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
79	BEST PRACTICES IN TREASURY MANAGEMENT	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
80	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
81	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
82	FINANCIAL PLANNING, BUDGETING AND CONTROL	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
83	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
84	TAX PLANNING, COMPLIANCE AND INCENTIVES	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
85	BUSINESS FINANCIAL AND ACCOUNTING SKILLS	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
86	BUDGETING, ACCOUNTING AND COST CONTROL	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
87	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
88	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
89	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
90	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
91	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
92	IFRS MASTERCLASS	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
93	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
94	ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
95	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
96	PAYROLL PROCEDURES AND ADMINISTRATION	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
97	EXCELLENCE IN CORPORATE CASH MANAGEMENT	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
98	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
99	ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
100	ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
101	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
102	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
103	ADVANCED PAYROLL MANAGEMENT COURSE	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
104	MANAGING ACCOUNTS RECEIVABLES AND PAYABLES	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
105	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
106	EFFECTIVE TAX AUDIT COURSE	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
107	FUNDAMENTALS OF FINANCE AND ACCOUNTING	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
108	RECONCILIATION OF FINANCIAL TRANSACTIONS	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
109	ADVANCED FINANCIAL STATEMENT ANALYSIS	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
110	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
111	ACCOUNTS RECONCILIATION: BEST PRACTICES	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
112	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. In addition, we would be pleased to provide in-house customised training for your special training needs.

For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002299, 09060008877, 09060007799.

E-mail: info@alphapartnerstrainings.com, alphapartner111@yahoo.com Website: www.alphapartnerstrainings.com

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
2	VALUE FOR MONEY AUDIT: PROJECT AUDITS	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
3	INTERNAL CONTROL AND FRAUD AWARENESS	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
4	INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
5	OPERATIONAL AUDITING: INFLUENCING POSITIVE CHANGE	18th – 21st Jan, 2022	12th – 15th July, 2022	N190,000
6	INTERNAL CONTROL PRINCIPLES AND PRACTICE	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
7	INTERNAL AUDIT WORKING PAPERS	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
8	AUDIT SENIOR MANAGERS COURSE	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
9	AUDIT SKILLS WORKSHOP FOR INTERNAL AUDITORS	25th – 28th Jan, 2022	19th – 22nd July, 2022	N190,000
10	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	25th – 28th Jan, 2022	19th – 22nd July, 2022	N190,000
11	AUDITING IT OUTSOURCED ENVIRONMENTS	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
12	RAISING THE BAR OF INTERNAL AUDIT	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
13	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	1st – 4th Feb, 2022	26th – 29th July, 2022	N190,000
14	INTERNAL AUDIT LEADERSHIP MASTERCLASS	1st – 4th Feb, 2022	26th – 29th July, 2022	N190,000
15	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	1st – 4th Feb, 2022	26th – 29th July, 2022	N190,000
16	FINANCIAL AUDITING FOR INTERNAL AUDITORS	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N190,000
17	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
18	HOW TO RUN AND DELIVER SUCCESSFUL AND TIMELY AUDITS	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
19	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
20	DEVELOPING, IMPROVING AND MONITORING THE INTERNAL AUDIT FUNCTION	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
21	COSO BASED INTERNAL AUDITING FOR RESULTS	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N190,000
22	ENTERPRISE RISK MANAGEMENT STRATEGIES	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
23	MODERN INTERNAL AUDITING	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
24	MAKING YOUR AUDIT REPORTS PROFESSIONAL	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
25	ADVANCED STRATEGIC INTERNAL AUDITING	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
26	FORENSIC ACCOUNTING AND AUDITING COURSE	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N190,000
27	INTERNAL CONTROL DOCUMENTATION, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
28	INTERNAL AUDIT AND RISK ASSURANCE COURSE	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
29	FINANCIAL STATEMENT FRAUD ANALYSIS AND FORENSIC ACCOUNTING	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
30	FINANCIAL FRAUD INVESTIGATORS COURSE	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
31	EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
32	FRAUD TESTING: INTEGRATING FRAUD DETECTION INTO YOUR AUDIT PROGRAM	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
33	FRAUD AUDITING FOR INTERNAL AUDITORS	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
34	DEVELOPING EFFECTIVE CONTINUOUS AUDITS	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
35	IMPLEMENTING A FRAUD AWARENESS PROGRAM	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
36	PROJECT MANAGEMENT SKILLS FOR INTERNAL AUDITORS	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
37	CONCEPT OF IT AUDITING	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
38	ESSENTIALS OF INTERNAL AUDIT TRAINING	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
39	DEVELOPING RESULTS-DRIVEN AUDIT WORK PROGRAMS	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
40	INTERVIEWING SKILLS FOR INTERNAL AUDITORS	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
41	EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
42	AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK COURSE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
43	DEVELOPING, IMPROVING AND MONITORING CORPORATE AUDIT FUNCTION FOR RESULT	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
44	CREATIVE PROBLEM-SOLVING TECHNIQUES FOR INTERNAL AUDITORS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
45	AUDIT EVIDENCE AND WORK PAPERS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
46	AUDITING BUSINESS PROCESSES	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N190,000
47	AUDITING THE MANUFACTURING PROCESS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
48	HOW TO ESTABLISH EFFECTIVE INTERNAL CONTROLS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
49	WRITING EFFECTIVE AUDIT REPORTS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
50	VALUE FOR MONEY AUDIT	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
51	ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N190,000
52	REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
53	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
54	EMBEDDING CRITICAL THINKING INTO THE INTERNAL AUDIT PROCESS	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
55	DATA ANALYTICS, CONTINUOUS AUDITING AND AUDIT AUTOMATION	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N190,000
56	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	29th Mar – 1st April, 2022	27th – 30th Sept, 2022	N190,000
57	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
58	ADVANCED RISK - BASED AUDITING	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
59	IT AUDITING AND THE INTERNAL AUDITOR	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
60	INTERNAL AUDITING FOR FRAUD	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
61	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	5th – 8th April, 2022	4th – 7th Oct, 2022	N190,000
62	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
63	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
64	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
65	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
66	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	11th – 14th April, 2022	11th – 14th Oct, 2022	N190,000
67	AUDIT PLANNING AND MONITORING: BEST PRACTICE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
68	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
69	DEVELOPING AUDIT PROCESSES AND PROCEDURES	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
70	AUDITING OF PROJECTS AND CONTRACTS	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
71	FINANCIAL AUDITING USING IFRS	19th – 22nd April, 2022	18th – 21st Oct, 2022	N190,000
72	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
73	FRAUD RISK AFTER COVID-19	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
74	INTERNAL CONTROLS POLICIES AND PROCEDURES	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
75	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
76	APPROACHES TO FINANCIAL AUDITING	26th – 29th April, 2022	25th – 28th Oct, 2022	N190,000
77	FRAUD DETECTION, PREVENTION AND CONTROL	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
78	FUNDAMENTALS OF INTERNAL AUDITING	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
79	FRAUD AND FORENSIC AUDITING	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
80	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
81	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
82	REPORT WRITING FOR THE INTERNAL AUDITOR	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
83	BEST PRACTICE IN INTERNAL AUDITING	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
84	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
85	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
86	CORPORATE AUDITORS EFFICIENCY COURSE	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
87	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
88	INTERNAL AUDIT TECHNIQUES, CHALLENGES AND SOLUTIONS	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
89	AUDITING FOR CONTRACTS AND PROCUREMENT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
90	FRAUD RISK AND THE INTERNAL AUDITOR	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
91	AUDITING TECHNIQUES FOR LEAD AUDITORS	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
92	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
93	INTERNAL AUDIT PLANNING AND MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
94	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
95	MANAGING FRAUD IN A DIGITIZED WORLD	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
96	RISK-BASED INTERNAL AUDITING TECHNIQUES	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
97	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
98	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
99	EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
100	ESSENTIALS OF INTERNAL AUDIT	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
101	FRAUD AUDITING FOR AUDITORS	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
102	ADVANCED PROFESSIONAL AUDIT SKILLS	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
103	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
104	EFFECTIVE AUDITING AND INSPECTION SKILLS	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
105	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
106	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
107	INTERNAL AUDIT REPORT WRITING COURSE	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
108	INTERNAL CONTROL AND FRAUD PREVENTION	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
109	EXCELLENCE IN INTERNAL AUDITING	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
110	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
111	RISK ASSESSMENTS AFTER COVID-19	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
112	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. In addition, we would be pleased to provide in-house customised training for your special training needs.

For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002299, 09060008877, 09060007799.

E-mail: info@alphapartnerstrainings.com, alphapartner111@yahoo.com Website: www.alphapartnerstrainings.com

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
2	MASTERING SUPPLY CHAIN MANAGEMENT	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
3	PURCHASING AND VENDOR MANAGEMENT SKILLS	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
4	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
5	THE EFFECTIVE BUYER	18th – 21st Jan, 2022	12th – 15th July, 2022	N190,000
6	SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
7	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
8	LOGISTICS AND DISTRIBUTION MANAGEMENT	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
9	MASTERING WAREHOUSE MECHANICS	25th – 28th Jan, 2022	19th – 22nd July, 2022	N190,000
10	E-PROCUREMENT STRATEGIES COURSE	25th – 28th Jan, 2022	19th – 22nd July, 2022	N190,000
11	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
12	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
13	WAREHOUSE MANAGEMENT BEST PRACTICES	1st – 4th Feb, 2022	26th – 29th July, 2022	N190,000
14	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	1st – 4th Feb, 2022	26th – 29th July, 2022	N190,000
15	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	1st – 4th Feb, 2022	26th – 29th July, 2022	N190,000
16	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N190,000
17	ACCOUNTING FOR INVENTORY MANAGEMENT COURSE	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
18	EFFECTIVE STOREKEEPING SKILLS	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
19	ADVANCED CONTRACTS MANAGEMENT	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
20	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N190,000
21	PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N190,000
22	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
23	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
24	WORLD – CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
25	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N190,000
26	MANAGING THE PROCUREMENT PROCESS	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N190,000
27	ENTERPRISE SUPPLY CHAIN MANAGEMENT WORKSHOP	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
28	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
29	PROCUREMENT MANAGEMENT PROFESSIONAL	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000
30	ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
31	STOCK CONTROL AND INVENTORY MANAGEMENT	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
32	MASTERING MATERIALS MANAGEMENT COURSE	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
33	NEGOTIATING AND MANAGING CONTRACTS	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
34	EFFECTIVE PURCHASING MANAGEMENT	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
35	SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N190,000
36	DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
37	ADVANCED PURCHASING MANAGEMENT	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
38	FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
39	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
40	WAREHOUSE AND INVENTORY BEST PRACTICE	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
41	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
42	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
43	ANALYTICAL METHODS FOR IMPROVED PURCHASING PERFORMANCE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
44	LOGISTICS AND SUPPLY CHAIN MANAGEMENT TRAINING	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
45	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
46	STOCK TAKING, VALUATION AND STOCK RECORDING	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N190,000
47	WAREHOUSING AND INVENTORY MANAGEMENT COURSE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
48	STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
49	WAREHOUSE OPERATIONS AND MANAGEMENT	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
50	PROCUREMENT MANAGEMENT BEST PRACTICE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
51	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N190,000
52	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
53	STORES MANAGEMENT AND PURCHASING PROCEDURES	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
54	SUPPLY CHAIN RISK MANAGEMENT WORKSHOP	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
55	ADVANCED PROCUREMENT SKILLS	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
56	STORES PROCEDURES, REGULATIONS AND PRACTICES	29th Mar– 1st April, 2022	27th – 30th Sept, 2022	N190,000
57	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
58	STOCK TAKING SKILLS AND STOCK VALUATION	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
59	IMPROVING YOUR BUYING SKILLS	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
60	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
61	PROCUREMENT BEST PRACTICES WORKSHOP	5th – 8th April, 2022	4th – 7th Oct, 2022	N190,000
62	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
63	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
64	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
65	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
66	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	11th – 14th April, 2022	11th – 14th Oct, 2022	N190,000
67	ADVANCED WAREHOUSE MANAGEMENT	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
68	STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
69	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
70	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
71	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	19th – 22nd April, 2022	18th – 21st Oct, 2022	N190,000
72	SECURITY AND SAFETY IN THE STORES DEPARTMENT	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
73	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
74	SHIPPING AND PORT MANAGEMENT COURSE	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
75	MANAGING CHANNELS TO MARKETS THROUGH DISTRIBUTION CHANNELS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
76	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	26th – 29th April, 2022	25th – 28th Oct, 2022	N190,000
77	COMPUTERIZED STORES MANAGEMENT SYSTEMS	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
78	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
79	ADVANCED STORES AND INVENTORY CONTROL COURSE	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
80	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
81	MODERN INVENTORY AND STORES MANAGEMENT	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
82	MANAGING AND IMPROVING WAREHOUSE OPERATIONS	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
83	STOCK FRAUD PREVENTION AND CONTROL	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
84	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
85	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
86	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
87	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
88	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
89	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
90	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
91	MODERN PURCHASING AND CONTRACT MANAGEMENT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
92	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
93	STOREKEEPING AND WAREHOUSE MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
94	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
95	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
96	ADVANCED PURCHASING AND STORES MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
97	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
98	ADVANCED PURCHASING AND TENDERS MANAGEMENT	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
99	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
100	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
101	SELECTING, BUYING, INSTALLING AND USING A MODERN WAREHOUSE MANAGEMENT SYSTEM	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
102	EXCELLENCE IN STORES MANAGEMENT	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
103	FUNDAMENTALS OF PURCHASING	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
104	BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
105	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	28th June – 1st July, 2022	13th – 16th Dec, 2022	N190,000
106	DEVELOPING PURCHASING POLICIES AND PROCESSES	28th June – 1st July, 2022	13th – 16th Dec, 2022	N190,000
107	ADVANCED STORES AND INVENTORY MANAGEMENT	28th June – 1st July, 2022	13th – 16th Dec, 2022	N190,000
108	STOCK TAKING AND STOCK RECONCILIATION	28th June – 1st July, 2022	13th – 16th Dec, 2022	N190,000
109	PURCHASING PRINCIPLES AND PRACTICES	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
110	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICE	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
111	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
112	WAREHOUSE AND DISTRIBUTION MANAGEMENT	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000

