



# 2024 Training Calendar

## Our Accreditations & Partners



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200, Murtala Muhammed Way (2nd & 3rd Floor), Yaba, Lagos. Nigeria.

# 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**



**Certificate of Accreditation  
NCMD**



**ICAN Best Performing  
Training Consultant  
Award 2009**



**NITAD Human  
Resource Development  
Merit Award 2000**



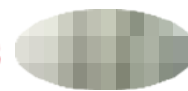
**ICAN Best  
Training Consultant  
Award 2008**



**ICAN Best Performing  
Training Consultant  
Award 2011**

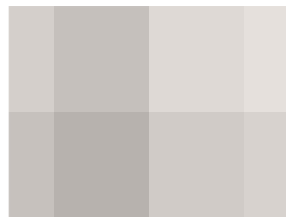








LANDMARK UNIVERSITY



Phillips Outsourcing



# 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



Honestly, I really enjoyed the training and the facilitators are well trained. Please keep it up.

**Olabode Hammed  
Central Business District  
Abuja**



The training was a tailor made for me and my profession and the delivery was superb.

**Ifeoma Adanna**



Content and delivery is satisfactory. All points were fully explained and motivating.

**kunle Ogunshola**



The environment was conducive for learning, the facilitator was well prepared and delivered.

**Nnanna Okoye**



The training is relevant to my present job functions and addressing real time issues

**Benedicta Onyibe Charles**



The topic in my own opinion was well delivered and the facilitator was very eloquent, he also drew from experience.

**Isaac Stanley**



The facilitators are top-notch, they really impacted me with knowledge

**Ogbudefe Paul  
Super FM**



The training was full of practical and illustration

**Akinwole Akinwande**



The training papers was very good and its delivery was excellent

**Ota Uchechi**



The delivery of the training papers has given me a broad knowledge of the topic and well delivered in a comprehensive language

**John Onaja**



The facilitator has in dept gasps of the subject matter and the delivery was fantastic

**Oboho Bassey**



The training papers was well delivered in clear language and interactive manner

**Aniemeke Chinonyerem**



The training was rich in knowledge, content delivery was broad and practical. I also enjoyed the interactive part of the class

**Ibi Sesuch Solomon  
Integrated Diary**



The training workshop was totally a complete package and awesome teaching

**Raphael. A. Okeh**



The training was so interesting and interactive, I will love to do more

**Adekeye olulawe  
RCCG Camp Ground**



A worthwhile experience and would definitely get to do some other courses with you

**Nneoma Nto**



# 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



“Personallyl 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



It turns out to be that the training is going to be a very strong reference point for discharging my duties. The trainer nailed it.

Etinosa Omorogbe  
(EDSOGPADEC)



The workshop was very satisfactory.

Dr. Nelson O. Magbagbeola  
ECOWAS Parliament.



“The team of facilitators are well grounded in the eld 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”.

Buwooza 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



“I really enjoyed the training and also the entertainments. Your entire staff are wonderful, I hope to see you soon and refer people to you as well. Thank you once again”.

Aminat Abdullahi  
Medical Art Center  
(IVF Specialist Hospital)

...and lots more

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| S/N | TITLE   | 1ST BATCH                 | 2ND BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|----------|
| 1   | BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 2   | ADVANCED MANAGEMENT ACCOUNTING COURSE   | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 3   | FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING                         | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 4   | BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS                                  | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 5   | IFRS ACCOUNTING FOR INCOME TAXES- IAS 12  | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦285,000 |
| 6   | ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS                | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 7   | PUBLIC FINANCE MANAGEMENT COURSE  | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 8   | EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS          | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 9   | MANAGING CASH AND ACCOUNTS PAYABLE  | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 10  | ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP                               | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 11  | BUDGET PREPARATION SKILLS   | 23rd Jan – 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 12  | MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE   | 23rd Jan – 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 13  | FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS                                     | 23rd Jan – 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 14  | ADVANCED MANAGEMENT ACCOUNTING COURSE   | 23rd Jan – 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 15  | FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING                         | 30th Jan – 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 16  | BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS                                  | 30th Jan – 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 17  | IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS   | 30th Jan – 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦285,000 |
| 18  | MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY                                | 30th Jan – 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 19  | ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES                | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 20  | ADVANCED TREASURY MANAGEMENT STRATEGIES   | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 21  | INVENTORY ACCOUNTING AND COSTING TECHNIQUES   | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 22  | BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE                             | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 23  | QUICKBOOKS ACCOUNTS AND PAYROLL MANAGEMENT  | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦285,000 |
| 24  | PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS                                     | 13th - 16th Feb, 2024     | 20th – 23rd Aug, 2024    | ₦250,000 |
| 25  | FOREIGN EXCHANGE TRADING TECHNIQUES AND UPDATES COURSE                                | 13th - 16th Feb, 2024     | 20th – 23rd Aug, 2024    | ₦250,000 |
| 26  | CASH FLOW AND TREASURY MANAGEMENT   | 13th - 16th Feb, 2024     | 20th – 23rd Aug, 2024    | ₦250,000 |
| 27  | FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATION COURSE                     | 13th - 16th Feb, 2024     | 20th – 23rd Aug, 2024    | ₦250,000 |
| 28  | COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS                                    | 13th - 16th Feb, 2024     | 20th – 23rd Aug, 2024    | ₦250,000 |
| 29  | DEVELOPING, ANALYZING AND MANAGING PAYROLL BENCHMARKS AND METRICS                     | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 30  | BUDGET PREPARATION, ALLOCATION AND COST CONTROL                                       | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 31  | FINANCIAL ANALYSIS AND REPORTING USING IFRS   | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦285,000 |
| 32  | MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL                                  | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |



| S/N | TITLE  | 1ST BATCH                | 2ND BATCH              | FEE      |
|-----|--|--------------------------|------------------------|----------|
| 33  | THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS AND IMPROVEMENT OPPORTUNITIES            | 20th - 23rd Feb, 2024    | 27th - 30th Aug, 2024  | ₦250,000 |
| 34  | ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS   | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦250,000 |
| 35  | EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING   | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦250,000 |
| 36  | XERO SOFTWARE ACCOUNTING AND BOOKKEEPING COURSE  | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦285,000 |
| 37  | TAX FRAUD INVESTIGATION COURSE   | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦250,000 |
| 38  | HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION   | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦250,000 |
| 39  | SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING   | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦250,000 |
| 40  | EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL   | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦250,000 |
| 41  | SAGE 50 ACCOUNTING SOFTWARE TRAINING   | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦285,000 |
| 42  | ADVANCED PAYROLL MANAGEMENT COURSE   | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦250,000 |
| 43  | MANAGING ACCOUNTS RECEIVABLES AND PAYABLES   | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦250,000 |
| 44  | EXCEL FOR ACCOUNTING AND FINANCE PROFESSIONAL  | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 45  | MASTERING TAX ADMINISTRATION COURSE  | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 46  | BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION   | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 47  | THE COMPLETE COURSE ON PAYROLL MANAGEMENT  | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 48  | INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE   | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦285,000 |
| 49  | ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY                | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦250,000 |
| 50  | EXCEL FOR ACCOUNTANTS COURSE   | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦285,000 |
| 51  | TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)                                     | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦285,000 |
| 52  | APPLYING IFRS TECHNIQUES FOR ORGANIZATIONAL GROWTH AND SUSTAINABILITY                                      | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦285,000 |
| 53  | MASTERING QUICKBOOKS ACCOUNTING  | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦285,000 |
| 54  | ADVANCED APPLICATION OF IFRS ELEMENTS  | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦285,000 |
| 55  | FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦250,000 |
| 56  | ACCOUNTING, DECISION MAKING, AND FINANCIAL COMMUNICATION   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦250,000 |
| 57  | ADVANCED FINANCIAL ACCOUNTING WORKSHOP   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦250,000 |
| 58  | ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦250,000 |
| 59  | NEXT GENERATION EXCEL-ADVANCED BUSINESS AND FINANCIAL REPORTING TRAINING                                   | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦285,000 |
| 60  | DEBTOR AND WORKING CAPITAL MANAGEMENT COURSE   | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦250,000 |
| 61  | ADVANCED FINANCIAL MANAGEMENT PLANNING, IMPLEMENTATION, REPORTING AND ANALYSIS FOR CORPORATE ORGANIZATIONS | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦250,000 |
| 62  | INTENSIVE PEACHTREE ACCOUNTING COURSE  | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦285,000 |
| 63  | THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS AND IMPROVEMENT OPPORTUNITIES            | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦250,000 |
| 64  | ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS   | 16th - 19th Apr, 2024    | 15th - 18th Oct, 2024  | ₦250,000 |

| S/N | TITLE   | 1ST BATCH             | 2ND BATCH                | FEE      |
|-----|---|-----------------------|--------------------------|----------|
| 65  | ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT                         | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 66  | BUDGETING, FORECASTING AND THE PLANNING PROCESS                         | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 67  | RECONCILIATION OF FINANCIAL TRANSACTIONS                                | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 68  | ADVANCED FINANCIAL STATEMENT ANALYSIS                                   | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 69  | SAGE 50 PAYROLL TRAINING  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦285,000 |
| 70  | EFFECTIVE TAX AUDIT COURSE  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 71  | ACCOUNTS RECONCILIATION: BEST PRACTICES                                 | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 72  | FUNDAMENTALS OF FINANCE AND ACCOUNTING                                  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 73  | BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH                         | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 74  | CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES            | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 75  | PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT                    | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 76  | MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION                            | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 77  | EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS                          | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 78  | STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING          | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 79  | IFRS WORKSHOP WITH CURRENT UPDATES                                      | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦285,000 |
| 80  | MANAGING AND ORGANIZING ACCOUNTS PAYABLE                                | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 81  | CASH, TREASURY AND RISK MANAGEMENT                                      | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 82  | STRATEGIC FINANCIAL AND ACCOUNTING SKILLS                               | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 83  | EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING       | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 84  | BEST PRACTICES IN TREASURY MANAGEMENT                                   | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 85  | FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING            | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 86  | PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT                           | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 87  | FINANCIAL PLANNING, BUDGETING AND CONTROL                               | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 88  | BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 89  | TAX PLANNING, COMPLIANCE AND INCENTIVES                                 | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 90  | BUSINESS FINANCIAL AND ACCOUNTING SKILLS                                | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 91  | BUDGETING, ACCOUNTING AND COST CONTROL                                  | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦250,000 |
| 92  | PEACHTREE ACCOUNTING SOFTWARE APPLICATION COURSE                        | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦285,000 |
| 93  | FORENSIC ACCOUNTING AND FRAUD CONTROL COURSE                            | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦250,000 |
| 94  | BUDGETING AND CORPORATE FINANCIAL MANAGEMENT                            | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |
| 95  | NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE               | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |
| 96  | THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS                    | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |



| S/N | TITLE  | 1ST BATCH              | 2ND BATCH             | FEE      |
|-----|--|------------------------|-----------------------|----------|
| 97  | UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS                           | 4th – 7th June, 2024   | 26th - 29th Nov, 2024 | ₦250,000 |
| 98  | IFRS MASTERCLASS   | 4th – 7th June, 2024   | 26th - 29th Nov, 2024 | ₦285,000 |
| 99  | MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES                | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦250,000 |
| 100 | ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT                                    | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦250,000 |
| 101 | PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS         | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦250,000 |
| 102 | PAYROLL PROCEDURES AND ADMINISTRATION  | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦250,000 |
| 103 | EXCELLENCE IN CORPORATE CASH MANAGEMENT  | 19th – 21st June, 2024 | 3rd - 6th Dec, 2024   | ₦250,000 |
| 104 | INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS                     | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦285,000 |
| 105 | ADVANCED XERO SOFTWARE BOOKKEEPING   | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦285,000 |
| 106 | ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING   | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦250,000 |
| 107 | ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE     | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦250,000 |
| 108 | BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING  | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦250,000 |
| 109 | ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES                                       | 2nd – 5th July, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 110 | INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS                                    | 2nd – 5th July, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 111 | MASTERING SAGE 50 ACCOUNTING   | 2nd – 5th July, 2024   | 10th - 13th Dec, 2024 | ₦285,000 |
| 112 | NIGERIAN TAXATION SYSTEMS  | 2nd – 5th July, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 113 | ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT  | 2nd – 5th July, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 114 | ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES                                      | 2nd – 5th July, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 115 | IFRS COMPREHENSIVE WORKSHOP  | 9th - 12th July, 2024  | 17th – 20th Dec, 2024 | ₦285,000 |
| 116 | EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION | 9th - 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 117 | HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE                            | 9th - 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 118 | ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS         | 9th - 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 119 | FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS   | 9th - 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 120 | PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES                            | 9th - 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |

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.

**Note:** The amount is exclusive of all taxes.

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**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH                 | 2ND BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|----------|
| 1   | INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES                                    | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 2   | APPROACHES TO FINANCIAL AUDITING  | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 3   | BEST PRACTICE IN INTERNAL AUDITING  | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 4   | ESSENTIALS OF INTERNAL AUDIT TRAINING   | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 5   | INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS                            | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 6   | DEVELOPING RESULTS-DRIVEN AUDIT WORK PROGRAMS                                   | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 7   | INTERNAL AUDIT TECHNIQUES, CHALLENGES AND SOLUTIONS                             | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 8   | ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS                              | 23rd Jan - 26th Jan, 2024 | 23rd - 26th July, 2024   | ₦250,000 |
| 9   | DEVELOPING EFFECTIVE CONTINUOUS AUDITS  | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 10  | PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT                       | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 11  | FRAUD TESTING: INTEGRATING FRAUD DETECTION INTO YOUR AUDIT PROGRAM              | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 12  | AUDITING BUSINESS PROCESSES   | 30th Jan - 2nd Feb, 2024  | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 13  | EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 14  | AUDITING FOR CONTRACTS AND PROCUREMENT  | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 15  | INTERNAL AUDITING FOR FRAUD   | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 16  | FRAUD RISK AND THE INTERNAL AUDITOR   | 6th - 9th Feb, 2024       | 6th - 9th Aug, 2024      | ₦250,000 |
| 17  | IT AUDITING AND THE INTERNAL AUDITOR  | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 18  | ADVANCED RISK - BASED AUDITING  | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 19  | DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS  | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 20  | INTERNAL AUDIT AND RISK ASSURANCE COURSE  | 13th - 16th Feb, 2024     | 13th - 16th Aug, 2024    | ₦250,000 |
| 21  | SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS  | 13th - 16th Feb, 2024     | 13th - 16th Aug, 2024    | ₦250,000 |
| 22  | FINANCIAL AUDITING FOR INTERNAL AUDITORS  | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 23  | INTERNAL CONTROL, EVALUATION AND REVIEW FOR INTERNAL AUDITORS                   | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 24  | HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT                                      | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 25  | ADVANCED STRATEGIC INTERNAL AUDITING  | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 26  | MODERN INTERNAL AUDITING  | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 27  | DEVELOPING, IMPROVING AND MONITORING THE INTERNAL AUDIT FUNCTION                | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 28  | ENTERPRISE RISK MANAGEMENT STRATEGIES   | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 29  | FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS                         | 27th Feb - 1st Mar, 2024  | 27th - 30th Aug, 2024    | ₦250,000 |
| 30  | HOW TO RUN AND DELIVER SUCCESSFUL AND TIMELY AUDITS                             | 27th Feb - 1st Mar, 2024  | 27th - 30th Aug, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH                | 2ND BATCH              | FEE      |
|-----|--|--------------------------|------------------------|----------|
| 31  | COSO BASED INTERNAL AUDITING FOR RESULTS                                 | 27th Feb – 1st Mar, 2024 | 27th - 30th Aug, 2024  | ₦250,000 |
| 32  | MAKING YOUR AUDIT REPORTS PROFESSIONAL                                   | 27th Feb – 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦250,000 |
| 33  | FORENSIC ACCOUNTING AND AUDITING COURSE                                  | 27th Feb – 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦250,000 |
| 34  | INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION                       | 5th - 8th Mar, 2024      | 3rd - 6th Sept, 2024   | ₦250,000 |
| 35  | FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION            | 5th - 8th Mar, 2024      | 3rd - 6th Sept, 2024   | ₦250,000 |
| 36  | INTERNAL CONTROL AND FRAUD AWARENESS                                     | 5th - 8th Mar, 2024      | 3rd - 6th Sept, 2024   | ₦250,000 |
| 37  | CREATIVE PROBLEM-SOLVING TECHNIQUES FOR INTERNAL AUDITORS                | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦250,000 |
| 38  | FINANCIAL STATEMENT FRAUD ANALYSIS AND FORENSIC ACCOUNTING               | 12th - 15th Mar, 2024    | 10th - 13th Sept, 2024 | ₦250,000 |
| 39  | FINANCIAL FRAUD INVESTIGATORS COURSE                                     | 12th - 15th Mar, 2024    | 10th - 13th Sept, 2024 | ₦250,000 |
| 40  | INTERNAL AUDIT WORKING PAPERS  | 12th - 15th Mar, 2024    | 10th - 13th Sept, 2024 | ₦250,000 |
| 41  | INTERNAL CONTROL PRINCIPLES AND PRACTICE                                 | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 42  | OPERATIONAL AUDITING: INFLUENCING POSITIVE CHANGE                        | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 43  | AUDIT SENIOR MANAGERS COURSE   | 19th – 22nd Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 44  | ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS                            | 19th – 22nd Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 45  | AUDIT SKILLS WORKSHOP FOR INTERNAL AUDITORS                              | 19th – 22nd Mar, 2024    | 18th - 20th Sept, 2024 | ₦250,000 |
| 46  | AUDITING IT OUTSOURCED ENVIRONMENTS                                      | 19th – 22nd Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 47  | RAISING THE BAR OF INTERNAL AUDIT  | 19th – 22nd Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 48  | FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT                       | 25th – 28th Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 49  | COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT | 25th - 28th Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 50  | INTERNAL AUDIT LEADERSHIP MASTERCLASS                                    | 25th - 28th Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 51  | INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS                     | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦250,000 |
| 52  | AUDIT EVIDENCE AND WORK PAPERS   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦250,000 |
| 53  | INTERNAL AUDIT REPORT WRITING COURSE                                     | 2nd - 5th Apr, 2024      | 2nd - 4th Oct, 2024    | ₦250,000 |
| 54  | MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION                       | 2nd - 5th Apr, 2024      | 2nd - 4th Oct, 2024    | ₦250,000 |
| 55  | DEVELOPING, IMPROVING AND MONITORING CORPORATE AUDIT FUNCTION FOR RESULT | 2nd - 5th Apr, 2024      | 2nd - 4th Oct, 2024    | ₦250,000 |
| 56  | EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION         | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦250,000 |
| 57  | INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS            | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦250,000 |
| 58  | FRAUD AUDITING FOR AUDITORS  | 16th – 19th Apr, 2024    | 8th - 11th Oct, 2024   | ₦250,000 |
| 59  | AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS             | 16th – 19th Apr, 2024    | 8th - 11th Oct, 2024   | ₦250,000 |
| 60  | EFFECTIVE AUDITING AND INSPECTION SKILLS                                 | 16th – 19th Apr, 2024    | 8th - 11th Oct, 2024   | ₦250,000 |