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1	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
2	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
3	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
4	IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
5	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
6	MANAGING DIFFICULT STAFF SITUATIONS IN ORGANIZATIONS	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
7	HUMAN RESOURCES POLICIES AND PROCEDURES	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N190,000
8	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N190,000
9	AUTOMATING MODERN OFFICE PRACTICE	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N190,000
10	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N190,000
11	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N190,000
12	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N190,000
13	COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
14	MANPOWER ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
15	TRAIN THE TRAINER – MANAGING VIRTUAL AND PHYSICAL CLASSES	1st – 4th Mar, 2022	6th – 9th Sept, 2022	N190,000
16	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	1st – 4th Mar, 2022	6th – 9th Sept, 2022	N190,000
17	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
18	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
19	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N190,000
20	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N190,000
21	HEALTH AND SAFETY IN THE WORKPLACE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
22	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N190,000
23	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
24	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
25	WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N190,000
26	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
27	THE ESSENTIALS OF HUMAN RESOURCES LAWS	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
28	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES	5th – 8th April, 2022	27th – 30th Sept, 2022	N190,000
29	HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
30	HUMAN RESOURCES MANAGEMENT MASTER CLASS	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
31	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	11th – 14th April, 2022	4th – 7th Oct, 2022	N190,000
32	MANAGING STRESS AND PRESSURE AT WORK	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
33	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
34	PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N190,000
35	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
36	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
37	ADVANCED HUMAN RESOURCE MANAGEMENT WORKSHOP	26th – 29th April, 2022	18th – 21st Oct, 2022	N190,000
38	STRATEGIC HUMAN RESOURCES MANAGEMENT	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
39	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
40	HR SKILLS FOR NON-HR PROFESSIONALS	10th – 13th May, 2022	25th – 28th Oct, 2022	N190,000
41	INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
42	RETIREMENT AND EMPLOYEE INVESTMENT PLANNING	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
43	MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH	17th – 20th May, 2022	1st – 4th Nov, 2022	N190,000
44	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
45	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
46	ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER	24th – 27th May, 2022	8th – 11th Nov, 2022	N190,000
47	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
48	ESSENTIALS OF HUMAN RESOURCES MANAGEMENT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
49	INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N190,000
50	HR ESSENTIALS FOR EFFECTIVE MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
51	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000
52	COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N190,000



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HUMAN RESOURCES & ADMIN 2022 Training Calendar

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
53	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
54	PROFESSIONAL SKILLS FOR ADMINISTRATORS	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
55	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
56	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
57	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
58	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP	21st – 24th June, 2022	6th – 9th Dec, 2022	N190,000
59	PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
60	MANPOWER PLANNING, RESOURCING AND RETENTION	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
61	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
62	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL COURSE	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
63	EMPLOYEE RELATIONS AND ENGAGEMENT: MOTIVATION, GRIEVANCES, CONFLICT AND DISCIPLINE	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
64	ADVANCED SELECTION, INTERVIEWING AND RECRUITMENT SKILLS	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000

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1	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
2	BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	11th – 14th Jan, 2022	12th – 15th July, 2022	N190,000
3	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
4	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	18th – 21st Jan, 2022	19th – 22nd July, 2022	N190,000
5	CORPORATE STRATEGY AND VALUE INNOVATION COURSE	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
6	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	25th – 28th Jan, 2022	26th – 29th July, 2022	N190,000
7	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N190,000
8	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N190,000
9	BUILDING TEAM EXCELLENCE	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N190,000
10	LEADERSHIP, CRITICAL THINKING AND INNOVATION	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N190,000
11	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N190,000
12	OFFICE, FILING AND DOCUMENTATION SKILLS	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N190,000
13	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
14	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N190,000
15	KEY PERFORMANCE INDICATORS AND OPTIMIZATION	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
16	MANAGING REMOTE TEAMS EFFECTIVELY	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N190,000
17	REINVENTING LEADERSHIP IN A COVID-19 WORLD	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
18	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N190,000
19	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N190,000
20	LEADERSHIP AND EMOTIONAL INTELLIGENCE	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N190,000
21	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N190,000
22	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N190,000
23	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	29th Mar – 1st April, 2022	27th – 30th Sept, 2022	N190,000
24	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	29th Mar – 1st April, 2022	27th – 30th Sept, 2022	N190,000
25	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	5th – 8th April, 2022	4th – 7th Oct, 2022	N190,000
26	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	5th – 8th April, 2022	4th – 7th Oct, 2022	N190,000
27	BUSINESS CONTINUITY AND STRATEGY MANAGEMENT	11th – 14th April, 2022	11th – 14th Oct, 2022	N190,000
28	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	11th – 14th April, 2022	11th – 14th Oct, 2022	N190,000
29	NEXT GENERATION LEADERSHIP	19th – 22nd April, 2022	18th – 21st Oct, 2022	N190,000
30	EFFECTIVELY MANAGING AND LEADING PEOPLE	19th – 22nd April, 2022	18th – 21st Oct, 2022	N190,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
31	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	26th – 29th April, 2022	25th – 28th Oct, 2022	N190,000
32	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	26th – 29th April, 2022	25th – 28th Oct, 2022	N190,000
33	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	10th – 13th May, 2022	1st – 4th Nov, 2022	N190,000
34	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	10th – 13th May, 2022	1st – 4th Nov, 2022	N190,000
35	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	17th – 20th May, 2022	8th – 11th Nov, 2022	N190,000
36	PERSONAL MASTERY AND SELF-LEADERSHIP	17th – 20th May, 2022	8th – 11th Nov, 2022	N190,000
37	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	24th – 27th May, 2022	15th – 18th Nov, 2022	N190,000
38	BEST PRACTICE IN PENSION ADMINISTRATION	24th – 27th May, 2022	15th – 18th Nov, 2022	N190,000
39	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	31st May – 3rd June, 2022	22nd – 25th Nov, 2022	N190,000
40	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	31st May – 3rd June, 2022	22nd – 25th Nov, 2022	N190,000
41	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	7th – 10th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
42	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	7th – 10th June, 2022	29th Nov – 2nd Dec, 2022	N190,000
43	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	14th – 17th June, 2022	6th – 9th Dec, 2022	N190,000
44	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	14th – 17th June, 2022	6th – 9th Dec, 2022	N190,000
45	EXECUTIVE LEADERSHIP DEVELOPMENT COURSE	21st – 24th June, 2022	13th – 16th Dec, 2022	N190,000
46	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	21st – 24th June, 2022	13th – 16th Dec, 2022	N190,000
47	FUNDAMENTALS OF STRATEGIC PLANNING	28th June– 1st July, 2022	13th – 16th Dec, 2022	N190,000
48	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	28th June– 1st July, 2022	19th – 22nd Dec, 2022	N190,000
49	EVALUATION, MEASURING FOR IMPACT AND RESULT	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000
50	PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP	5th – 8th July, 2022	19th – 22nd Dec, 2022	N190,000

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1	ELECTRICAL EQUIPMENT IN HAZARDOUS ENVIRONMENTS	11th - 14th Jan, 2022	12th - 15th July, 2022	N200,000
2	POWER SYSTEMS PROTECTION-CONTROL AND STABILITY	11th - 14th Jan, 2022	12th - 15th July, 2022	N200,000
3	DISTRIBUTION TRANSFORMERS-OPERATIONS AND MAINTENANCE	11th - 14th Jan, 2022	12th - 15th July, 2022	N200,000
4	HEAVY DUTY DIESEL ENGINE (HDD) OPERATION AND MAINTENANCE	11th - 14th Jan, 2022	12th - 15th July, 2022	N200,000
5	OPERATION, MONITORING AND CONTROL OF ELECTRIC MACHINES AND INDUSTRIAL PROCESSES	18th - 21st Jan, 2022	12th - 15th July, 2022	N200,000
6	PROCESS EQUIPMENT AND PIPING SYSTEMS	18th - 21st Jan, 2022	19th - 22nd July, 2022	N200,000
7	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	18th - 21st Jan, 2022	19th - 22nd July, 2022	N200,000
8	MECHANICAL EQUIPMENT: COMPRESSORS, PUMPS, SEALS, MOTORS AND VARIABLE-SPEED DRIVES	18th - 21st Jan, 2022	19th - 22nd July, 2022	N200,000
9	PUMPS AND PUMPING SYSTEMS OPTIMIZATION	25th - 28th Jan, 2022	19th - 22nd July, 2022	N200,000
10	ROOT CAUSE FAILURE ANALYSIS	25th - 28th Jan, 2022	19th - 22nd July, 2022	N200,000
11	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	25th - 28th Jan, 2022	26th - 29th July, 2022	N200,000
12	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	25th - 28th Jan, 2022	26th - 29th July, 2022	N200,000
13	DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICALLY ROTATING EQUIPMENT	1st - 4th Feb, 2022	26th - 29th July, 2022	N200,000
14	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING	1st - 4th Feb, 2022	26th - 29th July, 2022	N200,000
15	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	1st - 4th Feb, 2022	26th - 29th July, 2022	N200,000
16	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	1st - 4th Feb, 2022	2nd - 5th Aug, 2022	N200,000
17	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N200,000
18	INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N200,000
19	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N200,000
20	WRITING AN EFFECTIVE MAINTENANCE PROCEDURE	8th - 11th Feb, 2022	2nd - 5th Aug, 2022	N200,000
21	INSTRUMENTATION AND CALIBRATION COURSE	8th - 11th Feb, 2022	9th - 12th Aug, 2022	N200,000
22	ASSET INTEGRITY AND ASSET MAINTENANCE MANAGEMENT COURSE	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N200,000
23	MAINTENANCE STRATEGY DEVELOPMENT AND COST-EFFECTIVE IMPLEMENTATION	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N200,000
24	EARTHING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N200,000
25	HYDRAULIC SYSTEMS MAINTENANCE AND TROUBLESHOOTING	15th - 18th Feb, 2022	9th - 12th Aug, 2022	N200,000
26	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	15th - 18th Feb, 2022	16th - 19th Aug, 2022	N200,000
27	ADVANCED ELECTRICAL TROUBLESHOOTING, REPAIRS AND ISOLATIONS TECHNIQUES	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N200,000
28	ADVANCED GENERATOR MAINTENANCE	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N200,000
29	ADVANCED POWER DISTRIBUTION ENGINEERING FOR UTILITIES	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N200,000
30	ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS	22nd - 25th Feb, 2022	16th - 19th Aug, 2022	N200,000
31	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	22nd - 25th Feb, 2022	23rd - 26th Aug, 2022	N200,000
32	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	1st - 4th Mar, 2022	23rd - 26th Aug, 2022	N200,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
33	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N200,000
34	HVAC DESIGN, OPERATION, AND MAINTENANCE	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N200,000
35	ELECTRICAL INSTALLATIONS AND MAINTENANCE	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N200,000
36	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N200,000
37	BUILDING MANAGEMENT SYSTEM AND EFFECTIVE UTILITY MAINTENANCE PRACTICES	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N200,000
38	DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N200,000
39	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N200,000
40	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N200,000
41	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N200,000
42	CONSTRUCTION QUALITY CONTROL ON SITE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N200,000
43	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N200,000
44	PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N200,000
45	TRANSFORMERS OPERATION AND MAINTENANCE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N200,000
46	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N200,000
47	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N200,000
48	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N200,000
49	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N200,000
50	PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM-SOLVING COURSE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N200,000
51	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N200,000
52	MODERN POWER SYSTEM PROTECTIVE RELAYING	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N200,000
53	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENT	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N200,000
54	PROJECT SCHEDULING AND PLANNING SKILLS	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N200,000
55	CORROSION AND CONCRETE PROTECTION	29th Mar – 1st April, 2022	20th – 23rd Sept, 2022	N200,000
56	MAINTENANCE MANAGEMENT BEST PRACTICE: SYSTEMS, TOOLS AND TECHNIQUES	29th Mar – 1st April, 2022	27th – 30th Sept, 2022	N200,000
57	THE COMPLETE COURSE ON PROJECT MANAGEMENT	5th – 8th April, 2022	27th – 30th Sept, 2022	N200,000
58	EFFECT OF ADDITIVES ON CONCRETE	5th – 8th April, 2022	27th – 30th Sept, 2022	N200,000
59	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	5th – 8th April, 2022	27th – 30th Sept, 2022	N200,000
60	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	5th – 8th April, 2022	27th – 30th Sept, 2022	N200,000
61	PROBLEM SOLVING AND DECISION-MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	5th – 8th April, 2022	4th – 7th Oct, 2022	N200,000
62	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	11th – 14th April, 2022	4th – 7th Oct, 2022	N200,000
63	CONTRACTS AND TENDERS ADMINISTRATION	11th – 14th April, 2022	4th – 7th Oct, 2022	N200,000
64	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT MAINTENANCE AND MANAGEMENT	11th – 14th April, 2022	4th – 7th Oct, 2022	N200,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
65	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	11th – 14th April, 2022	4th – 7th Oct, 2022	N200,000
66	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	11th – 14th April, 2022	11th – 14th Oct, 2022	N200,000
67	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N200,000
68	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	19th – 22nd April, 2022	11th – 14th Oct, 2022	N200,000
69	ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N200,000
70	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	19th – 22nd April, 2022	11th – 14th Oct, 2022	N200,000
71	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	19th – 22nd April, 2022	18th – 21st Oct, 2022	N200,000
72	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	26th – 29th April, 2022	18th – 21st Oct, 2022	N200,000
73	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENT	26th – 29th April, 2022	18th – 21st Oct, 2022	N200,000
74	PUMPS, COMPRESSORS AND TURBINES WORKSHOP	26th – 29th April, 2022	18th – 21st Oct, 2022	N200,000
75	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELLING, ANALYSIS AND PROBLEM SOLVING	26th – 29th April, 2022	18th – 21st Oct, 2022	N200,000
76	DIESEL GENERATOR OPERATION AND MAINTENANCE	26th – 29th April, 2022	25th – 28th Oct, 2022	N200,000
77	MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE	10th – 13th May, 2022	25th – 28th Oct, 2022	N200,000
78	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	10th – 13th May, 2022	25th – 28th Oct, 2022	N200,000
79	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	10th – 13th May, 2022	25th – 28th Oct, 2022	N200,000
80	ELECTRICAL FAULTS: CAUSES, ANALYSIS, DETECTION AND REMEDIES	10th – 13th May, 2022	25th – 28th Oct, 2022	N200,000
81	BEST PRACTICE IN FACILITIES MANAGEMENT	10th – 13th May, 2022	1st – 4th Nov, 2022	N200,000
82	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	17th – 20th May, 2022	1st – 4th Nov, 2022	N200,000
83	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	17th – 20th May, 2022	1st – 4th Nov, 2022	N200,000
84	TROUBLESHOOTING AND MAINTENANCE OF ELECTRICAL EQUIPMENT	17th – 20th May, 2022	1st – 4th Nov, 2022	N200,000
85	BOILER CONTROL AND INSTRUMENTATION COURSE	17th – 20th May, 2022	1st – 4th Nov, 2022	N200,000
86	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	17th – 20th May, 2022	8th – 11th Nov, 2022	N200,000
87	PROCESS CONTROL VALVES AND ACTUATORS	24th – 27th May, 2022	8th – 11th Nov, 2022	N200,000
88	TRANSFORMER TESTING AND MAINTENANCE WORKSHOP	24th – 27th May, 2022	8th – 11th Nov, 2022	N200,000
89	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	24th – 27th May, 2022	8th – 11th Nov, 2022	N200,000
90	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	24th – 27th May, 2022	8th – 11th Nov, 2022	N200,000
91	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	24th – 27th May, 2022	15th – 18th Nov, 2022	N200,000
92	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N200,000
93	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N200,000
94	BEST PRACTICE IN MAINTENANCE MANAGEMENT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N200,000
95	CIRCUIT BREAKERS AND SWITCHGEARS INSPECTION	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N200,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
96	ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER	31st May – 3rd June, 2022	22nd – 25th Nov, 2022	N200,000
97	EARTHING, BONDING, LIGHTNING AND SURGE PROTECTION OF ELECTRICAL SYSTEMS AND EQUIPMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N200,000
98	FACILITIES MANAGEMENT STRATEGY WORKSHOP	7th – 10th June, 2022	22nd – 25th Nov, 2022	N200,000
99	DESIGN OF MODERN ELECTRICAL DISTRIBUTION SYSTEMS	7th – 10th June, 2022	22nd – 25th Nov, 2022	N200,000
100	ADVANCED CONSTRUCTION PROJECT MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	N200,000
101	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N200,000
102	RISK BASED MAINTENANCE WORKSHOP	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N200,000
103	SAFETY PRACTICES FOR PUBLIC BUILDINGS	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N200,000
104	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N200,000
105	HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING	21st – 24th June, 2022	6th – 9th Dec, 2022	N200,000
106	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	21st – 24th June, 2022	6th – 9th Dec, 2022	N200,000
107	FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT	21st – 24th June, 2022	6th – 9th Dec, 2022	N200,000
108	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	21st – 24th June, 2022	6th – 9th Dec, 2022	N200,000
109	BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT	28th June– 1st July, 2022	13th – 16th Dec, 2022	N200,000
110	CORROSION MANAGEMENT COURSE	28th June– 1st July, 2022	13th – 16th Dec, 2022	N200,000
111	MAINTENANCE CONTRACTING AND OUTSOURCING	28th June– 1st July, 2022	13th – 16th Dec, 2022	N200,000
112	BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS	28th June– 1st July, 2022	13th – 16th Dec, 2022	N200,000
113	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	5th – 8th July, 2022	19th – 22nd Dec, 2022	N200,000
114	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	5th – 8th July, 2022	19th – 22nd Dec, 2022	N200,000
115	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	5th – 8th July, 2022	19th – 22nd Dec, 2022	N200,000
116	GENERATOR TESTING, INSPECTION AND MAINTENANCE	5th – 8th July, 2022	19th – 22nd Dec, 2022	N200,000