# 2024 Training Calendar

## Internal Audit & Fraud

*Click on the course title to view the full course details*

All courses available:

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH             | 2ND BATCH                | FEE      |
|-----|--|-----------------------|--------------------------|----------|
| 61  | ESSENTIALS OF INTERNAL AUDIT                               | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 62  | ADVANCED PROFESSIONAL AUDIT SKILLS                         | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 63  | RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 64  | FRAUD INVESTIGATION TOOLS AND TECHNIQUES                   | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 65  | FRAUD AUDITING FOR INTERNAL AUDITORS                       | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 66  | CONCEPT OF IT AUDITING                                     | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 67  | IMPLEMENTING A FRAUD AWARENESS PROGRAM                     | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 68  | INTERVIEWING SKILLS FOR INTERNAL AUDITORS                  | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 69  | INTERNAL CONTROL AND FRAUD PREVENTION                      | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 70  | EXCELLENCE IN INTERNAL AUDITING                            | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 71  | EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS             | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 72  | RISK ASSESSMENTS AFTER COVID-19                            | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 73  | AUDITING TECHNIQUES FOR LEAD AUDITORS                      | 14th - 17th May, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 74  | INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES     | 14th - 17th May, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 75  | INTERNAL AUDIT PLANNING AND MANAGEMENT                     | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 76  | EXCELLENCE IN INTERNAL AUDIT REPORT WRITING                | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 77  | MANAGING FRAUD IN A DIGITIZED WORLD                        | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 78  | RISK-BASED INTERNAL AUDITING TECHNIQUES                    | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 79  | INTERNAL AUDITORS ROLE IN PREVENTING FRAUD                 | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 80  | CONDUCTING AN INTERNAL FRAUD INVESTIGATION                 | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 81  | INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS               | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 82  | MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION      | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 83  | AUDIT PLANNING AND MONITORING: BEST PRACTICE               | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 84  | FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS     | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 85  | DEVELOPING AUDIT PROCESSES AND PROCEDURES                  | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦250,000 |
| 86  | FINANCIAL AUDITING USING IFRS                              | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |
| 87  | AUDITING THE ENTERPRISE RISK MANAGEMENT PROCESS            | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |
| 88  | FRAUD RISK AFTER COVID-19                                  | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |
| 89  | INTERNAL CONTROLS POLICIES AND PROCEDURES                  | 4th – 7th June, 2024  | 26th - 29th Nov, 2024    | ₦250,000 |
| 90  | INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS   | 4th – 7th June, 2024  | 26th - 29th Nov, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH              | 2ND BATCH             | FEE      |
|-----|---|------------------------|-----------------------|----------|
| 91  | INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION  | 19th – 21st June, 2024 | 26th – 29th Nov, 2024 | ₦250,000 |
| 92  | FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS   | 19th – 21st June, 2024 | 26th – 29th Nov, 2024 | ₦250,000 |
| 93  | EFFECTIVE CONTINUOUS AUDITING AND MONITORING                | 19th – 21st June, 2024 | 26th – 29th Nov, 2024 | ₦250,000 |
| 94  | AUDITING THE MANUFACTURING PROCESS                          | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 95  | FRAUD DETECTION, PREVENTION AND CONTROL                     | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 96  | FUNDAMENTALS OF INTERNAL AUDITING                           | 25th – 28th June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 97  | FRAUD AND FORENSIC AUDITING                                 | 25th – 28th June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 98  | HOW TO ESTABLISH EFFECTIVE INTERNAL CONTROLS                | 25th – 28th June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 99  | THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE            | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦250,000 |
| 100 | REPORT WRITING FOR THE INTERNAL AUDITOR                     | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦250,000 |
| 101 | REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS        | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦250,000 |
| 102 | MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION            | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦250,000 |
| 103 | DATA ANALYTICS, CONTINUOUS AUDITING AND AUDIT AUTOMATION    | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦250,000 |
| 104 | CORPORATE AUDITORS EFFICIENCY COURSE                        | 2nd – 5th July, 2024   | 17th – 20th Dec, 2024 | ₦250,000 |
| 105 | ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION              | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 106 | WRITING EFFECTIVE AUDIT REPORTS                             | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 107 | MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION   | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 108 | EMBEDDING CRITICAL THINKING INTO THE INTERNAL AUDIT PROCESS | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |

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**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH                 | 2ND BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|----------|
| 1   | EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT                                   | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 2   | ADVANCED PURCHASING AND TENDERS MANAGEMENT                                      | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 3   | EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT                        | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 4   | LOGISTICS AND DISTRIBUTION MANAGEMENT   | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦250,000 |
| 5   | MASTERING WAREHOUSE MECHANICS   | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 6   | E-PROCUREMENT STRATEGIES COURSE   | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 7   | UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES                             | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 8   | SELECTING, BUYING, INSTALLING AND USING A MODERN WAREHOUSE MANAGEMENT SYSTEM    | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦250,000 |
| 9   | EXCELLENCE IN STORES MANAGEMENT   | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 10  | MODERN PURCHASING AND CONTRACT MANAGEMENT                                       | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 11  | INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES                   | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 12  | STOREKEEPING AND WAREHOUSE MANAGEMENT   | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 13  | INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 14  | ACCOUNTING FOR INVENTORY MANAGEMENT COURSE                                      | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 15  | EFFECTIVE STOREKEEPING SKILLS   | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 16  | NEGOTIATING AND MANAGING CONTRACTS  | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦250,000 |
| 17  | EFFECTIVE PURCHASING MANAGEMENT   | 6th - 9th Feb, 2024       | 6th - 9th Aug, 2024      | ₦250,000 |
| 18  | SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY                 | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 19  | WAREHOUSE MANAGEMENT BEST PRACTICES   | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 20  | THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT                      | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦250,000 |
| 21  | CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING                         | 13th - 16th Feb, 2024     | 13th - 16th Aug, 2024    | ₦250,000 |
| 22  | WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT                                  | 13th - 16th Feb, 2024     | 13th - 16th Aug, 2024    | ₦250,000 |
| 23  | NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE                              | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 24  | PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL                    | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 25  | STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING                            | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 26  | MASTERING SUPPLY CHAIN MANAGEMENT   | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 27  | PURCHASING AND VENDOR MANAGEMENT SKILLS   | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024    | ₦250,000 |
| 28  | DEVELOPING PURCHASING POLICIES AND PROCESSES                                    | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 29  | ADVANCED STORES AND INVENTORY MANAGEMENT  | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 30  | STOCK TAKING AND STOCK RECONCILIATION   | 27th Feb - 1st Mar, 2024  | 27th - 30th Aug, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH                | 2ND BATCH              | FEE      |
|-----|--|--------------------------|------------------------|----------|
| 31  | MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE | 27th Feb – 1st Mar, 2024 | 27th – 30th Aug, 2024  | ₦250,000 |
| 32  | STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE      | 27th Feb – 1st Mar, 2024 | 27th – 30th Aug, 2024  | ₦250,000 |
| 33  | WORLD – CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS           | 27th Feb – 1st Mar, 2024 | 3rd – 6th Sept, 2024   | ₦250,000 |
| 34  | E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS             | 5th – 8th Mar, 2024      | 3rd – 6th Sept, 2024   | ₦250,000 |
| 35  | ADVANCED PURCHASING AND STORES MANAGEMENT                          | 5th – 8th Mar, 2024      | 3rd – 6th Sept, 2024   | ₦250,000 |
| 36  | STOCK TAKING, VALUATION AND STOCK RECORDING                        | 5th – 8th Mar, 2024      | 3rd – 6th Sept, 2024   | ₦250,000 |
| 37  | WAREHOUSING AND INVENTORY MANAGEMENT COURSE                        | 5th – 8th Mar, 2024      | 10th – 13th Sept, 2024 | ₦250,000 |
| 38  | STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS    | 5th – 8th Mar, 2024      | 10th – 13th Sept, 2024 | ₦250,000 |
| 39  | CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT            | 12th – 15th Mar, 2024    | 10th – 13th Sept, 2024 | ₦250,000 |
| 40  | WAREHOUSE AND DISTRIBUTION MANAGEMENT                              | 12th – 15th Mar, 2024    | 10th – 13th Sept, 2024 | ₦250,000 |
| 41  | STRATEGIC PURCHASING AND SUPPLY MANAGEMENT                         | 12th – 15th Mar, 2024    | 10th – 13th Sept, 2024 | ₦250,000 |
| 42  | MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS                     | 12th – 15th Mar, 2024    | 18th – 20th Sept, 2024 | ₦250,000 |
| 43  | QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING               | 12th – 15th Mar, 2024    | 18th – 20th Sept, 2024 | ₦250,000 |
| 44  | NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS            | 19th – 22nd Mar, 2024    | 18th – 20th Sept, 2024 | ₦250,000 |
| 45  | WAREHOUSE OPERATIONS AND MANAGEMENT                                | 19th – 22nd Mar, 2024    | 18th – 20th Sept, 2024 | ₦250,000 |
| 46  | PROCUREMENT MANAGEMENT BEST PRACTICE                               | 19th – 22nd Mar, 2024    | 18th – 20th Sept, 2024 | ₦250,000 |
| 47  | THE COMPLETE COURSE ON PURCHASING MANAGEMENT                       | 19th – 22nd Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 48  | EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT                   | 19th – 22nd Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 49  | THE EFFECTIVE BUYER  | 25th – 28th Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 50  | SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION          | 25th – 28th Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 51  | TENDERING, PROCUREMENT AND NEGOTIATION SKILLS                      | 25th – 28th Mar, 2024    | 24th – 27th Sept, 2024 | ₦250,000 |
| 52  | ADVANCED FORECASTING AND INVENTORY MANAGEMENT                      | 25th – 28th Mar, 2024    | 2nd – 4th Oct, 2024    | ₦250,000 |
| 53  | STORES MANAGEMENT AND PURCHASING PROCEDURES                        | 25th – 28th Mar, 2024    | 2nd – 4th Oct, 2024    | ₦250,000 |
| 54  | SUPPLY CHAIN RISK MANAGEMENT WORKSHOP                              | 2nd – 5th Apr, 2024      | 2nd – 4th Oct, 2024    | ₦250,000 |
| 55  | STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN            | 2nd – 5th Apr, 2024      | 2nd – 4th Oct, 2024    | ₦250,000 |
| 56  | TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS  | 2nd – 5th Apr, 2024      | 2nd – 4th Oct, 2024    | ₦250,000 |
| 57  | EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL              | 2nd – 5th Apr, 2024      | 8th – 11th Oct, 2024   | ₦250,000 |
| 58  | SECURITY AND SAFETY IN THE STORES DEPARTMENT                       | 2nd – 5th Apr, 2024      | 8th – 11th Oct, 2024   | ₦250,000 |
| 59  | MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION     | 16th – 19th Apr, 2024    | 8th – 11th Oct, 2024   | ₦250,000 |
| 60  | STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE             | 16th – 19th Apr, 2024    | 8th – 11th Oct, 2024   | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH             | 2ND BATCH                | FEE      |
|-----|--|-----------------------|--------------------------|----------|
| 61  | ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION       | 16th – 19th Apr, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 62  | EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT                        | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 63  | ADVANCED CONTRACTS MANAGEMENT  | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 64  | COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS                               | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 65  | PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION                          | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 66  | SHIPPING AND PORT MANAGEMENT COURSE  | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 67  | MANAGING CHANNELS TO MARKETS THROUGH DISTRIBUTION CHANNELS                     | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 68  | ADVANCED WAREHOUSE MANAGEMENT  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 69  | E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS      | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 70  | MANAGING THE PROCUREMENT PROCESS   | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 71  | ENTERPRISE SUPPLY CHAIN MANAGEMENT WORKSHOP                                    | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 72  | ADVANCED TENDERING PROCEDURES AND BID EVALUATION                               | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 73  | PROCUREMENT MANAGEMENT PROFESSIONAL  | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 74  | ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS                                  | 14th - 17th May, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 75  | STOCK CONTROL AND INVENTORY MANAGEMENT   | 14th - 17th May, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 76  | MASTERING MATERIALS MANAGEMENT COURSE  | 14th - 17th May, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 77  | ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT                           | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 78  | STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION                              | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 79  | PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 80  | DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS                               | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 81  | ADVANCED PURCHASING MANAGEMENT   | 21st - 24th May, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 82  | FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS                            | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 83  | BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT                          | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 84  | WAREHOUSE AND INVENTORY BEST PRACTICE  | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 85  | SOLVING THE PROBLEMS OF THE NON-MOVING STOCK                                   | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 86  | INTERNATIONAL PROCUREMENT OPERATIONS TRAINING                                  | 28th – 31st May, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 87  | PROCUREMENT BEST PRACTICES WORKSHOP  | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦250,000 |
| 88  | PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT                          | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦250,000 |
| 89  | PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP                                 | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |
| 90  | ADVANCED PROCUREMENT SKILLS  | 4th – 7th June, 2024  | 19th – 22nd Nov, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH              | 2ND BATCH             | FEE      |
|-----|--|------------------------|-----------------------|----------|
| 91  | STORES PROCEDURES, REGULATIONS AND PRACTICES                                   | 4th – 7th June, 2024   | 19th – 22nd Nov, 2024 | ₦250,000 |
| 92  | GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS | 4th – 7th June, 2024   | 26th – 29th Nov, 2024 | ₦250,000 |
| 93  | FUNDAMENTALS OF PURCHASING   | 4th – 7th June, 2024   | 26th – 29th Nov, 2024 | ₦250,000 |
| 94  | BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY                                 | 19th – 21st June, 2024 | 26th – 29th Nov, 2024 | ₦250,000 |
| 95  | DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER                                 | 19th – 21st June, 2024 | 26th – 29th Nov, 2024 | ₦250,000 |
| 96  | STOCK TAKING SKILLS AND STOCK VALUATION  | 19th – 21st June, 2024 | 26th – 29th Nov, 2024 | ₦250,000 |
| 97  | IMPROVING YOUR BUYING SKILLS   | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 98  | MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS                                    | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 99  | PURCHASING PRINCIPLES AND PRACTICES  | 25th – 28th June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 100 | PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICE                          | 25th – 28th June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 101 | DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT                          | 25th – 28th June, 2024 | 3rd – 6th Dec, 2024   | ₦250,000 |
| 102 | COMPUTERIZED STORES MANAGEMENT SYSTEMS   | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦250,000 |
| 103 | FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER                                   | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦250,000 |
| 104 | ADVANCED STORES AND INVENTORY CONTROL COURSE                                   | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦250,000 |
| 105 | ADVANCED PURCHASING AND COST SAVING TECHNIQUES                                 | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦250,000 |
| 106 | MODERN INVENTORY AND STORES MANAGEMENT   | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦250,000 |
| 107 | MANAGING AND IMPROVING WAREHOUSE OPERATIONS                                    | 2nd – 5th July, 2024   | 17th – 20th Dec, 2024 | ₦250,000 |
| 108 | STOCK FRAUD PREVENTION AND CONTROL   | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 109 | STOCK TAKING SKILLS AND STOCK VALUATION  | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 110 | IMPROVING YOUR BUYING SKILLS   | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |
| 111 | MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS                                    | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦250,000 |

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.