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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E-mail: info@alphapartnerstrainings.com, alphapartner111@yahoo.com Website: www.alphapartnerstrainings.com

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	OIL AND GAS BUSINESS ENVIRONMENT	11th – 14th Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	₦300,000
2	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	11th – 14th Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	₦300,000
3	OIL AND GAS FINANCE MANAGEMENT	18th – 21st Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	₦300,000
4	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	18th – 21st Jan, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	₦300,000
5	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	25th – 28th Jan, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	₦300,000
6	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	25th – 28th Jan, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	₦300,000
7	IFRS JOINT VENTURE ACCOUNTING FOR THE OIL AND GAS SECTOR	1st – 4th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	₦300,000
8	MAINTENANCE PLANNING AND WORK CONTROL IN THE OIL AND GAS	1st – 4th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	₦300,000
9	ESSENTIAL SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS	8th – 11th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	₦300,000
10	HSE IN EXPLORATION AND PRODUCTION	8th – 11th Feb, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	₦300,000
11	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	15th – 18th Feb, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	₦300,000
12	EXEGESIS OF THE 2017 NIGERIAN PETROLEUM POLICY	15th – 18th Feb, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	₦300,000
13	MANAGING UPSTREAM OIL AND GAS ASSETS	22nd – 25th Feb, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	₦300,000
14	OIL AND GAS ACCOUNTING AND PERFORMANCE MEASUREMENT COURSE	22nd – 25th Feb, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	₦300,000
15	INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS IN OIL AND GAS SECTORS	1st – 4th Mar, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	₦300,000
16	INTRODUCTION TO PETROLEUM EXPLORATION	1st – 4th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	₦300,000
17	CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA	8th – 11th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	₦300,000
18	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	8th – 11th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	₦300,000
19	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	15th – 18th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	₦300,000
20	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	15th – 18th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	₦300,000
21	UPSTREAM OIL AND GAS DEVELOPMENT LIFECYCLE COSTING	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	₦300,000
22	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	22nd – 25th Mar, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	₦300,000
23	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	29th Mar – 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	₦300,000
24	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	29th Mar – 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	₦300,000
25	MANAGING BIDS AND TENDERS FROM SUPPLIERS	29th Mar – 1st April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	₦300,000
26	PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	₦300,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
27	MASTERING FINANCE FOR NON-FINANCIAL OIL AND GAS PERSONNEL	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	₦300,000
28	OIL AND GAS FIELD LIFE CYCLE, FIELD DEVELOPMENT AND PLANNING	5th – 8th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	₦300,000
29	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	₦300,000
30	FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	₦300,000
31	NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY	11th – 14th April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	₦300,000
32	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	₦300,000
33	OIL AND GAS INDUSTRY FUNDAMENTALS	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	₦300,000
34	OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT	19th – 22nd April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	₦300,000
35	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	₦300,000
36	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	₦300,000
37	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	26th – 29th April, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	₦300,000
38	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	₦300,000
39	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	₦300,000
40	UNDERSTANDING ENERGY CONTRACTS	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	₦300,000
41	THE OIL AND GAS VALUE CHAIN	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	₦300,000
42	SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	₦300,000
43	PETROLEUM COMPANY PERFORMANCE MANAGEMENT	17th – 20th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	₦300,000
44	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	₦300,000
45	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	₦300,000
46	FUNDAMENTALS OF OIL AND GAS PRODUCTION	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	₦300,000

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	ALTERNATIVE DISPUTE RESOLUTION (ADR) IN LABOUR AND INDUSTRIAL RELATIONS	11th – 14th Jan, 2022	12th – 15th July, 2022	₦250,000
2	UNDERSTANDING GOVERNMENT LEGAL SERVICES	11th – 14th Jan, 2022	12th – 15th July, 2022	₦250,000
3	CORPORATE LEGAL ADVISERS CONFERENCE	18th – 21st Jan, 2022	19th – 22nd July, 2022	₦250,000
4	FINANCE AND ACCOUNTING FOR LAWYERS	18th – 21st Jan, 2022	19th – 22nd July, 2022	₦250,000
5	LEGAL ISSUES ON FRAUD PREVENTION	25th – 28th Jan, 2022	26th – 29th July, 2022	₦250,000
6	EXCELLENCE IN CONTRACTS ADMINISTRATION	25th – 28th Jan, 2022	26th – 29th July, 2022	₦250,000
7	PROFESSIONAL SKILLS ACQUISITION AND DEVELOPMENT FOR GOVERNMENT LAWYERS	1st – 4th Feb, 2022	26th – 29th July, 2022	₦250,000
8	MANAGING AND LEADING AN EFFECTIVE IN-HOUSE LEGAL DEPARTMENT	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	₦250,000
9	CONSTRUCTION AND INFRASTRUCTURE LAW	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	₦250,000
10	ADVANCED NEGOTIATION AND ADVANCED DEAL MAKING	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	₦250,000
11	LEGAL ASPECTS OF BUSINESS	8th – 11th Feb, 2022	9th – 12th Aug, 2022	₦250,000
12	INFLUENCING, PERSUADING AND NEGOTIATING SKILLS FOR LAWYERS	15th – 18th Feb, 2022	9th – 12th Aug, 2022	₦250,000
13	GRIEVANCE, DISCIPLINE AND DISMISSALS	15th – 18th Feb, 2022	9th – 12th Aug, 2022	₦250,000
14	FUNDAMENTALS OF EMPLOYMENT CONTRACTS	15th – 18th Feb, 2022	16th – 19th Aug, 2022	₦250,000
15	ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	₦250,000
16	EFFECTIVE CONTRACT ADMINISTRATION CLAIMS MANAGEMENT AND NEGOTIATING WIN-WIN SETTLEMENTS	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	₦250,000
17	CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES COURSE	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	₦250,000
18	AN INTRODUCTION TO TAX FOR PROPERTY LAWYERS	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	₦250,000
19	ADVANCED LEGAL ADMINISTRATORS COURSE	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	₦250,000
20	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	₦250,000
21	SERVICE LEVEL AGREEMENTS WORKSHOP	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	₦250,000
22	EMPLOYEE RELATIONS AND THE LAW	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	₦250,000
23	LAW-MAKING AND LEGISLATIVE DRAFTING	8th – 11th Mar, 2022	6th – 9th Sept, 2022	₦250,000
24	FUNDAMENTALS OF EMPLOYMENT LAWS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	₦250,000
25	BUSINESS AND CONTRACT LAW ADMINISTRATION	15th – 18th Mar, 2022	6th – 9th Sept, 2022	₦250,000
26	BUSINESS LAW ADMINISTRATION COURSE	15th – 18th Mar, 2022	13th – 16th Sept, 2022	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
27	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	₦250,000
28	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	₦250,000
29	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	₦250,000
30	CORPORATE LEGAL OFFICERS COURSE	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	₦250,000
31	IN-DEPTH COURSE ON ARBITRATION AND MEDIATION	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	₦250,000
32	CONTRACTS MANAGEMENT WORKSHOP	29th Mar– 1st April, 2022	27th – 30th Sept, 2022	₦250,000
33	NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS	5th – 8th April, 2022	27th – 30th Sept, 2022	₦250,000
34	COMMERCIAL CONTRACTS DRAFTING	5th – 8th April, 2022	27th – 30th Sept, 2022	₦250,000
35	LEGAL SECRETARY DUTIES COURSE	5th – 8th April, 2022	4th – 7th Oct, 2022	₦250,000
36	EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS	11th – 14th April, 2022	4th – 7th Oct, 2022	₦250,000
37	CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS	11th – 14th April, 2022	4th – 7th Oct, 2022	₦250,000
38	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	11th – 14th April, 2022	11th – 14th Oct, 2022	₦250,000
39	LAW AND CONTRACTS TERMS AND CONDITIONS	19th – 22nd April, 2022	11th – 14th Oct, 2022	₦250,000
40	COMMERCIAL AND BUSINESS CONTRACTS	19th – 22nd April, 2022	11th – 14th Oct, 2022	₦250,000
41	NIGERIAN LABOUR LAWS AND PRACTICES	19th – 22nd April, 2022	18th – 21st Oct, 2022	₦250,000
42	THE EFFECTIVE LEGAL SECRETARY COURSE	26th – 29th April, 2022	18th – 21st Oct, 2022	₦250,000
43	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	26th – 29th April, 2022	18th – 21st Oct, 2022	₦250,000
44	CURRENT TRENDS IN LEGISLATIVE DRAFTING	26th – 29th April, 2022	25th – 28th Oct, 2022	₦250,000
45	MEDIATION FOR LITIGATORS COURSE	10th – 13th May, 2022	25th – 28th Oct, 2022	₦250,000
46	ESSENTIAL DRAFTING TECHNIQUES FOR CIVIL LITIGATORS	10th – 13th May, 2022	25th – 28th Oct, 2022	₦250,000
47	THE LAW GOVERNING CONTRACTS AND COMMERCIAL DISPUTES	10th – 13th May, 2022	1st – 4th Nov, 2022	₦250,000
48	BEST PRACTICE DRAFTING: STANDARD TERMS AND CONDITIONS	17th – 20th May, 2022	1st – 4th Nov, 2022	₦250,000
49	PROJECT MANAGEMENT TECHNIQUES FOR LEGAL PRACTITIONERS: ADDING VALUE TO LEGAL PROJECTS	17th – 20th May, 2022	1st – 4th Nov, 2022	₦250,000
50	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	17th – 20th May, 2022	8th – 11th Nov, 2022	₦250,000
51	ADVANCED ALTERNATIVE DISPUTE RESOLUTION AND MEDIATION	24th – 27th May, 2022	8th – 11th Nov, 2022	₦250,000
52	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	24th – 27th May, 2022	8th – 11th Nov, 2022	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
53	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	24th – 27th May, 2022	15th – 18th Nov, 2022	₦250,000
54	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	31st May – 3rd June, 2022	15th – 18th Nov, 2022	₦250,000
55	READING, WRITING AND NEGOTIATING OF CONTRACTS	31st May – 3rd June, 2022	15th – 18th Nov, 2022	₦250,000
56	FUNDAMENTALS OF CORPORATE LEGAL SERVICES	31st May – 3rd June, 2022	22nd – 25th Nov, 2022	₦250,000
57	INTERNATIONAL TRADE FINANCE AND INSTRUMENTS: OPERATIONAL: DOCUMENTATION AND LEGAL	7th – 10th June, 2022	22nd – 25th Nov, 2022	₦250,000
58	THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT	7th – 10th June, 2022	22nd – 25th Nov, 2022	₦250,000
59	PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION	7th – 10th June, 2022	29th Nov – 2nd Dec, 2022	₦250,000
60	COMPANY LAW - ESSENTIAL OVERVIEW	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	₦250,000
61	RESOLVING CONTRACTUAL CLAIMS AND DISPUTES	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	₦250,000
62	STATUTORY, LEGAL AND COMPLIANCE REQUIREMENTS	14th – 17th June, 2022	6th – 9th Dec, 2022	₦250,000
63	CONTRACT LAW UPDATES 2018	21st – 24th June, 2022	6th – 9th Dec, 2022	₦250,000
64	DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES	21st – 24th June, 2022	6th – 9th Dec, 2022	₦250,000
65	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	21st – 24th June, 2022	13th – 16th Dec, 2022	₦250,000
66	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	28th June– 1st July, 2022	13th – 16th Dec, 2022	₦250,000
67	MANAGING CONTRACTUAL LIABILITIES EFFECTIVELY	28th June– 1st July, 2022	13th – 16th Dec, 2022	₦250,000
68	EXCELLENCE IN CORPORATE GOVERNANCE	28th June– 1st July, 2022	19th – 22nd Dec, 2022	₦250,000
69	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	5th – 8th July, 2022	19th – 22nd Dec, 2022	₦250,000
70	COMPANY LAW AND PRACTICE	5th – 8th July, 2022	19th – 22nd Dec, 2022	₦250,000