**Note:** The amount is exclusive of all taxes.

All classroom courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (2nd & 3rd Floors) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)



| S/N | TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH              | FEE      |
|-----|--|---------------------------|------------------------|------------------------|----------|
| 1   | HUMAN RESOURCES MANAGEMENT MASTER CLASS                                    | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 18th - 20th Sept, 2024 | ₦250,000 |
| 2   | EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS                  | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 18th - 20th Sept, 2024 | ₦250,000 |
| 3   | MANAGING STRESS AND PRESSURE AT WORK                                       | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 18th - 20th Sept, 2024 | ₦250,000 |
| 4   | PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICE                             | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 18th - 20th Sept, 2024 | ₦250,000 |
| 5   | COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT                 | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 24th - 27th Sept, 2024 | ₦250,000 |
| 6   | OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY                                 | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 24th - 27th Sept, 2024 | ₦250,000 |
| 7   | ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS                             | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 24th - 27th Sept, 2024 | ₦250,000 |
| 8   | ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER                      | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 24th - 27th Sept, 2024 | ₦250,000 |
| 9   | MANAGING DIFFICULT STAFF SITUATIONS IN ORGANIZATIONS                       | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024    | ₦250,000 |
| 10  | HUMAN RESOURCES POLICIES AND PROCEDURES                                    | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024    | ₦250,000 |
| 11  | PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT                           | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024    | ₦250,000 |
| 12  | ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES        | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024    | ₦250,000 |
| 13  | ADVANCED HUMAN RESOURCE MANAGEMENT WORKSHOP                                | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 8th - 11th Oct, 2024   | ₦250,000 |
| 14  | HR SKILLS FOR NON-HR PROFESSIONALS   | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 8th - 11th Oct, 2024   | ₦250,000 |
| 15  | INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 8th - 11th Oct, 2024   | ₦250,000 |
| 16  | RETIREMENT AND EMPLOYEE INVESTMENT PLANNING                                | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 8th - 11th Oct, 2024   | ₦250,000 |
| 17  | WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION                            | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 15th - 18th Oct, 2024  | ₦250,000 |
| 18  | IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY                           | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 15th - 18th Oct, 2024  | ₦250,000 |
| 19  | THE ESSENTIALS OF HUMAN RESOURCES LAWS                                     | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 15th - 18th Oct, 2024  | ₦250,000 |
| 20  | COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 15th - 18th Oct, 2024  | ₦250,000 |
| 21  | ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 22nd - 25th Oct, 2024  | ₦250,000 |
| 22  | IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH   | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 22nd - 25th Oct, 2024  | ₦250,000 |
| 23  | EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT                              | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 22nd - 25th Oct, 2024  | ₦250,000 |

| S/N | TITLE   | 1ST BATCH                | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|---|--------------------------|---------------------------|--------------------------|----------|
| 24  | EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP                            | 13th - 16th Feb, 2024    | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦250,000 |
| 25  | MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES                              | 20th - 23rd Feb, 2024    | 2nd - 5th July, 2024      | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 26  | COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS                          | 20th - 23rd Feb, 2024    | 2nd - 5th July, 2024      | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 27  | DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE                             | 20th - 23rd Feb, 2024    | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 28  | HEALTH AND SAFETY IN THE WORKPLACE  | 20th - 23rd Feb, 2024    | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 29  | PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS                          | 27th Feb - 1st Mar, 2024 | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 30  | PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS                | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 31  | MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH                     | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 32  | DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS                   | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 33  | TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 34  | ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT                                      | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 35  | MANPOWER PLANNING, RESOURCING AND RETENTION   | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 12th - 15th Nov, 2024    | ₦250,000 |
| 36  | HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION                    | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 12th - 15th Nov, 2024    | ₦250,000 |
| 37  | MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD                                       | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 38  | ESSENTIALS OF HUMAN RESOURCES MANAGEMENT  | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 39  | INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT                    | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 40  | HR ESSENTIALS FOR EFFECTIVE MANAGEMENT  | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 19th - 22nd Nov, 2024    | ₦250,000 |
| 41  | ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING                                      | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 42  | HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES                            | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 43  | MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF                                  | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 44  | EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT                                      | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 45  | AUTOMATING MODERN OFFICE PRACTICE   | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 46  | MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS                                    | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |



| S/N | TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|--|-----------------------|------------------------|-----------------------|----------|
| 47  | PROFESSIONAL SKILLS FOR ADMINISTRATORS   | 25th - 28th Mar, 2024 | 13th - 16th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 48  | THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION         | 25th - 28th Mar, 2024 | 13th - 16th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 49  | HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT                               | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 50  | FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS                                  | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 51  | ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP                    | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 52  | EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA                       | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 53  | INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE                            | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 54  | PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS               | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 55  | STRATEGIC HUMAN RESOURCES MANAGEMENT   | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 10th - 13th Dec, 2024 | ₦250,000 |
| 56  | TRAIN THE TRAINER – MANAGING VIRTUAL AND PHYSICAL CLASSES                          | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 10th - 13th Dec, 2024 | ₦250,000 |
| 57  | COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP                                    | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 58  | THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR  | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 59  | HR ANALYTICS COURSE  | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 60  | EMPLOYEE RELATIONS AND ENGAGEMENT: MOTIVATION, GRIEVANCES, CONFLICT AND DISCIPLINE | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 17th - 20th Dec, 2024 | ₦250,000 |
| 61  | ADVANCED SELECTION, INTERVIEWING AND RECRUITMENT SKILLS                            | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 62  | EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS                              | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 63  | COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT                           | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 64  | MANPOWER ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS                       | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |

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.

**Note:** The amount is exclusive of all taxes.

All classroom courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (2nd & 3rd Floors) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH                 | 2ND BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|----------|
| 1   | EFFECTIVE CHANGE MANAGEMENT AND RESULTS   | 9th - 12th Jan, 2024      | 23rd - 26th July, 2024   | ₦250,000 |
| 2   | NEXT GENERATION LEADERSHIP  | 9th - 12th Jan, 2024      | 23rd - 26th July, 2024   | ₦250,000 |
| 3   | EFFECTIVELY MANAGING AND LEADING PEOPLE   | 16th - 19th Jan, 2024     | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 4   | EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION                | 16th - 19th Jan, 2024     | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 5   | EXECUTIVE LEADERSHIP DEVELOPMENT COURSE   | 23rd Jan - 26th Jan, 2024 | 6th - 9th Aug, 2024      | ₦250,000 |
| 6   | EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING                             | 23rd Jan - 26th Jan, 2024 | 6th - 9th Aug, 2024      | ₦250,000 |
| 7   | FUNDAMENTALS OF STRATEGIC PLANNING  | 30th Jan - 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦250,000 |
| 8   | MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES | 30th Jan - 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦250,000 |
| 9   | LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE  | 6th - 9th Feb, 2024       | 20th - 23rd Aug, 2024    | ₦250,000 |
| 10  | ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS                 | 6th - 9th Feb, 2024       | 20th - 23rd Aug, 2024    | ₦250,000 |
| 11  | EFFECTIVE PENSION FUND GOVERNANCE AND REGULATIONS                                       | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 12  | MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT                                       | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 13  | IMPROVING BUSINESS LEADERSHIP THROUGH TECHNOLOGY  | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦250,000 |
| 14  | ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY   | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦250,000 |
| 15  | PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE   | 27th Feb - 1st Mar, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 16  | ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY   | 27th Feb - 1st Mar, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 17  | BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES                              | 5th - 8th Mar, 2024       | 18th - 20th Sept, 2024   | ₦250,000 |
| 18  | TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING                                  | 5th - 8th Mar, 2024       | 18th - 20th Sept, 2024   | ₦250,000 |
| 19  | MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING                                   | 12th - 15th Mar, 2024     | 24th - 27th Sept, 2024   | ₦250,000 |
| 20  | SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION                       | 12th - 15th Mar, 2024     | 24th - 27th Sept, 2024   | ₦250,000 |
| 21  | MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES                                  | 19th - 22nd Mar, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 22  | LEADERSHIP AND EMOTIONAL INTELLIGENCE   | 19th - 22nd Mar, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH              | 2ND BATCH                | FEE      |
|-----|---|------------------------|--------------------------|----------|
| 23  | KEY PERFORMANCE INDICATORS AND OPTIMIZATION   | 25th - 28th Mar, 2024  | 8th - 11th Oct, 2024     | ₦250,000 |
| 24  | MANAGING REMOTE TEAMS EFFECTIVELY   | 25th - 28th Mar, 2024  | 8th - 11th Oct, 2024     | ₦250,000 |
| 25  | REINVENTING LEADERSHIP IN A COVID-19 WORLD  | 2nd - 5th Apr, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 26  | NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS                                  | 2nd - 5th Apr, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 27  | BUSINESS CONTINUITY AND STRATEGY MANAGEMENT   | 16th - 19th Apr, 2024  | 15th - 18th Oct, 2024    | ₦250,000 |
| 28  | BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS                                  | 16th - 19th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 29  | CORPORATE STRATEGY AND VALUE INNOVATION COURSE  | 23rd - 26th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 30  | ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE           | 23rd - 26th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 31  | BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP                                  | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 32  | PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY                       | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 33  | STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES | 14th - 17th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 34  | MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS                                      | 14th - 17th May, 2024  | 5th - 8th Nov, 2024      | ₦250,000 |
| 35  | NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES                                     | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦250,000 |
| 36  | PERSONAL MASTERY AND SELF-LEADERSHIP  | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦250,000 |
| 37  | EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION                                      | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦250,000 |
| 38  | BEST PRACTICE IN PENSION ADMINISTRATION   | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦250,000 |
| 39  | MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP                                       | 4th - 7th June, 2024   | 12th - 15th Nov, 2024    | ₦250,000 |
| 40  | NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES   | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦250,000 |
| 41  | MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE  | 19th - 21st June, 2024 | 19th - 22nd Nov, 2024    | ₦250,000 |
| 42  | OFFICE, FILING AND DOCUMENTATION SKILLS   | 19th - 21st June, 2024 | 19th - 22nd Nov, 2024    | ₦250,000 |
| 43  | DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS                     | 25th - 28th June, 2024 | 26th - 29th Nov, 2024    | ₦250,000 |
| 44  | OFFICE SECURITY AND ASSET PROTECTION STRATEGIES                                       | 25th - 28th June, 2024 | 26th - 29th Nov, 2024    | ₦250,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH              | 2ND BATCH             | FEE      |
|-----|--|------------------------|-----------------------|----------|
| 45  | BUILDING TEAM EXCELLENCE                                     | 25th - 28th June, 2024 | 26th - 29th Nov, 2024 | ₦250,000 |
| 46  | LEADERSHIP, CRITICAL THINKING AND INNOVATION                 | 2nd - 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 47  | WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE   | 2nd - 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 48  | WORK ATTITUDE AND VALUE ENHANCEMENT COURSE                   | 2nd - 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 49  | EVALUATION, MEASURING FOR IMPACT AND RESULT                  | 9th - 12th July, 2024  | 10th - 13th Dec, 2024 | ₦250,000 |
| 50  | PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP                     | 9th - 12th July, 2024  | 10th - 13th Dec, 2024 | ₦250,000 |
| 51  | STRATEGIC THINKING AND BUSINESS PLANNING                     | 9th - 12th July, 2024  | 10th - 13th Dec, 2024 | ₦250,000 |
| 52  | DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE                | 16th - 19th July, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 53  | SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY | 16th - 19th July, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 54  | MIDDLE MANAGEMENT DEVELOPMENT PROGRAM                        | 16th - 19th July, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 55  | CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS          | 16th - 19th July, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |

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**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH                 | 2ND BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|----------|
| 1   | ADVANCED POWER DISTRIBUTION ENGINEERING FOR UTILITIES                                     | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦350,000 |
| 2   | ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS                                  | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦350,000 |
| 3   | BUILDING AND FACILITIES MAINTENANCE MANAGEMENT  | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦330,000 |
| 4   | OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES               | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦350,000 |
| 5   | ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY                                    | 9th - 12th Jan, 2024      | 16th - 19th July, 2024   | ₦330,000 |
| 6   | HVAC DESIGN, OPERATION, AND MAINTENANCE   | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦330,000 |
| 7   | MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS   | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦330,000 |
| 8   | PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY                               | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦350,000 |
| 9   | MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES                                      | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦330,000 |
| 10  | PROBLEM SOLVING AND DECISION-MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS      | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024   | ₦330,000 |
| 11  | CONTRACTS AND TENDERS ADMINISTRATION  | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦330,000 |
| 12  | ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT MAINTENANCE AND MANAGEMENT | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦330,000 |
| 13  | BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES  | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦330,000 |
| 14  | AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS                                      | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦330,000 |
| 15  | OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS                                | 23rd Jan - 26th Jan, 2024 | 30th July- 2nd Aug, 2024 | ₦330,000 |
| 16  | EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS                               | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦330,000 |
| 17  | PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING                             | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦350,000 |
| 18  | ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE                               | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦350,000 |
| 19  | PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION                         | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦350,000 |
| 20  | TRANSFORMERS OPERATION AND MAINTENANCE  | 30th Jan - 2nd Feb, 2024  | 6th - 9th Aug, 2024      | ₦350,000 |
| 21  | INSTRUMENTATION AND CALIBRATION COURSE  | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦450,000 |
| 22  | ASSET INTEGRITY AND ASSET MAINTENANCE MANAGEMENT COURSE                                   | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦330,000 |
| 23  | MAINTENANCE STRATEGY DEVELOPMENT AND COST-EFFECTIVE IMPLEMENTATION                        | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦330,000 |
| 24  | EARTHLING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM                                   | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦350,000 |
| 25  | HYDRAULIC SYSTEMS MAINTENANCE AND TROUBLESHOOTING   | 6th - 9th Feb, 2024       | 13th - 16th Aug, 2024    | ₦350,000 |
| 26  | IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS                    | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦330,000 |
| 27  | ADVANCED ELECTRICAL TROUBLESHOOTING, REPAIRS AND ISOLATIONS TECHNIQUES                    | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦350,000 |
| 28  | ADVANCED GENERATOR MAINTENANCE  | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦330,000 |
| 29  | BUILDING MANAGEMENT SYSTEM AND EFFECTIVE UTILITY MAINTENANCE PRACTICES                    | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦330,000 |
| 30  | DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE                                     | 13th - 16th Feb, 2024     | 20th - 23rd Aug, 2024    | ₦450,000 |
| 31  | IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES                   | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦330,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH                | 2ND BATCH              | FEE      |
|-----|--|--------------------------|------------------------|----------|
| 32  | COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS                              | 20th - 23rd Feb, 2024    | 27th - 30th Aug, 2024  | ₦330,000 |
| 33  | START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS  | 20th - 23rd Feb, 2024    | 27th - 30th Aug, 2024  | ₦350,000 |
| 34  | ELECTRICAL INSTALLATIONS AND MAINTENANCE   | 20th - 23rd Feb, 2024    | 27th - 30th Aug, 2024  | ₦350,000 |
| 35  | RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS                                      | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦350,000 |
| 36  | CONSTRUCTION QUALITY CONTROL ON SITE   | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦350,000 |
| 37  | PUMPS AND PUMPING SYSTEMS OPTIMIZATION   | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦350,000 |
| 38  | ROOT CAUSE FAILURE ANALYSIS  | 27th Feb - 1st Mar, 2024 | 3rd - 6th Sept, 2024   | ₦330,000 |
| 39  | ELECTRICAL SAFETY FOR MAINTENANCE STAFF  | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦330,000 |
| 40  | TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING                                      | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦350,000 |
| 41  | STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS                                    | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦330,000 |
| 42  | TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT  | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦350,000 |
| 43  | ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦330,000 |
| 44  | WRITING AN EFFECTIVE MAINTENANCE PROCEDURE   | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦330,000 |
| 45  | SAFETY PRACTICES FOR PUBLIC BUILDINGS  | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦330,000 |
| 46  | MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS   | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦330,000 |
| 47  | PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM-SOLVING COURSE                           | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦450,000 |
| 48  | AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING                              | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦330,000 |
| 49  | MODERN POWER SYSTEM PROTECTIVE RELAYING  | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦350,000 |
| 50  | INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENTS   | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦350,000 |
| 51  | POWER SYSTEMS PROTECTION-CONTROL AND STABILITY   | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦350,000 |
| 52  | MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES                                   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦330,000 |
| 53  | EFFECT OF ADDITIVES ON CONCRETE  | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦330,000 |
| 54  | AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE   | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦330,000 |
| 55  | HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING  | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦350,000 |
| 56  | VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION   | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦330,000 |
| 57  | BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS  | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦350,000 |
| 58  | TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES                         | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦350,000 |
| 59  | DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS  | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦330,000 |
| 60  | FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT  | 2nd - 5th Apr, 2024      | 8th - 11th Oct, 2024   | ₦330,000 |
| 61  | CORROSION MANAGEMENT COURSE  | 16th - 19th Apr, 2024    | 15th - 18th Oct, 2024  | ₦350,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH             | 2ND BATCH                | FEE      |
|-----|---|-----------------------|--------------------------|----------|
| 62  | MAINTENANCE CONTRACTING AND OUTSOURCING   | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦330,000 |
| 63  | AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE   | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦330,000 |
| 64  | GENERATOR TESTING, INSPECTION AND MAINTENANCE   | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦330,000 |
| 65  | ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING  | 16th – 19th Apr, 2024 | 15th - 18th Oct, 2024    | ₦330,000 |
| 66  | MAINTENANCE PLANNING, SCHEDULING AND CONTROL  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦350,000 |
| 67  | ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦350,000 |
| 68  | MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENT   | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦330,000 |
| 69  | PUMPS, COMPRESSORS AND TURBINES WORKSHOP  | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦350,000 |
| 70  | MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELLING, ANALYSIS AND PROBLEM SOLVING   | 23rd - 26th Apr, 2024 | 22nd - 25th Oct, 2024    | ₦330,000 |
| 71  | DIESEL GENERATOR OPERATION AND MAINTENANCE  | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 72  | BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION   | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 73  | INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE  | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦450,000 |
| 74  | MAINTENANCE WORK QUALITY CONTROL ASSURANCE  | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 75  | ELECTRICAL FAULTS: CAUSES, ANALYSIS, DETECTION AND REMEDIES   | 7th - 10th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 76  | GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING  | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦330,000 |
| 77  | MECHANICAL EQUIPMENT: COMPRESSORS, PUMPS, SEALS, MOTORS AND VARIABLE-SPEED DRIVES   | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 78  | ADVANCED PUMP AND COMPRESSOR MAINTENANCE  | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 79  | BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT   | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦330,000 |
| 80  | DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICALLY ROTATING EQUIPMENT                                       | 14th - 17th May, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 81  | PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦350,000 |
| 82  | RISK BASED MAINTENANCE WORKSHOP   | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦330,000 |
| 83  | DISTRIBUTION TRANSFORMERS-OPERATIONS AND MAINTENANCE  | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦350,000 |
| 84  | HEAVY DUTY DIESEL ENGINE (HDD) OPERATION AND MAINTENANCE  | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦350,000 |
| 85  | OPERATION, MONITORING AND CONTROL OF ELECTRIC MACHINES AND INDUSTRIAL PROCESSES   | 21st - 24th May, 2024 | 12th - 15th Nov, 2024    | ₦350,000 |
| 86  | PROCESS EQUIPMENT AND PIPING SYSTEMS  | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦350,000 |
| 87  | ELECTRICAL EQUIPMENT IN HAZARDOUS ENVIRONMENTS  | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦330,000 |
| 88  | BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING   | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦350,000 |
| 89  | BEST PRACTICE IN MAINTENANCE MANAGEMENT   | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦330,000 |
| 90  | CIRCUIT BREAKERS AND SWITCHGEARS INSPECTION   | 28th – 31st May, 2024 | 19th – 22nd Nov, 2024    | ₦350,000 |
| 91  | ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER  | 4th – 7th June, 2024  | 26th - 29th Nov, 2024    | ₦330,000 |