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1	FUNDAMENTAL SELLING SKILLS	11th – 14th Jan, 2022	21st – 24th June, 2022	27th – 30th Sept, 2022	N190,000
2	HANDLING CUSTOMER COMPLAINTS EFFECTIVELY	11th – 14th Jan, 2022	21st – 24th June, 2022	27th – 30th Sept, 2022	N190,000
3	TERRITORY AND TIME MANAGEMENT FOR SALES PEOPLE	18th – 21st Jan, 2022	21st – 24th June, 2022	27th – 30th Sept, 2022	N190,000
4	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	18th – 21st Jan, 2022	28th June – 1st July, 2022	4th – 7th Oct, 2022	N190,000
5	MARKETING AND ADVERTISING COURSE	25th – 28th Jan, 2022	28th June – 1st July, 2022	4th – 7th Oct, 2022	N190,000
6	STRATEGIC BRAND MANAGEMENT COURSE	25th – 28th Jan, 2022	28th June – 1st July, 2022	4th – 7th Oct, 2022	N190,000
7	OFFENSIVE AND DEFENSIVE MARKET SHARE TRAINING FOR SALES AND MARKETING MANAGERS	1st – 4th Feb, 2022	5th – 8th July, 2022	4th – 7th Oct, 2022	N190,000
8	CUSTOMER - FOCUSED SELLING STRATEGIES	1st – 4th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
9	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	8th – 11th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
10	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES	8th – 11th Feb, 2022	12th – 15th July, 2022	11th – 14th Oct, 2022	N190,000
11	SALES AND MARKETING PROFESSIONAL	15th – 18th Feb, 2022	12th – 15th July, 2022	11th – 14th Oct, 2022	N190,000
12	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	15th – 18th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
13	DIGITAL MARKETING PLANS	22nd – 25th Feb, 2022	19th – 22nd July, 2022	18th – 21st Oct, 2022	N190,000
14	PROVIDING EXTRAORDINARY CUSTOMER SERVICE	22nd – 25th Feb, 2022	19th – 22nd July, 2022	18th – 21st Oct, 2022	N190,000
15	MARKETING SALES AND IMPLEMENTATION	1st – 4th Mar, 2022	19th – 22nd July, 2022	18th – 21st Oct, 2022	N190,000
16	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	1st – 4th Mar, 2022	26th – 29th July, 2022	25th – 28th Oct, 2022	N190,000
17	EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT – CRM COURSE	8th – 11th Mar, 2022	26th – 29th July, 2022	25th – 28th Oct, 2022	N190,000
18	SALES AND MARKETING MANAGEMENT	8th – 11th Mar, 2022	26th – 29th July, 2022	25th – 28th Oct, 2022	N190,000
19	SALES NEGOTIATION STRATEGIES TRAINING	15th – 18th Mar, 2022	26th – 29th July, 2022	25th – 28th Oct, 2022	N190,000
20	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	15th – 18th Mar, 2022	2nd – 5th Aug, 2022	1st – 4th Nov, 2022	N190,000
21	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	1st – 4th Nov, 2022	N190,000
22	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	1st – 4th Nov, 2022	N190,000
23	EXCELLENT CUSTOMER SERVICE	29th Mar – 1st April, 2022	2nd – 5th Aug, 2022	1st – 4th Nov, 2022	N190,000
24	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	29th Mar – 1st April, 2022	9th – 12th Aug, 2022	8th – 11th Nov, 2022	N190,000
25	VALUE ADDED MARKETING - ADVANCED MARKETING STRATEGIES COURSE	5th – 8th April, 2022	9th – 12th Aug, 2022	8th – 11th Nov, 2022	N190,000
26	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	5th – 8th April, 2022	9th – 12th Aug, 2022	8th – 11th Nov, 2022	N190,000
27	MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA	11th – 14th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
28	HIGH IMPACT SALES - THE COMPLETE SALES COURSE	11th – 14th April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	SALES OUTLETS MANAGEMENT COURSE	19th – 22nd April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000
30	MARKETING AND PROMOTION MANAGEMENT COURSE	19th – 22nd April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000
31	EMAIL MARKETING FUNDAMENTALS COURSE	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
32	FINANCIAL ASPECTS OF THE SALES AND MARKETING PROCESS	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
33	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
34	DIGITAL MARKETER COURSE	10th – 13th May, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
35	MARKETING STRATEGIES AND PLANNING	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
36	CUSTOMER SERVICE EXCELLENCE FOR MANAGERS	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
37	MARKET-DRIVING STRATEGIES	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
38	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
39	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
40	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	24th – 27th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
41	MARKETING COMMUNICATION COURSE	24th – 27th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
42	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	24th – 27th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
43	FUNDAMENTALS OF MARKETING COURSE	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
44	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
45	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
46	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	7th – 10th June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
47	EXCEPTIONAL CUSTOMER SERVICE	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
48	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
49	THE EFFECTIVE MARKETING MANAGER COURSE	14th – 17th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
50	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	14th – 17th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000

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ENTREPRENEURSHIP

2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	BUSINESS PLANNING AND STRATEGIC DECISION-MAKING	11th – 14th Jan, 2022	10th – 13th May, 2022	4th – 7th Oct, 2022	N190,000
2	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATING ENTREPRENEURSHIP	18th – 21st Jan, 2022	17th – 20th May, 2022	11th – 14th Oct, 2022	N190,000
3	UNDERSTANDING FINANCE FOR THE ENTREPRENEUR	25th – 28th Jan, 2022	24th – 27th May, 2022	18th – 21st Oct, 2022	N190,000
4	WRITING PROPOSAL AND BUSINESS PLAN COURSE	1st – 4th Feb, 2022	31st May – 3rd June, 2022	25th – 28th Oct, 2022	N190,000
5	BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	8th – 11th Feb, 2022	7th – 10th June, 2022	25th – 28th Oct, 2022	N190,000
6	BUSINESS FEASIBILITY AND VIABILITY APPRAISAL STRATEGIES	15th – 18th Feb, 2022	14th – 17th June, 2022	1st – 4th Nov, 2022	N190,000
7	NEW APPROACHES TO ENTREPRENEURSHIP FINANCING: PROCESS AND PROCEDURES	22nd – 25th Feb, 2022	21st – 24th June, 2022	8th – 11th Nov, 2022	N190,000
8	INFLUENCE NEGOTIATION COURSE	1st – 4th Feb, 2022	28th June – 1st July, 2022	8th – 11th Nov, 2022	N190,000
9	PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT COURSE	8th – 11th Feb, 2022	5th – 8th July, 2022	15th – 18th Nov, 2022	N190,000
10	BUSINESS CONTINUITY AND COST CONTROL STRATEGIES	15th – 18th Feb, 2022	12th – 15th July, 2022	15th – 18th Nov, 2022	N190,000
11	LEADERSHIP, MANAGEMENT AND ENTREPRENEURSHIP IN THE 21ST CENTURY	22nd – 25th Feb, 2022	19th – 22nd July, 2022	22nd – 25th Nov, 2022	N190,000
12	BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT	1st – 4th Mar, 2022	26th – 29th July, 2022	22nd – 25th Nov, 2022	N190,000
13	SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS	8th – 11th Mar, 2022	2nd – 5th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
14	ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE	15th – 18th Mar, 2022	9th – 12th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
15	FINANCIAL SKILLS FOR BUSINESS DEVELOPMENT	22nd – 25th Mar, 2022	16th – 19th Aug, 2022	6th – 9th Dec, 2022	N190,000
16	SOCIAL ENTREPRENEURSHIP COURSE	29th Mar – 1st April, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N190,000
17	CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP	5th – 8th April, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N190,000
18	BUSINESS ANALYSIS TRAINING COURSE	11th – 14th April, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
19	BODY LANGUAGE FOR ENTREPRENEURS	19th – 22nd April, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
20	INVESTMENT APPRAISAL AND RISK ANALYSIS	26th – 29th April, 2022	27th – 30th Sept, 2022	19th – 22nd Dec, 2022	N190,000

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HOTEL AND HOSPITALITY 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	11th – 14th Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
2	HOTEL FRONT DESK OPERATIONS MANAGEMENT	11th – 14th Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
3	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	18th – 21st Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
4	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	18th – 21st Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
5	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
6	INTRODUCTION TO HOTEL REVENUE MANAGEMENT	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
7	RESTAURANT REVENUE MANAGEMENT WORKSHOP	1st – 4th Feb, 2022	28th June – 1st July, 2022	4th – 7th Oct, 2022	N190,000
8	HOSPITALITY CUSTOMER SERVICE PROFESSIONAL	1st – 4th Feb, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	N190,000
9	HOTEL AND CATERING MANAGEMENT COURSE	8th – 11th Feb, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	N190,000
10	FOOD HYGIENE AND BEVERAGE SERVICES	8th – 11th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
11	THE HOSPITALITY BUSINESS COURSE	15th – 18th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
12	HOSPITALITY AND EVENT MANAGEMENT COURSE	15th – 18th Feb, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
13	HOTEL HUMAN RESOURCES MANAGEMENT	22nd – 25th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
14	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	22nd – 25th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
15	HOTEL WAREHOUSING AND STORES MANAGEMENT	1st – 4th Mar, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
16	MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION	1st – 4th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
17	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	8th – 11th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
18	THE EFFECTIVE HOTEL RECEPTIONIST COURSE	8th – 11th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
19	HOTEL MARKETING AND SALES	15th – 18th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
20	HOTEL ASSETS MANAGEMENT (HAM)	15th – 18th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
21	HOTEL QUALITY CONTROL (HQC)	22nd – 25th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
22	HOTEL RESERVATIONS TECHNIQUES	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
23	HOTEL AND HOSPITALITY FRONT DESK OFFICER	29th Mar – 1st April, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
24	OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES	29th Mar – 1st April, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
25	FOOD AND BEVERAGE MANAGEMENT COURSE	5th – 8th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
26	ANALYSIS OF HOTEL INCOME STATEMENTS	5th – 8th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
27	CONCEPTS OF BUDGETING AND FORECASTING IN HOTELS AND HOSPITALITY INDUSTRIES	11th – 14th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000



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HOTEL AND HOSPITALITY 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
28	CATERING AND EVENT MANAGEMENT	11th – 14th April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000
29	MODERN METHODS IN TOURISM MANAGEMENT	19th – 22nd April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N190,000
30	FUNDAMENTALS OF HOTEL REVENUE MANAGEMENT IN HOSPITALITY INDUSTRY	19th – 22nd April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N190,000
31	REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
32	HOSPITALITY AND TOURISM TECHNOLOGY AND INNOVATION	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
33	CUSTOMER EXPERIENCE MANAGEMENT IN HOSPITALITY PROFESSIONAL	26th – 29th April, 2022	23rd – 26th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
34	HOTEL AND HOSPITALITY MANAGEMENT	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
35	BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
36	MENU ANALYSIS WORKSHOP	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
37	EVENT AND CONFERENCE MANAGEMENT COURSE	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
38	INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
39	HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
40	EXCELLENCE IN HOUSEKEEPING AND CLEANING	24th – 27th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
41	RESTAURANT OPERATIONS MANAGEMENT	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
42	FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
43	HOTEL AND HOSPITALITY PRACTICE	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
44	HOSPITALITY INDUSTRY LAW	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
45	HOSPITALITY AND HOTEL MANAGEMENT COURSE	31st May – 3rd June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
46	TRAVEL AND TOURISM COURSE	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
47	HOTEL INVESTMENTS AND VALUATION COURSE	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
48	HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000

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MANUFACTURING & PRODUCTION 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	STRATEGIC PRODUCTION MANAGEMENT AND PLANNING AT WORKPLACE	11th – 14th Jan, 2022	24th – 27th May, 2022	4th – 7th Oct, 2022	N300,000
2	PRODUCT LIABILITY IN MANUFACTURING	18th – 21st Jan, 2022	31st May – 3rd June, 2022	11th – 14th Oct, 2022	N300,000
3	FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION	25th – 28th Jan, 2022	7th – 10th June, 2022	18th – 21st Oct, 2022	N300,000
4	SCHEDULED WASTE MANAGEMENT COURSE	1st – 4th Feb, 2022	21st – 24th June, 2022	25th – 28th Oct, 2022	N300,000
5	OCCUPATIONAL FIRST AID AND CPR TRAINING	8th – 11th Feb, 2022	28th June – 1st July, 2022	1st – 4th Nov, 2022	N300,000
6	PERFORMANCE MANAGEMENT AND MONITORING	15th – 18th Feb, 2022	5th – 8th July, 2022	8th – 11th Nov, 2022	N300,000
7	EFFECTIVE OPERATIONS AND PERFORMANCE MANAGEMENT	22nd – 25th Feb, 2022	12th – 15th July, 2022	15th – 18th Nov, 2022	N300,000
8	LABORATORY DOCUMENTATION, DATA MANAGEMENT AND REPORTING.	1st – 4th Mar, 2022	19th – 22nd July, 2022	15th – 18th Nov, 2022	N300,000
9	INTRODUCTION TO MANUFACTURING PROCESSES	8th – 11th Mar, 2022	26th – 29th July, 2022	22nd – 25th Nov, 2022	N300,000
10	PRODUCT LIABILITY IN MANUFACTURING	15th – 18th Mar, 2022	2nd – 5th Aug, 2022	22nd – 25th Nov, 2022	N300,000
11	UNSATURATED POLYESTER RESIN	22nd – 25th Mar, 2022	9th – 12th Aug, 2022	29th Nov – 2nd Dec, 2022	N300,000
12	PRODUCTION PLANNING, SCHEDULING AND CONTROL	29th Mar – 1st April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N300,000
13	PERSONAL DEVELOPMENT PROGRAM FOR TECHNICIANS	5th – 8th April, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N300,000
14	GOOD MANUFACTURING PRACTICES (GMP) AND HYGIENE	11th – 14th April, 2022	30th Aug – 2nd Sept, 2022	6th – 9th Dec, 2022	N300,000
15	EFFECTIVE PRODUCTION PLANNING, SCHEDULING AND CONTROL	19th – 22nd April, 2022	6th – 9th Sept, 2022	13th – 16th Dec, 2022	N300,000
16	STATISTICAL PROCESS CONTROL (SPC)	26th – 29th April, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N300,000
17	OCCUPATIONAL FIRST AID AND CPR TRAINING	10th – 13th May, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N300,000
18	LEAN MANUFACTURING: WASTE REDUCTION AND PRODUCTIVITY IMPROVEMENTS	17th – 20th May, 2022	27th – 30th Sept, 2022	19th – 22nd Dec, 2022	N300,000