- ✓ Classroom
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- ✓ In-house

| S/N | TITLE   | 1ST BATCH              | 2ND BATCH             | FEE      |
|-----|---|------------------------|-----------------------|----------|
| 92  | EARTHING, BONDING, LIGHTNING AND SURGE PROTECTION OF ELECTRICAL SYSTEMS AND EQUIPMENT                                 | 4th – 7th June, 2024   | 26th – 29th Nov, 2024 | ₦350,000 |
| 93  | FACILITIES MANAGEMENT STRATEGY WORKSHOP   | 4th – 7th June, 2024   | 26th – 29th Nov, 2024 | ₦330,000 |
| 94  | DEVELOPMENT OF TECHNOLOGICAL STANDARDS FOR RAIL AND MARINE TRANSPORT INFRASTRUCTURE                                   | 4th – 7th June, 2024   | 26th – 29th Nov, 2024 | ₦350,000 |
| 95  | DESIGN OF MODERN ELECTRICAL DISTRIBUTION SYSTEMS  | 4th – 7th June, 2024   | 26th – 29th Nov, 2024 | ₦350,000 |
| 96  | CORROSION AND CONCRETE PROTECTION   | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦350,000 |
| 97  | BEST PRACTICE IN FACILITIES MANAGEMENT  | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦330,000 |
| 98  | OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS                                    | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦330,000 |
| 99  | HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING                             | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦330,000 |
| 100 | TROUBLESHOOTING AND MAINTENANCE OF ELECTRICAL EQUIPMENT   | 19th – 21st June, 2024 | 3rd – 6th Dec, 2024   | ₦330,000 |
| 101 | BOILER CONTROL AND INSTRUMENTATION COURSE   | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦450,000 |
| 102 | INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES  | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦330,000 |
| 103 | PROCESS CONTROL VALVES AND ACTUATORS  | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦350,000 |
| 104 | TRANSFORMER TESTING AND MAINTENANCE WORKSHOP  | 25th – 28th June, 2024 | 10th – 13th Dec, 2024 | ₦350,000 |
| 105 | MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE   | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦330,000 |
| 106 | MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES  | 2nd – 5th July, 2024   | 10th – 13th Dec, 2024 | ₦330,000 |
| 107 | FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE                                   | 2nd – 5th July, 2024   | 17th – 20th Dec, 2024 | ₦350,000 |
| 108 | GENERATORS INSTALLATION, SERVICES AND MAINTENANCE   | 2nd – 5th July, 2024   | 17th – 20th Dec, 2024 | ₦330,000 |
| 109 | MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT   | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦350,000 |
| 110 | ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE                 | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦350,000 |
| 111 | MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS  | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦330,000 |
| 112 | ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE | 9th – 12th July, 2024  | 17th – 20th Dec, 2024 | ₦350,000 |

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.

**Note:** The amount is exclusive of all taxes.

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Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|--|---------------------------|------------------------|--------------------------|----------|
| 1   | MASTERING FINANCE FOR NON-FINANCIAL OIL AND GAS PERSONNEL  | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦350,000 |
| 2   | OIL AND GAS FIELD LIFE CYCLE, FIELD DEVELOPMENT AND PLANNING                                     | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦350,000 |
| 3   | BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR                            | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 10th - 13th Sept, 2024   | ₦350,000 |
| 4   | FUNDAMENTALS OF OIL AND GAS PRODUCTION   | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦350,000 |
| 5   | INTRODUCTION TO OIL TRADING AND PRICE RISK MANAGEMENT  | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 18th - 20th Sept, 2024   | ₦350,000 |
| 6   | ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR                       | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 18th - 20th Sept, 2024   | ₦350,000 |
| 7   | MANAGING BIDS AND TENDERS FROM SUPPLIERS   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦350,000 |
| 8   | PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR            | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024   | ₦350,000 |
| 9   | OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT   | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024   | ₦350,000 |
| 10  | OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦350,000 |
| 11  | INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY                      | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦350,000 |
| 12  | MANAGING UPSTREAM OIL AND GAS ASSETS   | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦350,000 |
| 13  | OIL AND GAS ACCOUNTING AND PERFORMANCE MEASUREMENT COURSE  | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦350,000 |
| 14  | INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS IN OIL AND GAS SECTORS | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦500,000 |
| 15  | INTRODUCTION TO PETROLEUM EXPLORATION  | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦350,000 |
| 16  | CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA                         | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦350,000 |
| 17  | SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS                                   | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦350,000 |
| 18  | EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR                                      | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦350,000 |
| 19  | INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR   | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦350,000 |
| 20  | UPSTREAM OIL AND GAS DEVELOPMENT LIFECYCLE COSTING   | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦350,000 |
| 21  | SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS                                     | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦350,000 |
| 22  | ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR  | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 23  | HSE IN EXPLORATION AND PRODUCTION  | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 24  | CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY                                      | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 25  | EXEGESIS OF THE 2017 NIGERIAN PETROLEUM POLICY   | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 26  | IFRS JOINT VENTURE ACCOUNTING FOR THE OIL AND GAS SECTOR   | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |

- ✓ Classroom
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- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH                | 3RD BATCH             | FEE      |
|-----|--|-----------------------|--------------------------|-----------------------|----------|
| 27  | MAINTENANCE PLANNING AND WORK CONTROL IN THE OIL AND GAS                 | 12th - 15th Mar, 2024 | 23rd - 26th July, 2024   | 5th - 8th Nov, 2024   | ₦350,000 |
| 28  | ESSENTIAL SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS                | 12th - 15th Mar, 2024 | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024 | ₦350,000 |
| 29  | FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION     | 19th - 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024 | ₦350,000 |
| 30  | NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY                          | 19th - 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024 | ₦350,000 |
| 31  | PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR             | 19th - 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th - 22nd Nov, 2024 | ₦350,000 |
| 32  | OIL AND GAS INDUSTRY FUNDAMENTALS  | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024 | ₦350,000 |
| 33  | ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR   | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024 | ₦350,000 |
| 34  | AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS                          | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 26th - 29th Nov, 2024 | ₦350,000 |
| 35  | HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR                        | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦350,000 |
| 36  | FUNDAMENTALS OF OIL AND GAS ACCOUNTING                                   | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦350,000 |
| 37  | STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR            | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 3rd - 6th Dec, 2024   | ₦350,000 |
| 38  | UNDERSTANDING ENERGY CONTRACTS   | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦350,000 |
| 39  | OIL AND GAS PETROCHEMICAL ACCOUNTING AND PERFORMANCE MEASUREMENT         | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦350,000 |
| 40  | THE OIL AND GAS VALUE CHAIN  | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦350,000 |
| 41  | SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY                          | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦350,000 |
| 42  | PETROLEUM COMPANY PERFORMANCE MANAGEMENT                                 | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦350,000 |
| 43  | MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING) | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦350,000 |
| 44  | OIL AND GAS BUSINESS ENVIRONMENT   | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦350,000 |
| 45  | OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION                    | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦350,000 |
| 46  | OIL AND GAS FINANCE MANAGEMENT   | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦350,000 |

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.