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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	11th – 14th Jan, 2022	12th – 15th July, 2022	N250,000
2	GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL	11th – 14th Jan, 2022	12th – 15th July, 2022	N250,000
3	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	11th – 14th Jan, 2022	12th – 15th July, 2022	N250,000
4	DESIGNING DATABASE-DRIVEN APPLICATIONS WITH ORACLE APEX	11th – 14th Jan, 2022	12th – 15th July, 2022	N250,000
5	MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT	18th – 21st Jan, 2022	12th – 15th July, 2022	N250,000
6	CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES	18th – 21st Jan, 2022	19th – 22nd July, 2022	N250,000
7	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	18th – 21st Jan, 2022	19th – 22nd July, 2022	N250,000
8	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP	18th – 21st Jan, 2022	19th – 22nd July, 2022	N250,000
9	APPLICATION DEVELOPMENT WITH JAVA	25th – 28th Jan, 2022	19th – 22nd July, 2022	N250,000
10	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	25th – 28th Jan, 2022	19th – 22nd July, 2022	N250,000
11	IMPLEMENTING CISCO NETWORK SECURITY	25th – 28th Jan, 2022	26th – 29th July, 2022	N250,000
12	CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE	25th – 28th Jan, 2022	26th – 29th July, 2022	N250,000
13	HYBRID CLOUD COMPUTING ADMINISTRATION	1st – 4th Feb, 2022	26th – 29th July, 2022	N250,000
14	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS	1st – 4th Feb, 2022	26th – 29th July, 2022	N250,000
15	TELECOMMUNICATION NETWORKS MANAGEMENT: I	1st – 4th Feb, 2022	26th – 29th July, 2022	N250,000
16	COMPUTER FORENSICS TECHNIQUES AND TOOLS	1st – 4th Feb, 2022	2nd – 5th Aug, 2022	N250,000
17	GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N250,000
18	IT FUNDAMENTALS	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N250,000
19	APPLICATION DEVELOPMENT WITH PYTHON	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N250,000
20	CLOUD COMPUTING ADMINISTRATION: AMAZON WEB SERVICES	8th – 11th Feb, 2022	2nd – 5th Aug, 2022	N250,000
21	DATABASE DESIGN, TOOLS & TECHNIQUES WITH ORACLE DB	8th – 11th Feb, 2022	9th – 12th Aug, 2022	N250,000
22	DOCUMENT MANAGEMENT SYSTEMS	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N250,000
23	COMPUTER NETWORK ROUTING & SWITCHING	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N250,000
24	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N250,000
25	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	15th – 18th Feb, 2022	9th – 12th Aug, 2022	N250,000
26	DOCUMENT AUTHORIZING WITH MICROSOFT WORD	15th – 18th Feb, 2022	16th – 19th Aug, 2022	N250,000
27	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N250,000
28	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N250,000
29	SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N250,000
30	INFORMATION STORAGE AND MANAGEMENT	22nd – 25th Feb, 2022	16th – 19th Aug, 2022	N250,000





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INFORMATION TECHNOLOGY

2022 Training Calendar

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
31	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	22nd – 25th Feb, 2022	23rd – 26th Aug, 2022	N250,000
32	ADMINISTERING & TROUBLESHOOTING WINDOWS SERVER 2019	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N250,000
33	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N250,000
34	SECURE SOFTWARE DEVELOPMENT LIFECYCLES (SDLC) BEST PRACTICES	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N250,000
35	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	1st – 4th Mar, 2022	23rd – 26th Aug, 2022	N250,000
36	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	1st – 4th Mar, 2022	30th Aug – 2nd Sept, 2022	N250,000
37	DESIGNING WEBSITES USING WORDPRESS CMS	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N250,000
38	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N250,000
39	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N250,000
40	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: LINUX	8th – 11th Mar, 2022	30th Aug – 2nd Sept, 2022	N250,000
41	SECURING THE WINDOWS FILE SYSTEM	8th – 11th Mar, 2022	6th – 9th Sept, 2022	N250,000
42	LINUX SYSTEM ADMINISTRATION	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N250,000
43	CYBER SECURITY ANALYST	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N250,000
44	INFORMATION TECHNOLOGY ESSENTIALS	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N250,000
45	DISASTER RECOVERY ADMINISTRATOR COURSE	15th – 18th Mar, 2022	6th – 9th Sept, 2022	N250,000
46	EXCELLENCE IN DATA GOVERNANCE ADMINISTRATION	15th – 18th Mar, 2022	13th – 16th Sept, 2022	N250,000
47	ADVANCED MANAGEMENT INFORMATION SYSTEMS EXCELLENCE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N250,000
48	ADVANCED INFORMATION SYSTEMS MANAGEMENT COURSE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N250,000
49	MANAGEMENT INFORMATION SYSTEMS COURSE	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N250,000
50	STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS	22nd – 25th Mar, 2022	13th – 16th Sept, 2022	N250,000
51	A COMPLETE GUIDE TO IT QUALITY MANAGEMENT	22nd – 25th Mar, 2022	20th – 23rd Sept, 2022	N250,000
52	IT STRATEGY AND ARCHITECTURE PRINCIPLES AND PRACTICES	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N250,000
53	THE COMPLETE COURSE ON DATA SCIENCE AND BIG DATA ANALYTICS	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N250,000
54	THE COMPLETE COURSE ON CLOUD MANAGEMENT AND IT SECURITY	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N250,000
55	DATA ANALYTICS FOR MANAGERIAL DECISION MAKING	29th Mar– 1st April, 2022	20th – 23rd Sept, 2022	N250,000
56	SECURING & TROUBLESHOOTING SOFTWARE DEFINED NETWORKS	29th Mar– 1st April, 2022	27th – 30th Sept, 2022	N250,000
57	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: CORELDRAW	5th – 8th April, 2022	27th – 30th Sept, 2022	N250,000
58	CLOUD COMPUTING ADMINISTRATION: GOOGLE CLOUD PLATFORM	5th – 8th April, 2022	27th – 30th Sept, 2022	N250,000
59	DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM	5th – 8th April, 2022	27th – 30th Sept, 2022	N250,000
60	DATABASE DESIGN, TOOLS & TECHNIQUES WITH NOSQL	5th – 8th April, 2022	27th – 30th Sept, 2022	N250,000





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INFORMATION TECHNOLOGY

2022 Training Calendar

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
61	CYBER SECURITY RISK ASSESSMENT & CONTROLS	5th – 8th April, 2022	4th – 7th Oct, 2022	N250,000
62	INSTALLING, CONFIGURING & DEPLOYING WINDOWS SERVER 2019	11th – 14th April, 2022	4th – 7th Oct, 2022	N250,000
63	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA	11th – 14th April, 2022	4th – 7th Oct, 2022	N250,000
64	APPLICATION DEVELOPMENT WITH NODE.JS	11th – 14th April, 2022	4th – 7th Oct, 2022	N250,000
65	SECURING WIRELESS NETWORKS AND WANS	11th – 14th April, 2022	4th – 7th Oct, 2022	N250,000
66	MANAGING ENTERPRISE STORAGE NETWORKS	11th – 14th April, 2022	11th – 14th Oct, 2022	N250,000
67	DISASTER PREVENTION & RECOVERY MANAGEMENT: HANDLING IT RISKS	19th – 22nd April, 2022	11th – 14th Oct, 2022	N250,000
68	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	19th – 22nd April, 2022	11th – 14th Oct, 2022	N250,000
69	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	19th – 22nd April, 2022	11th – 14th Oct, 2022	N250,000
70	CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM	19th – 22nd April, 2022	11th – 14th Oct, 2022	N250,000
71	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	19th – 22nd April, 2022	18th – 21st Oct, 2022	N250,000
72	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: CISCO	26th – 29th April, 2022	18th – 21st Oct, 2022	N250,000
73	WEB BASED INFORMATION SYSTEM MANAGEMENT	26th – 29th April, 2022	18th – 21st Oct, 2022	N250,000
74	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	26th – 29th April, 2022	18th – 21st Oct, 2022	N250,000
75	DATABASE DESIGN, TOOLS & TECHNIQUES WITH POSTGRESQL	26th – 29th April, 2022	18th – 21st Oct, 2022	N250,000
76	IT INFRASTRUCTURE MANAGEMENT	26th – 29th April, 2022	25th – 28th Oct, 2022	N250,000
77	INFORMATION SECURITY FOR IT PROFESSIONALS	10th – 13th May, 2022	25th – 28th Oct, 2022	N250,000
78	NETWORKING WITH WINDOW SERVER AND CLIENTS	10th – 13th May, 2022	25th – 28th Oct, 2022	N250,000
79	TELECOMMUNICATION NETWORKS MANAGEMENT: II	10th – 13th May, 2022	25th – 28th Oct, 2022	N250,000
80	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	10th – 13th May, 2022	25th – 28th Oct, 2022	N250,000
81	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	10th – 13th May, 2022	1st – 4th Nov, 2022	N250,000
82	DIGITAL TRANSFORMATION FOR THE 21 ST CENTURY BUSINESS	17th – 20th May, 2022	1st – 4th Nov, 2022	N250,000
83	ICT MANAGEMENT AND INFORMATION SECURITY	17th – 20th May, 2022	1st – 4th Nov, 2022	N250,000
84	COMPUTER & NETWORK ADMINISTRATION: II	17th – 20th May, 2022	1st – 4th Nov, 2022	N250,000
85	DESIGNING WEBSITES & WEB-BASED APPS USING HTML, CSS, JAVASCRIPT & MYSQL	17th – 20th May, 2022	1st – 4th Nov, 2022	N250,000
86	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	17th – 20th May, 2022	8th – 11th Nov, 2022	N250,000
87	MANAGING IT PROJECTS	24th – 27th May, 2022	8th – 11th Nov, 2022	N250,000
88	DATA RECOVERY TOOLS & TECHNIQUES	24th – 27th May, 2022	8th – 11th Nov, 2022	N250,000
89	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	24th – 27th May, 2022	8th – 11th Nov, 2022	N250,000
90	DATABASE DESIGN, TOOLS & TECHNIQUES WITH SQL SERVER	24th – 27th May, 2022	8th – 11th Nov, 2022	N250,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
91	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	24th – 27th May, 2022	15th – 18th Nov, 2022	N250,000
92	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N250,000
93	CREATING SPREADSHEETS WITH MICROSOFT EXCEL	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N250,000
94	DIGITAL COLLABORATION USING MICROSOFT SHAREPOINT	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N250,000
95	DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION	31st May – 3rd June, 2022	15th – 18th Nov, 2022	N250,000
96	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	31st May – 3rd June, 2022	22nd – 25th Nov, 2022	N250,000
97	DATA ANALYSIS AND MODELING USING POWER BI	7th – 10th June, 2022	22nd – 25th Nov, 2022	N250,000
98	APPLICATION DEVELOPMENT WITH PHP	7th – 10th June, 2022	22nd – 25th Nov, 2022	N250,000
99	WIRELESS NETWORKS ADMINISTRATION	7th – 10th June, 2022	22nd – 25th Nov, 2022	N250,000
100	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	7th – 10th June, 2022	29th Nov – 2nd Dec, 2022	N250,000
101	DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N250,000
102	COMPUTER NETWORK ADMINISTRATION AND OPERATIONS	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N250,000
103	DATABASE DESIGN, TOOLS & TECHNIQUES WITH PL/SQL	14th – 17th June, 2022	29th Nov – 2nd Dec, 2022	N250,000
104	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	14th – 17th June, 2022	6th – 9th Dec, 2022	N250,000
105	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	21st – 24th June, 2022	6th – 9th Dec, 2022	N250,000
106	WORKING WITH THE LINUX PLATFORM AND TOOLS	21st – 24th June, 2022	6th – 9th Dec, 2022	N250,000
107	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	21st – 24th June, 2022	6th – 9th Dec, 2022	N250,000
108	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	28th June – 1st July, 2022	13th – 16th Dec, 2022	N250,000
109	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	28th June – 1st July, 2022	13th – 16th Dec, 2022	N250,000
110	UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING	28th June – 1st July, 2022	13th – 16th Dec, 2022	N250,000
111	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	28th June – 1st July, 2022	13th – 16th Dec, 2022	N250,000
112	ADMINISTERING & TROUBLESHOOTING WINDOWS 10	5th – 8th July, 2022	19th – 22nd Dec, 2022	N250,000
113	IT SERVICE MANAGEMENT	5th – 8th July, 2022	19th – 22nd Dec, 2022	N250,000
114	COMPUTER & NETWORK ADMINISTRATION: I	5th – 8th July, 2022	19th – 22nd Dec, 2022	N250,000

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PUBLIC RELATIONS 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL: BEST PRACTICE	11th – 14th Jan, 2022	7th – 10th June, 2022	27th – 30th Sept, 2022	N190,000
2	GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS	11th – 14th Jan, 2022	7th – 10th June, 2022	27th – 30th Sept, 2022	N190,000
3	ADVANCED SOCIAL MEDIA TRAINING	18th – 21st Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
4	EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES	18th – 21st Jan, 2022	14th – 17th June, 2022	4th – 7th Oct, 2022	N190,000
5	STRATEGIC MEDIA PLANNING	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
6	PROTOCOL AND EVENT MANAGEMENT	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
7	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	1st – 4th Feb, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N190,000
8	EFFECTIVE PUBLIC RELATIONS	1st – 4th Feb, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N190,000
9	BUSINESS STRATEGY FOR PR MANAGERS	8th – 11th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
10	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	8th – 11th Feb, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
11	INCIDENT AND CRISIS RESPONSE COMMUNICATION SKILLS	15th – 18th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
12	PUBLIC RELATIONS PROFESSIONAL COURSE	15th – 18th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
13	WRITING SKILLS FOR PR	22nd – 25th Feb, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
14	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	22nd – 25th Feb, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
15	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGE	1st – 4th Mar, 2022	26th – 29th July, 2022	25th – 28th Oct, 2022	N190,000
16	CUSTOMER EXPERIENCE PERFECTION	1st – 4th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
17	PUBLIC RELATIONS AND SUCCESSFUL CAMPAIGNS	8th – 11th Mar, 2022	2nd – 5th Aug, 2022	1st – 4th Nov, 2022	N190,000
18	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	8th – 11th Mar, 2022	2nd – 5th Aug, 2022	1st – 4th Nov, 2022	N190,000
19	PUBLIC RELATIONS FUNDAMENTALS	15th – 18th Mar, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
20	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	15th – 18th Mar, 2022	9th – 12th Aug, 2022	8th – 11th Nov, 2022	N190,000
21	MEDIA RELATIONS AND PUBLIC AFFAIRS	22nd – 25th Mar, 2022	9th – 12th Aug, 2022	8th – 11th Nov, 2022	N190,000
22	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	22nd – 25th Mar, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
23	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	29th Mar – 1st April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000
24	PUBLIC RELATIONS CAMPAIGNS PLANNING AND EXECUTION	29th Mar – 1st April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000
25	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	5th – 8th April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N190,000



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PUBLIC RELATIONS 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
26	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	5th – 8th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
27	PLANNING AND MANAGING PR CAMPAIGNS	11th – 14th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
28	MANAGING COMMUNITY RELATIONS EFFECTIVELY	11th – 14th April, 2022	23rd – 26th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
29	WRITING FOR SOCIAL MEDIA COURSE	19th – 22nd April, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
30	INTRODUCTION TO PUBLIC RELATIONS	19th – 22nd April, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
31	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	26th – 29th April, 2022	30th Aug – 2nd Sept, 2022	6th – 9th Dec, 2022	N190,000
32	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	26th – 29th April, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
33	PROTOCOL AND TRAVEL MANAGEMENT	10th – 13th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
34	PR IN A CHANGING DIGITAL LANDSCAPE	10th – 13th May, 2022	6th – 9th Sept, 2022	13th – 16th Dec, 2022	N190,000
35	MASTERING CORPORATE COMMUNICATIONS	17th – 20th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
36	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	17th – 20th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
37	MEASURING AND EVALUATING PR	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
38	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	24th – 27th May, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
39	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	31st May – 3rd June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
40	PUBLIC RELATIONS AND MEDIA SKILLS	31st May – 3rd June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000

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SECRETARIES & PERSONAL ASSISTANTS 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE	11th – 14th Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
2	DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES	11th – 14th Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
3	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	18th – 21st Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
4	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	18th – 21st Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
5	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
6	FRONTLINE CUSTOMER SERVICE EXCELLENCE	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
7	OFFICE MANAGEMENT AND ADMINISTRATION COURSE	1st – 4th Feb, 2022	28th June – 1st July, 2022	4th – 7th Oct, 2022	N190,000
8	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S	1st – 4th Feb, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	N190,000
9	PROFESSIONAL BUSINESS AND CORPORATE ETIQUETTE COURSE	8th – 11th Feb, 2022	28th June – 1st July, 2022	11th – 14th Oct, 2022	N190,000
10	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	8th – 11th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
11	EFFECTIVE RECEPTIONIST AND FRONT DESK MANAGER	15th – 18th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N190,000
12	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	15th – 18th Feb, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
13	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	22nd – 25th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
14	PERSONAL ASSISTANTS AND SECRETARIES SKILLS - ESSENTIAL	22nd – 25th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
15	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	1st – 4th Mar, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N190,000
16	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	1st – 4th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
17	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	8th – 11th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
18	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	8th – 11th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N190,000
19	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	15th – 18th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
20	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	15th – 18th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
21	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	22nd – 25th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
22	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
23	PERSONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	29th Mar- 1st April, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
24	PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S	29th Mar- 1st April, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
25	MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S	5th – 8th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
26	OFFICE, FILING AND DOCUMENTATION SKILLS	5th – 8th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
27	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	11th – 14th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
28	MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT	11th – 14th April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000

SECRETARIES & PERSONAL ASSISTANTS 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	RECEPTION AND TELEPHONE ETIQUETTE	19th – 22nd April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N190,000
30	PROFESSIONAL OFFICE AND RECORDS MANAGEMENT COURSE	19th – 22nd April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N190,000
31	MANAGING YOUR BOSS IN THE WORKPLACE	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
32	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
33	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	26th – 29th April, 2022	23rd – 26th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
34	DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
35	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
36	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
37	THE EFFECTIVE SECRETARY TRAINING	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
38	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
39	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
40	EFFECTIVE MINUTE TAKING COURSE	24th – 27th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
41	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
42	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
43	ADVANCED EXECUTIVE ASSISTANT COURSE	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
44	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N190,000
45	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	31st May – 3rd June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
46	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
47	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000
48	ORGANISING AND BEHAVIOURAL SKILLS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N190,000

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	11th – 14th Jan, 2022	24th – 27th May, 2022	27th – 30th Sept, 2022	N185,000
2	PREVENTIVE DRIVING AND SAFETY PRECAUTIONS	11th – 14th Jan, 2022	24th – 27th May, 2022	27th – 30th Sept, 2022	N185,000
3	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	18th – 21st Jan, 2022	31st May – 3rd June, 2022	4th – 7th Oct, 2022	N185,000
4	ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORT MANAGERS	18th – 21st Jan, 2022	31st May – 3rd June, 2022	4th – 7th Oct, 2022	N185,000
5	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	25th – 28th Jan, 2022	7th – 10th June, 2022	11th – 14th Oct, 2022	N185,000
6	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	25th – 28th Jan, 2022	7th – 10th June, 2022	11th – 14th Oct, 2022	N185,000
7	DEFENSIVE DRIVER SAFETY TECHNIQUES	1st – 4th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N185,000
8	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	1st – 4th Feb, 2022	14th – 17th June, 2022	18th – 21st Oct, 2022	N185,000
9	ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP	8th – 11th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N185,000
10	MANAGING THE TRANSPORT DEPARTMENT OF YOUR ORGANIZATION	8th – 11th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N185,000
11	IMPORT MANAGEMENT WORKSHOP	15th – 18th Feb, 2022	28th June – 1st July, 2022	25th – 28th Oct, 2022	N185,000
12	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	15th – 18th Feb, 2022	28th June – 1st July, 2022	25th – 28th Oct, 2022	N185,000
13	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	22nd – 25th Feb, 2022	5th – 8th July, 2022	25th – 28th Oct, 2022	N185,000
14	ROAD SAFETY AND DRIVERS AWARENESS COURSE	22nd – 25th Feb, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N185,000
15	TRANSPORTATION MANAGEMENT SYSTEM	1st – 4th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N185,000
16	INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS	1st – 4th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N185,000
17	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	8th – 11th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N185,000
18	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	8th – 11th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N185,000
19	TRANSPORT AND LOGISTICS - ESSENTIALS	15th – 18th Mar, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N185,000
20	LOGISTICS AND DISTRIBUTION MANAGEMENT	15th – 18th Mar, 2022	26th – 29th July, 2022	15th – 18th Nov, 2022	N185,000
21	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N185,000
22	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	29th Mar- 1st April, 2022	9th - 12th Aug, 2022	22nd - 25th Nov, 2022	N185,000
24	LOGISTICS MANAGEMENT WORKSHOP	29th Mar- 1st April, 2022	9th - 12th Aug, 2022	22nd - 25th Nov, 2022	N185,000
25	MANAGING FREIGHT AND LOGISTICS MANAGEMENT	5th - 8th April, 2022	16th - 19th Aug, 2022	22nd - 25th Nov, 2022	N185,000
26	TOOLS AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	5th - 8th April, 2022	16th - 19th Aug, 2022	29th Nov - 2nd Dec, 2022	N185,000
27	CORPORATE FLEET MANAGEMENT WORKSHOP	11th - 14th April, 2022	23rd - 26th Aug, 2022	29th Nov - 2nd Dec, 2022	N185,000
28	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	11th - 14th April, 2022	23rd - 26th Aug, 2022	29th Nov - 2nd Dec, 2022	N185,000
29	LOGISTICS AND TRANSPORT MANAGEMENT	19th - 22nd April, 2022	30th Aug - 2nd Sept, 2022	6th - 9th Dec, 2022	N185,000
30	ESSENTIALS OF FLEET AND TRANSPORT MANAGEMENT WORKSHOP	19th - 22nd April, 2022	30th Aug - 2nd Sept, 2022	6th - 9th Dec, 2022	N185,000
31	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	26th - 29th April, 2022	6th - 9th Sept, 2022	6th - 9th Dec, 2022	N185,000
32	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	26th - 29th April, 2022	6th - 9th Sept, 2022	13th - 16th Dec, 2022	N185,000
33	TRANSPORTATION, LOGISTICS AND THE LAW COURSE	10th - 13th May, 2022	13th - 16th Sept, 2022	13th - 16th Dec, 2022	N185,000
34	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	10th - 13th May, 2022	13th - 16th Sept, 2022	13th - 16th Dec, 2022	N185,000
35	SAFETY DRIVING TIPS IN THE ERA OF COVID-19 PANDEMIC	17th - 20th May, 2022	20th - 23rd Sept, 2022	19th - 22nd Dec, 2022	N185,000
36	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	17th - 20th May, 2022	20th - 23rd Sept, 2022	19th - 22nd Dec, 2022	N185,000

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1	AIR CARGO MANAGEMENT COURSE	11th – 14th Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	N300,000
2	AIRLINE REVENUE MANAGEMENT	18th – 21st Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	N300,000
3	LEGAL ASPECT OF AVIATION SECURITY AND SAFETY	25th – 28th Jan, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	N300,000
4	LEGAL MANAGEMENT AND THE SHIPPING BUSINESS	1st – 4th Feb, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	N300,000
5	CREW RESOURCE MANAGEMENT (CRM) IMPLEMENTATION	8th – 11th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N300,000
6	AVIATION FINANCE COURSE	15th – 18th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N300,000
7	AIR FARES AND TICKETING ADMINISTRATION	22nd – 25th Feb, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N300,000
8	AIR SAFETY MANAGEMENT	1st – 4th Mar, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N300,000
9	AIR CABIN CREW CONFLICT MANAGEMENT COURSE	8th – 11th Mar, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N300,000
10	SECURITY AWARENESS FOR MARINE FACILITY PERSONNEL	8th – 11th Mar, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N300,000
11	AIRPORT MANAGEMENT COURSE	15th – 18th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N300,000
12	SHIPPING FINANCE DOCUMENTATION	15th – 18th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N300,000
13	MARINE EMERGENCY DUTIES FOR SENIOR OFFICERS	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N300,000
14	SHIPPING, CLEARING AND FORWARDING ADMINISTRATION	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N300,000
15	AIRPORT CUSTOMER SERVICE	29th Mar– 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N300,000
16	ADVANCED AVIATION SECURITY MANAGEMENT	29th Mar– 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N300,000
17	SHIP SALE AND PURCHASE	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N300,000
18	AVIATION INSURANCE: LEASES, TAXATION, FINANCE AND ACCOUNTING	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N300,000
19	SMALL VESSEL OPERATOR PROFICIENCY (SVOP)	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N300,000
20	ADVANCED MARINE FIRST AID	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N300,000
21	PRIVATE STAFF AIRCRAFT SAFETY TRAINING	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N300,000
22	AIRLINE OPERATIONS MANAGEMENT COURSE	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N300,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	UNDERSTANDING CYBERSECURITY IN SHIP OPERATIONS	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N300,000
24	AIRPORT CORPORATE TRAVEL PROTOCOL MANAGEMENT	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N300,000
25	AIRLINE BUSINESS FOUNDATIONS	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N300,000
26	AIRCRAFT LEASING COURSE	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N300,000
27	AIR TRANSPORT ECONOMICS	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N300,000
28	SHIPPING AND LOGISTICS SUPPLY CHAIN MANAGEMENT	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N300,000
29	AIRLINE MARKETING MANAGEMENT COURSE	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	N300,000
30	AIRLINE CUSTOMER SERVICE: STRATEGY DESIGN AND IMPLEMENTATION	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	N300,000

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1	STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS	11th – 14th Jan, 2022	24h – 27th May, 2022	27th – 30th Sept, 2022	N190,000
2	DEVELOPING EFFECTIVE BUSINESS CONVERSATION SKILLS	11th – 14th Jan, 2022	24th – 27th May, 2022	27th – 30th Sept, 2022	N190,000
3	INTERACTION SKILLS FOR IMPACT AND INFLUENCE	18th – 21st Jan, 2022	31st May – 3rd June, 2022	4th – 7th Oct, 2022	N190,000
4	COMMUNICATING WITH CONFIDENCE	18th – 21st Jan, 2022	31st May – 3rd June, 2022	4th – 7th Oct, 2022	N190,000
5	STORYTELLING POWER: SECRETS FOR EXCEPTIONAL COMMUNICATION	25th – 28th Jan, 2022	7th – 10th June, 2022	11th – 14th Oct, 2022	N190,000
6	ADVANCED COMMUNICATION FRAMEWORK IN THE ORGANIZATION	25th – 28th Jan, 2022	7th – 10th June, 2022	11th – 14th Oct, 2022	N190,000
7	BUILDING BETTER WORK RELATIONSHIPS: NEW TECHNIQUES FOR RESULTS-ORIENTED COMMUNICATION	1st – 4th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
8	COMMUNICATION AND INTERPERSONAL SKILLS FOR TECHNICAL PROFESSIONALS	1st – 4th Feb, 2022	14th – 17th June, 2022	18th – 21st Oct, 2022	N190,000
9	OVERCOMING FEAR OF PUBLIC SPEAKING	8th – 11th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
10	EFFECTIVE COMMUNICATION AND INSPIRATIONAL PRESENTATIONS	8th – 11th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
11	DEVELOPING YOUR ANALYTICAL SKILLS: HOW TO RESEARCH AND PRESENT INFORMATION	15th – 18th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
12	GENERATIONAL DIVERSITY: BRIDGING THE GAP THROUGH EFFECTIVE COMMUNICATION	15th – 18th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
13	BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS	22nd – 25th Feb, 2022	5th – 8th July, 2022	25th – 28th Oct, 2022	N190,000
14	PERSUASION: INFLUENCING WITHOUT AUTHORITY	22nd – 25th Feb, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N190,000
15	FACILITATION AND INFLUENCING SKILLS FOR IMPROVED RESULTS	1st – 4th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N190,000
16	CUSTOMER RELATIONSHIP MANAGEMENT	1st – 4th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N190,000
17	SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR	8th – 11th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N190,000
18	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	8th – 11th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N190,000
19	LEADERSHIP DEVELOPMENT: EFFECTIVE COMMUNICATION	15th – 18th Mar, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
20	BUSINESS RELATIONSHIP MANAGEMENT FUNDAMENTALS	15th – 18th Mar, 2022	26th – 29th July, 2022	15th – 18th Nov, 2022	N190,000
21	PROJECT TEAM LEADERSHIP: BUILDING COMMITMENT THROUGH SUPERIOR COMMUNICATION	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
22	CRISIS COMMUNICATION PROGRAMME	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	MEETINGS MANAGEMENT WORKSHOP	29th Mar- 1st April, 2022	9th - 12th Aug, 2022	22nd - 25th Nov, 2022	N190,000
24	EFFECTIVE PRESS RELEASE WRITING	29th Mar- 1st April, 2022	9th - 12th Aug, 2022	22nd - 25th Nov, 2022	N190,000
25	EFFECTIVE COMMUNICATIONS MASTERCLASS	5th - 8th April, 2022	16th - 19th Aug, 2022	22nd - 25th Nov, 2022	N190,000
26	INTERCULTURAL COMMUNICATION COURSE	5th - 8th April, 2022	16th - 19th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
27	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS	11th - 14th April, 2022	23rd - 26th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
28	ADVANCED COMMUNICATION STRATEGY	11th - 14th April, 2022	23rd - 26th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
29	ORGANIZATIONAL COMMUNICATION STRATEGIES	19th - 22nd April, 2022	30th Aug - 2nd Sept, 2022	6th - 9th Dec, 2022	N190,000
30	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	19th - 22nd April, 2022	30th Aug - 2nd Sept, 2022	6th - 9th Dec, 2022	N190,000
31	STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS	26th - 29th April, 2022	6th - 9th Sept, 2022	6th - 9th Dec, 2022	N190,000
32	PRODUCTIVE COMMUNICATION AND INFLUENCING SKILLS	26th - 29th April, 2022	6th - 9th Sept, 2022	13th - 16th Dec, 2022	N190,000
33	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	10th - 13th May, 2022	13th - 16th Sept, 2022	13th - 16th Dec, 2022	N190,000
34	ADVANCED COMMUNICATION AND PRESENTATION SKILLS	10th - 13th May, 2022	13th - 16th Sept, 2022	13th - 16th Dec, 2022	N190,000
35	SPEECH WRITING WORKSHOP	17th - 20th May, 2022	20th - 23rd Sept, 2022	19th - 22nd Dec, 2022	N190,000
36	DEVELOPING POSITIVE RELATIONSHIPS AT WORK	17th - 20th May, 2022	20th - 23rd Sept, 2022	19th - 22nd Dec, 2022	N190,000

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REAL ESTATE 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	COMMERCIAL REAL ESTATE LENDING COURSE	11th – 14th Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	N190,000
2	FACILITY FINANCIAL MANAGEMENT COURSE	18th – 21st Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	N190,000
3	REAL ESTATE ENVIRONMENTAL HEALTH AND SAFETY COURSE	25th – 28th Jan, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	N190,000
4	FACILITY CONSTRUCTION AND PROJECT MANAGEMENT COURSE	1st – 4th Feb, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	N190,000
5	REAL ESTATE FINANCE AND INVESTMENT	8th – 11th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
6	REAL ESTATE CASHFLOW AND FINANCIAL MODELLING	15th – 18th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
7	REAL ESTATE DEVELOPMENT COURSE	22nd – 25th Feb, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
8	INTRODUCTION TO REAL ESTATE FUND MANAGEMENT	1st – 4th Mar, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
9	RETAIL PROPERTY APPRAISALS COURSE	8th – 11th Mar, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N190,000
10	TAXATION ISSUES IN REAL ESTATE MANAGEMENT	8th – 11th Mar, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N190,000
11	REAL ESTATE DEBT STRUCTURES AND FINANCIAL MODELLING COURSE	15th – 18th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
12	TAXES ON LAND, PROPERTY AND CONSTRUCTION	15th – 18th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
13	PUBLIC SECTOR PROPERTY ASSET MANAGEMENT	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N190,000
14	CONSTRUCTION PROJECTS – POST CONTRACT MANAGEMENT	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N190,000
15	ADVANCED REAL ESTATE MANAGEMENT COURSE	29th Mar– 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N190,000
16	REAL ESTATE FUNDING AND FINANCE	29th Mar– 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N190,000
17	REAL ESTATE PROJECT ACCOUNTING COURSE	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
18	SUSTAINABILITY AND REAL ESTATE MANAGEMENT COURSE	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
19	REAL ESTATE PRIVATE EQUITY MODELLING IN EXCEL	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
20	IFRS FOR THE REAL ESTATE SECTOR	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
21	REAL ESTATE VALUATION AND FINANCING COURSE	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N190,000
22	FUNDAMENTALS OF INVESTMENT ANALYSIS COURSE	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N190,000



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REAL ESTATE 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	REAL ESTATE DEVELOPMENT, INVESTMENT AND MANAGEMENT COURSE	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
24	RESIDENTIAL BUILDING SYSTEMS AND MAINTENANCE COURSE	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
25	FACILITY OPERATIONS AND MAINTENANCE MANAGEMENT COURSE	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N190,000
26	LEGAL DIMENSIONS IN REAL ESTATE INVESTMENT CONTRACTS	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N190,000
27	REAL ESTATE MARKETING TRAINING COURSE	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N190,000
28	REAL ESTATE FINANCIAL MODELLING	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N190,000
29	REAL ESTATE VALUATION AND MODELING	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	N190,000
30	REAL ESTATE ANALYST COURSE	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	N190,000

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1	CLAIMS MANAGEMENT IN HEALTH INSURANCE AND MANAGED CARE	11th – 14th Jan, 2022	17th – 20th May, 2022	13th – 16th Sept, 2022	N190,000
2	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	11th – 14th Jan, 2022	17th – 20th May, 2022	13th – 16th Sept, 2022	N190,000
3	INTRODUCTION TO INSURANCE BASICS	11th – 14th Jan, 2022	17th – 20th May, 2022	13th – 16th Sept, 2022	N190,000
4	MOTOR INSURANCE ADMINISTRATION COURSE	11th – 14th Jan, 2022	17th – 20th May, 2022	13th – 16th Sept, 2022	N190,000
5	EFFECTIVE APPROACHES TO AVIATION INSURANCE COURSE	18th – 21st Jan, 2022	24th – 27th May, 2022	20th – 23rd Sept, 2022	N190,000
6	SECURITY DOCUMENTATION COURSE	18th – 21st Jan, 2022	24th – 27th May, 2022	20th – 23rd Sept, 2022	N190,000
7	INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS	18th – 21st Jan, 2022	24th – 27th May, 2022	20th – 23rd Sept, 2022	N190,000
8	PENSION FUND STRATEGIES, GOVERNANCE, REGULATION AND INVESTMENT COURSE	18th – 21st Jan, 2022	24th – 27th May, 2022	20th – 23rd Sept, 2022	N190,000
9	GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE	25th – 28th Jan, 2022	31st May – 3rd June, 2022	27th – 30th Sept, 2022	N190,000
10	PENSION PLAN AND FUND ADMINISTRATOR	25th – 28th Jan, 2022	31st May – 3rd June, 2022	27th – 30th Sept, 2022	N190,000
11	MOTOR FLEET INSURANCE ADMINISTRATION COURSE	25th – 28th Jan, 2022	31st May – 3rd June, 2022	27th – 30th Sept, 2022	N190,000
12	SECURITISATION AND ASSET BACKED LENDING	25th – 28th Jan, 2022	31st May – 3rd June, 2022	27th – 30th Sept, 2022	N190,000
13	CONSTRUCTION INSURANCE AND ADMINISTRATION	1st – 4th Feb, 2022	7th – 10th June, 2022	4th – 7th Oct, 2022	N190,000
14	ELECTRONIC BANKING: PRACTICAL OPERATIONAL AND LEGAL ISSUES	1st – 4th Feb, 2022	7th – 10th June, 2022	4th – 7th Oct, 2022	N190,000
15	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	1st – 4th Feb, 2022	7th – 10th June, 2022	4th – 7th Oct, 2022	N190,000
16	LAW RELATING TO RETAIL BANKING OPERATIONS	1st – 4th Feb, 2022	7th – 10th June, 2022	4th – 7th Oct, 2022	N190,000
17	LOAN ADMINISTRATION AND TROUBLED CREDIT WORKOUTS	8th – 11th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
18	PRACTICAL DEBT RECOVERY COURSE	8th – 11th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
19	INSURANCE ACCOUNTING TECHNIQUES	8th – 11th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
20	LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH	8th – 11th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
21	PROPERTY OWNERS INSURANCE COURSE	15th – 18th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
22	PRODUCT DEVELOPMENT IN BANKS	15th – 18th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
23	REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS	15th – 18th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
24	GROUP LIFE INSURANCE ADMINISTRATION	15th – 18th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
25	STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS	22nd – 25th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
26	MARINE CARGO INSURANCE MANAGEMENT	22nd – 25th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
27	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	22nd – 25th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
28	e-NHIS AND ELECTRONIC MEDICAL RECORDS	22nd – 25th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
29	IT AUDITING FOR BANKS	1st – 4th Mar, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N190,000
30	INSURANCE AND RISK MANAGEMENT COURSE	1st – 4th Mar, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N190,000
31	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	1st – 4th Mar, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N190,000
32	ENGINEERING INSURANCE AND INSPECTION COURSE	1st – 4th Mar, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N190,000
33	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/ INTERBRANCH/UNIT DIFFERENCES IN BANKS	8th – 11th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N190,000
34	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	8th – 11th Mar, 2022	12th – 15th July, 2022	8th – 11th Nov, 2022	N190,000
35	EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS	8th – 11th Mar, 2022	12th – 15th July, 2022	8th – 11th Nov, 2022	N190,000
36	INSURANCE ACCOUNTING FOR UNDERWRITERS	8th – 11th Mar, 2022	12th – 15th July, 2022	8th – 11th Nov, 2022	N190,000
37	CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS	15th – 18th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N190,000
38	PROTECTION AND INDEMNITY INSURANCE	15th – 18th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N190,000
39	EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS	15th – 18th Mar, 2022	19th – 22nd July, 2022	15th – 18th Nov, 2022	N190,000
40	COMMERCIAL PROPERTY INSURANCE	15th – 18th Mar, 2022	19th – 22nd July, 2022	15th – 18th Nov, 2022	N190,000
41	EMPLOYER'S LIABILITY INSURANCE	22nd – 25th Mar, 2022	26th – 29th July, 2022	15th – 18th Nov, 2022	N190,000
42	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	22nd – 25th Mar, 2022	26th – 29th July, 2022	15th – 18th Nov, 2022	N190,000
43	UNDERSTANDING GENERAL INSURANCE FINANCE	22nd – 25th Mar, 2022	26th – 29th July, 2022	22nd – 25th Nov, 2022	N190,000
44	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	22nd – 25th Mar, 2022	26th – 29th July, 2022	22nd – 25th Nov, 2022	N190,000
45	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	29th Mar– 1st April, 2022	2nd – 5th Aug, 2022	22nd – 25th Nov, 2022	N190,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
46	BASIC PRINCIPLES OF BANKING	29th Mar- 1st April, 2022	2nd - 5th Aug, 2022	22nd - 25th Nov, 2022	N190,000
47	LIABILITY INSURANCE COURSE	29th Mar- 1st April, 2022	2nd - 5th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
48	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	5th - 8th April, 2022	9th - 12th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
49	FUNDAMENTALS OF MICROFINANCE BANKING COURSE	5th - 8th April, 2022	9th - 12th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
50	ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS	5th - 8th April, 2022	9th - 12th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
51	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	11th - 14th April, 2022	16th - 19th Aug, 2022	6th - 9th Dec, 2022	N190,000
52	LENDING METHODS AND PROCEDURES	11th - 14th April, 2022	16th - 19th Aug, 2022	6th - 9th Dec, 2022	N190,000
53	FOUNDATION COURSE IN INSURANCE	11th - 14th April, 2022	16th - 19th Aug, 2022	6th - 9th Dec, 2022	N190,000
54	BANKING MANAGEMENT SKILLS	19th - 22nd April, 2022	23rd - 26th Aug, 2022	6th - 9th Dec, 2022	N190,000
55	INSURANCE COMPANY ANALYSIS COURSE	19th - 22nd April, 2022	23rd - 26th Aug, 2022	13th - 16th Dec, 2022	N190,000
56	ELECTRONIC BANKING WORKSHOP	19th - 22nd April, 2022	23rd - 26th Aug, 2022	13th - 16th Dec, 2022	N190,000
57	FIDELITY GUARANTEE ADMINISTRATION	26th - 29th April, 2022	30th Aug - 2nd Sept, 2022	13th - 16th Dec, 2022	N190,000
58	BANKING OPERATIONS MANAGEMENT	26th - 29th April, 2022	30th Aug - 2nd Sept, 2022	13th - 16th Dec, 2022	N190,000
59	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	26th - 29th April, 2022	30th Aug - 2nd Sept, 2022	19th - 22nd Dec, 2022	N190,000
60	INTRODUCTION TO BANKING TRAINING	10th - 13th May, 2022	6th - 9th Sept, 2022	19th - 22nd Dec, 2022	N190,000
61	COMMERCIAL INSURANCE COURSE	10th - 13th May, 2022	6th - 9th Sept, 2022	19th - 22nd Dec, 2022	N190,000
62	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	10th - 13th May, 2022	6th - 9th Sept, 2022	19th - 22nd Dec, 2022	N190,000

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1	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	11th – 14th Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N185,000
2	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER TOP LEADERS	11th – 14th Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N185,000
3	ADVANCED PROCESS HAZOP	18th – 21st Jan, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N185,000
4	ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT	18th – 21st Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N185,000
5	WORKPLACE INVESTIGATIONS AND INTERVIEWING	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N185,000
6	SECURITY COORDINATION AND DESIGN	25th – 28th Jan, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N185,000
7	FUNDAMENTAL SECURITY MANAGEMENT	1st – 4th Feb, 2022	28th June– 1st July, 2022	4th – 7th Oct, 2022	N185,000
8	EXCELLENCE IN CRIME MANAGEMENT	1st – 4th Feb, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N185,000
9	DEVELOPING AN EFFECTIVE SAFETY CULTURE	8th – 11th Feb, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N185,000
10	OPERATIONAL SECURITY MANAGEMENT COURSE	8th – 11th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N185,000
11	THE SECURITY OFFICER DEVELOPMENT PROGRAMME: DEVELOPING PRACTICAL SKILLS AND TECHNIQUES	15th – 18th Feb, 2022	5th – 8th July, 2022	11th – 14th Oct, 2022	N185,000
12	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	15th – 18th Feb, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N185,000
13	SAFETY TECHNOLOGY AND RISK MANAGEMENT	22nd – 25th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N185,000
14	CORPORATE INVESTIGATION SKILLS TRAINING	22nd – 25th Feb, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N185,000
15	ADVANCED FIRST AID COURSE	1st – 4th Mar, 2022	12th – 15th July, 2022	18th – 21st Oct, 2022	N185,000
16	RISK, CRISIS AND DISASTER MANAGEMENT	1st – 4th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N185,000
17	ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS	8th – 11th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N185,000
18	SECURITY SKILLS IMPROVEMENT COURSE	8th – 11th Mar, 2022	19th – 22nd July, 2022	25th – 28th Oct, 2022	N185,000
19	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	15th – 18th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N185,000
20	THE EFFECTIVE SECURITY OFFICER	15th – 18th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N185,000
21	PROFESSIONAL SECURITY DEVELOPMENT COURSE	22nd – 25th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N185,000
22	ENVIRONMENTAL MANAGEMENT SYSTEMS, MONITORING AND MODELLING	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N185,000
23	ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES	29th Mar– 1st April, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N185,000
24	PROCESS SAFETY MANAGEMENT COMPLIANCE	29th Mar– 1st April, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N185,000
25	SAFETY IN PROCESS AND DESIGN OPERATION	5th – 8th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N185,000
26	SECURITY RISK ANALYSIS AND MANAGEMENT	5th – 8th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N185,000
27	DEVELOPING THE SKILLS OF LEADERSHIP AND SUPERVISION FOR SECURITY LEADERS	11th – 14th April, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N185,000

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28	RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS	11th – 14th April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N185,000
29	TEAM BUILDING STRATEGIES IN SECURITY PROFESSION	19th – 22nd April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N185,000
30	SAFETY AUDIT AND SITE INSPECTION	19th – 22nd April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N185,000
31	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N185,000
32	CONDUCTING EFFECTIVE SECURITY SURVEYS	26th – 29th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N185,000
33	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	26th – 29th April, 2022	23rd – 26th Aug, 2022	29th Nov – 2nd Dec, 2022	N185,000
34	PRINCIPLES OF SECURITY	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N185,000
35	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N185,000
36	ENVIRONMENTAL MONITORING AND MODELLING – ENVIRONMENTAL MANAGEMENT SYSTEMS	10th – 13th May, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N185,000
37	CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N185,000
38	STRATEGIC SECURITY MANAGEMENT	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N185,000
39	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	17th – 20th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N185,000
40	SECURITY MANAGEMENT PROGRAMME	24th – 27th May, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N185,000
41	FIRE AND ARSON MANAGEMENT AND CONTROL	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N185,000
42	ADVANCED HEALTH AND SAFETY MANAGEMENT	24th – 27th May, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N185,000
43	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N185,000
44	INVESTIGATING FRAUD IN THE WORKPLACE	31st May – 3rd June, 2022	13th – 16th Sept, 2022	13th – 16th Dec, 2022	N185,000
45	EMERGENCY RESPONSE AND INCIDENT INVESTIGATION TRAINING	31st May – 3rd June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N185,000
46	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N185,000
47	BEST PRACTICES IN SAFETY MANAGEMENT	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N185,000
48	WORKPLACE SECURITY AND SAFETY COURSE	7th – 10th June, 2022	20th – 23rd Sept, 2022	19th – 22nd Dec, 2022	N185,000

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1	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	11th – 14th Jan, 2022	24h – 27th May, 2022	27th – 30th Sept, 2022	N190,000
2	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	11th – 14th Jan, 2022	24th – 27th May, 2022	27th – 30th Sept, 2022	N190,000
3	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	18th – 21st Jan, 2022	31st May – 3rd June, 2022	4th – 7th Oct, 2022	N190,000
4	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	18th – 21st Jan, 2022	31st May – 3rd June, 2022	4th – 7th Oct, 2022	N190,000
5	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	25th – 28th Jan, 2022	7th – 10th June, 2022	11th – 14th Oct, 2022	N190,000
6	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	25th – 28th Jan, 2022	7th – 10th June, 2022	11th – 14th Oct, 2022	N190,000
7	THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES	1st – 4th Feb, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
8	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	1st – 4th Feb, 2022	14th – 17th June, 2022	18th – 21st Oct, 2022	N190,000
9	ADVANCED ACCRUAL-BASED IPSAS	8th – 11th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
10	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	8th – 11th Feb, 2022	21st – 24th June, 2022	18th – 21st Oct, 2022	N190,000
11	PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES	15th – 18th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
12	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	15th – 18th Feb, 2022	28th June– 1st July, 2022	25th – 28th Oct, 2022	N190,000
13	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	22nd – 25th Feb, 2022	5th – 8th July, 2022	25th – 28th Oct, 2022	N190,000
14	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	22nd – 25th Feb, 2022	5th – 8th July, 2022	1st – 4th Nov, 2022	N190,000
15	CRITICAL THINKING AND PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS	1st – 4th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N190,000
16	FINANCIAL ANALYSIS, MODELLING AND FORECASTING IN THE PUBLIC SECTOR	1st – 4th Mar, 2022	12th – 15th July, 2022	1st – 4th Nov, 2022	N190,000
17	ANTI-MONEY LAUNDERING (AML) COMPLIANCE MASTERCLASS	8th – 11th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N190,000
18	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS	8th – 11th Mar, 2022	19th – 22nd July, 2022	8th – 11th Nov, 2022	N190,000
19	ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT	15th – 18th Mar, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
20	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	15th – 18th Mar, 2022	26th – 29th July, 2022	15th – 18th Nov, 2022	N190,000
21	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
22	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	22nd – 25th Mar, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
23	PUBLIC SECTOR LEADERSHIP AND MANAGEMENT	29th Mar– 1st April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N190,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
24	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	29th Mar- 1st April, 2022	9th - 12th Aug, 2022	22nd - 25th Nov, 2022	N190,000
25	PUBLIC ADMINISTRATION AND MANAGEMENT	5th - 8th April, 2022	16th - 19th Aug, 2022	22nd - 25th Nov, 2022	N190,000
26	INTERPRETATION AND APPLICATION OF IPSAS	5th - 8th April, 2022	16th - 19th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
27	HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR	11th - 14th April, 2022	23rd - 26th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
28	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	11th - 14th April, 2022	23rd - 26th Aug, 2022	29th Nov - 2nd Dec, 2022	N190,000
29	CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA	19th - 22nd April, 2022	30th Aug - 2nd Sept, 2022	6th - 9th Dec, 2022	N190,000
30	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	19th - 22nd April, 2022	30th Aug - 2nd Sept, 2022	6th - 9th Dec, 2022	N190,000
31	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	26th - 29th April, 2022	6th - 9th Sept, 2022	6th - 9th Dec, 2022	N190,000
32	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	26th - 29th April, 2022	6th - 9th Sept, 2022	13th - 16th Dec, 2022	N190,000
33	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	10th - 13th May, 2022	13th - 16th Sept, 2022	13th - 16th Dec, 2022	N190,000
34	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR - PLANNING, IMPLEMENTATION, REPORTING AND ANALYSES	10th - 13th May, 2022	13th - 16th Sept, 2022	13th - 16th Dec, 2022	N190,000
35	PUBLIC POLICY DEVELOPMENT AND COMPLIANCE COURSE	17th - 20th May, 2022	20th - 23rd Sept, 2022	19th - 22nd Dec, 2022	N190,000
36	E-GOVERNMENT AND E-GOVERNANCE: DIGITALIZING THE PUBLIC SERVICE COURSE	17th - 20th May, 2022	20th - 23rd Sept, 2022	19th - 22nd Dec, 2022	N190,000

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	11th – 14th Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	N190,000
2	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	18th – 21st Jan, 2022	31st May – 3rd June, 2022	13th – 16th Sept, 2022	N190,000
3	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	25th – 28th Jan, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	N190,000
4	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	1st – 4th Feb, 2022	7th – 10th June, 2022	20th – 23rd Sept, 2022	N190,000
5	ACCREDITATION PLANNING AND MANAGEMENT	8th – 11th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
6	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	15th – 18th Feb, 2022	14th – 17th June, 2022	27th – 30th Sept, 2022	N190,000
7	EDUCATION DATA MANAGEMENT	22nd – 25th Feb, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
8	EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING	1st – 4th Mar, 2022	21st – 24th June, 2022	4th – 7th Oct, 2022	N190,000
9	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	8th – 11th Mar, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N190,000
10	STRATEGIC EDUCATION PLANNING	8th – 11th Mar, 2022	28th June– 1st July, 2022	11th – 14th Oct, 2022	N190,000
11	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	15th – 18th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
12	GUIDANCE AND COUNSELLING ADMINISTRATION IN SCHOOLS	15th – 18th Mar, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
13	INTERNAL AUDITING IN HIGHER INSTITUTIONS	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N190,000
14	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	22nd – 25th Mar, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N190,000
15	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	29th Mar– 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N190,000
16	BEST PRACTICE IN CURRICULUM MANAGEMENT	29th Mar– 1st April, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N190,000
17	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
18	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	5th – 8th April, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
19	EFFECTIVE HOSTEL MANAGEMENT	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
20	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	11th – 14th April, 2022	2nd – 5th Aug, 2022	15th – 18th Nov, 2022	N190,000
21	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N190,000
22	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	19th – 22nd April, 2022	9th – 12th Aug, 2022	22nd – 25th Nov, 2022	N190,000



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EDUCATION 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
24	LIBRARY MANAGEMENT COURSE FOR LIBRARIANS	26th – 29th April, 2022	16th – 19th Aug, 2022	29th Nov – 2nd Dec, 2022	N190,000
25	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N190,000
26	SECURITY MANAGEMENT IN SCHOOLS	10th – 13th May, 2022	23rd – 26th Aug, 2022	6th – 9th Dec, 2022	N190,000
27	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N190,000
28	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR	17th – 20th May, 2022	30th Aug – 2nd Sept, 2022	13th – 16th Dec, 2022	N190,000
29	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	N190,000
30	COUNSELLING TRAINING FOR TEACHERS	24th – 27th May, 2022	6th – 9th Sept, 2022	19th – 22nd Dec, 2022	N190,000

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HEALTHCARE 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	LEGAL ISSUES IN HOSPITAL ADMINISTRATION	11th – 14th Jan, 2022	31st May – 3rd June, 2022	27th – 30th Sept, 2022	N190,000
2	SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS	11th – 14th Jan, 2022	31st May – 3rd June, 2022	27th – 30th Sept, 2022	N190,000
3	PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY	18th – 21st Jan, 2022	7th – 10th June, 2022	4th – 7th Oct, 2022	N190,000
4	THE SUCCESSFUL HEALTHCARE SUPERVISOR	18th – 21st Jan, 2022	7th – 10th June, 2022	4th – 7th Oct, 2022	N190,000
5	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	25th – 28th Jan, 2022	14th – 17th June, 2022	4th – 7th Oct, 2022	N190,000
6	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	25th – 28th Jan, 2022	14th – 17th June, 2022	11th – 14th Oct, 2022	N190,000
7	BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS	1st – 4th Feb, 2022	21st – 24th June, 2022	11th – 14th Oct, 2022	N190,000
8	HOSPITAL SERVICES MANAGEMENT COURSE	1st – 4th Feb, 2022	21st – 24th June, 2022	11th – 14th Oct, 2022	N190,000
9	EXCELLENCE IN HEALTHCARE MANAGEMENT	8th – 11th Feb, 2022	28th June – 1st July, 2022	18th – 21st Oct, 2022	N190,000
10	HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS	8th – 11th Feb, 2022	28th June – 1st July, 2022	18th – 21st Oct, 2022	N190,000
11	DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE	15th – 18th Feb, 2022	5th – 8th July, 2022	18th – 21st Oct, 2022	N190,000
12	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	15th – 18th Feb, 2022	5th – 8th July, 2022	25th – 28th Oct, 2022	N190,000
13	HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	22nd – 25th Feb, 2022	12th – 15th July, 2022	25th – 28th Oct, 2022	N190,000
14	RESILIENCE AND EMOTIONAL INTELLIGENCE: COMBATING STRESS IN THE HEALTHCARE WORKPLACE	22nd – 25th Feb, 2022	12th – 15th July, 2022	26th – 29th Oct, 2021	N190,000
15	HEALTH STATISTICS MANAGEMENT	1st – 4th Mar, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N190,000
16	COMPUTERIZED MEDICAL OFFICE MANAGEMENT	1st – 4th Mar, 2022	19th – 22nd July, 2022	1st – 4th Nov, 2022	N190,000
17	HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT	8th – 11th Mar, 2022	26th – 29th July, 2022	1st – 4th Nov, 2022	N190,000
18	THE COMPLETE COURSE ON LEGAL ASPECTS OF HEALTH CARE	8th – 11th Mar, 2022	26th – 29th July, 2022	8th – 11th Nov, 2022	N190,000
19	HEALTHCARE INFORMATION SYSTEMS MANAGEMENT	15th – 18th Mar, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
20	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	15th – 18th Mar, 2022	2nd – 5th Aug, 2022	8th – 11th Nov, 2022	N190,000
21	HOSPITAL MANAGEMENT AND HEALTH ECONOMICS	22nd – 25th Mar, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
22	BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT	22nd – 25th Mar, 2022	9th – 12th Aug, 2022	15th – 18th Nov, 2022	N190,000
23	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	29th Mar – 1st April, 2022	16th – 19th Aug, 2022	15th – 18th Nov, 2022	N190,000



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HEALTHCARE 2022 Training Calendar

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
24	QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS	29th Mar – 1st April, 2022	16th – 19th Aug, 2022	22nd – 25th Nov, 2022	N190,000
25	BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT	5th – 8th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
26	NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE	5th – 8th April, 2022	23rd – 26th Aug, 2022	22nd – 25th Nov, 2022	N190,000
27	HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	11th – 14th April, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
28	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	11th – 14th April, 2022	30th Aug – 2nd Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
29	THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE	19th – 22nd April, 2022	6th – 9th Sept, 2022	29th Nov – 2nd Dec, 2022	N190,000
30	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	19th – 22nd April, 2022	6th – 9th Sept, 2022	6th – 9th Dec, 2022	N190,000
31	BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS	26th – 29th April, 2022	13th – 16th Sept, 2022	6th – 9th Dec, 2022	N190,000
32	PROFESSIONAL INDEMNITY GUARANTEE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONALS	26th – 29th April, 2022	13th – 16th Sept, 2022	6th – 9th Dec, 2022	N190,000
33	HOSPITAL REVENUE MANAGEMENT	10th – 13th May, 2022	20th – 23rd Sept, 2022	13th – 16th Dec, 2022	N190,000
34	HEALTHCARE LIABILITY MANAGEMENT	10th – 13th May, 2022	20th – 23rd Sept, 2022	13th – 16th Dec, 2022	N190,000
35	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	17th – 20th May, 2022	20th – 23rd Sept, 2022	13th – 16th Dec, 2022	N190,000
36	WORK LIFE BALANCE AND STRESS MANAGEMENT	17th – 20th May, 2022	27th – 30th Sept, 2022	19th – 22nd Dec, 2022	N190,000
37	BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL	24th – 27th May, 2022	27th – 30th Sept, 2022	19th – 22nd Dec, 2022	N190,000
38	MAINTENANCE OF HOSPITAL EQUIPMENT	24th – 27th May, 2022	27th – 30th Sept, 2022	19th – 22nd Dec, 2022	N190,000

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