**Note:** The amount is exclusive of all taxes.

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Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH                 | FEE      |
|-----|---|---------------------------|---------------------------|----------|
| 1   | MANAGING AND LEADING AN EFFECTIVE IN-HOUSE LEGAL DEPARTMENT                       | 9th - 12th Jan, 2024      | 9th - 12th July, 2024     | ₦330,000 |
| 2   | CONSTRUCTION AND INFRASTRUCTURE LAW   | 9th - 12th Jan, 2024      | 9th - 12th July, 2024     | ₦330,000 |
| 3   | ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS                                  | 9th - 12th Jan, 2024      | 9th - 12th July, 2024     | ₦330,000 |
| 4   | SERVICE LEVEL AGREEMENTS WORKSHOP   | 9th - 12th Jan, 2024      | 16th - 19th July, 2024    | ₦330,000 |
| 5   | EMPLOYEE RELATIONS AND THE LAW  | 16th - 19th Jan, 2024     | 16th - 19th July, 2024    | ₦330,000 |
| 6   | LAW-MAKING AND LEGISLATIVE DRAFTING   | 16th - 19th Jan, 2024     | 16th - 19th July, 2024    | ₦330,000 |
| 7   | COMMERCIAL AND BUSINESS CONTRACTS   | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024    | ₦330,000 |
| 8   | NIGERIAN LABOUR LAWS AND PRACTICES  | 16th - 19th Jan, 2024     | 23rd - 26th July, 2024    | ₦330,000 |
| 9   | THE EFFECTIVE LEGAL SECRETARY COURSE  | 23rd Jan - 26th Jan, 2024 | 23rd - 26th July, 2024    | ₦330,000 |
| 10  | INTERNATIONAL TRADE FINANCE AND INSTRUMENTS: OPERATIONAL: DOCUMENTATION AND LEGAL | 23rd Jan - 26th Jan, 2024 | 23rd - 26th July, 2024    | ₦330,000 |
| 11  | ADVANCED ALTERNATIVE DISPUTE RESOLUTION AND MEDIATION                             | 23rd Jan - 26th Jan, 2024 | 30th July - 2nd Aug, 2024 | ₦330,000 |
| 12  | INTERNATIONAL ARBITRATION TRAINING  | 23rd Jan - 26th Jan, 2024 | 30th July - 2nd Aug, 2024 | ₦330,000 |
| 13  | AN INTRODUCTION TO TAX FOR PROPERTY LAWYERS                                       | 6th - 9th Feb, 2024       | 30th July - 2nd Aug, 2024 | ₦330,000 |
| 14  | INTELLECTUAL PROPERTY RIGHTS COURSE   | 6th - 9th Feb, 2024       | 30th July - 2nd Aug, 2024 | ₦330,000 |
| 15  | EFFECTIVE LEGAL WRITING AND DRAFTING COURSE                                       | 6th - 9th Feb, 2024       | 6th - 9th Aug, 2024       | ₦330,000 |
| 16  | LEGAL OFFICE ADMINISTRATION: BEST PRACTICES                                       | 6th - 9th Feb, 2024       | 6th - 9th Aug, 2024       | ₦330,000 |
| 17  | RESOLVING CONTRACTUAL CLAIMS AND DISPUTES   | 13th - 16th Feb, 2024     | 6th - 9th Aug, 2024       | ₦330,000 |
| 18  | STATUTORY, LEGAL AND COMPLIANCE REQUIREMENTS                                      | 13th - 16th Feb, 2024     | 6th - 9th Aug, 2024       | ₦330,000 |
| 19  | MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES              | 13th - 16th Feb, 2024     | 13th - 16th Aug, 2024     | ₦330,000 |
| 20  | ARBITRATION ADVOCACY COURSE   | 13th - 16th Feb, 2024     | 13th - 16th Aug, 2024     | ₦330,000 |
| 21  | INTRODUCTION TO DOMESTIC ARBITRATION COURSE                                       | 20th - 23rd Feb, 2024     | 13th - 16th Aug, 2024     | ₦330,000 |
| 22  | LEGAL ISSUES ON FRAUD PREVENTION  | 20th - 23rd Feb, 2024     | 13th - 16th Aug, 2024     | ₦330,000 |
| 23  | EXCELLENCE IN CONTRACTS ADMINISTRATION  | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024     | ₦330,000 |
| 24  | ACCOUNTING FOR LEGAL PRACTITIONERS  | 20th - 23rd Feb, 2024     | 20th - 23rd Aug, 2024     | ₦330,000 |
| 25  | PROFESSIONAL SKILLS ACQUISITION AND DEVELOPMENT FOR GOVERNMENT LAWYERS            | 27th Feb - 1st Mar, 2024  | 20th - 23rd Aug, 2024     | ₦330,000 |
| 26  | INFLUENCING, PERSUADING AND NEGOTIATING SKILLS FOR LAWYERS                        | 27th Feb - 1st Mar, 2024  | 20th - 23rd Aug, 2024     | ₦330,000 |
| 27  | GRIEVANCE, DISCIPLINE AND DISMISSALS  | 27th Feb - 1st Mar, 2024  | 27th - 30th Aug, 2024     | ₦330,000 |
| 28  | COMPUTER/ICT MANAGEMENT AND INFORMATION SECURITY FOR LEGAL OFFICERS               | 27th Feb - 1st Mar, 2024  | 27th - 30th Aug, 2024     | ₦330,000 |
| 29  | ALTERNATIVE DISPUTE RESOLUTION (ADR) IN LABOUR AND INDUSTRIAL RELATIONS           | 5th - 8th Mar, 2024       | 27th - 30th Aug, 2024     | ₦330,000 |
| 30  | CONTRACT LAW UPDATES  | 5th - 8th Mar, 2024       | 27th - 30th Aug, 2024     | ₦330,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | FEE      |
|-----|---|-----------------------|------------------------|----------|
| 31  | BUSINESS LAW ADMINISTRATION COURSE  | 5th - 8th Mar, 2024   | 3rd - 6th Sept, 2024   | ₦330,000 |
| 32  | READING, WRITING AND NEGOTIATING OF CONTRACTS   | 5th - 8th Mar, 2024   | 3rd - 6th Sept, 2024   | ₦330,000 |
| 33  | FUNDAMENTALS OF CORPORATE LEGAL SERVICES  | 12th - 15th Mar, 2024 | 3rd - 6th Sept, 2024   | ₦330,000 |
| 34  | ADMINISTRATION AND OFFICE MANAGEMENT FOR LAWYERS: BEST PRACTICES AND TECHNIQUES         | 12th - 15th Mar, 2024 | 3rd - 6th Sept, 2024   | ₦330,000 |
| 35  | EFFECTIVE CONTRACT ADMINISTRATION CLAIMS MANAGEMENT AND NEGOTIATING WIN-WIN SETTLEMENTS | 12th - 15th Mar, 2024 | 10th - 13th Sept, 2024 | ₦330,000 |
| 36  | CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES COURSE                                 | 12th - 15th Mar, 2024 | 10th - 13th Sept, 2024 | ₦330,000 |
| 37  | BOARD MEMBERS AND CORPORATE DIRECTORS TRAINING  | 19th - 22nd Mar, 2024 | 10th - 13th Sept, 2024 | ₦330,000 |
| 38  | ADVANCED LEGAL ADMINISTRATORS COURSE  | 19th - 22nd Mar, 2024 | 10th - 13th Sept, 2024 | ₦330,000 |
| 39  | ALTERNATIVE DISPUTE RESOLUTION STRATEGIES   | 19th - 22nd Mar, 2024 | 18th - 20th Sept, 2024 | ₦330,000 |
| 40  | NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS                                    | 19th - 22nd Mar, 2024 | 18th - 20th Sept, 2024 | ₦330,000 |
| 41  | BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION                                  | 25th - 28th Mar, 2024 | 18th - 20th Sept, 2024 | ₦330,000 |
| 42  | EMPLOYMENT LAW AND PRACTICE IN NIGERIA  | 25th - 28th Mar, 2024 | 18th - 20th Sept, 2024 | ₦330,000 |
| 43  | FUNDAMENTALS OF EMPLOYMENT LAWS   | 25th - 28th Mar, 2024 | 24th - 27th Sept, 2024 | ₦330,000 |
| 44  | CONSTRUCTIONS CONTRACT LAW ESSENTIALS   | 25th - 28th Mar, 2024 | 24th - 27th Sept, 2024 | ₦330,000 |
| 45  | BUSINESS AND CONTRACT LAW ADMINISTRATION  | 2nd - 5th Apr, 2024   | 24th - 27th Sept, 2024 | ₦330,000 |
| 46  | COMMERCIAL CONTRACTS DRAFTING   | 2nd - 5th Apr, 2024   | 24th - 27th Sept, 2024 | ₦330,000 |
| 47  | DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES  | 2nd - 5th Apr, 2024   | 2nd - 4th Oct, 2024    | ₦330,000 |
| 48  | UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT                        | 2nd - 5th Apr, 2024   | 2nd - 4th Oct, 2024    | ₦330,000 |
| 49  | LITIGATION DRAFTING: A COMPREHENSIVE GUIDE  | 16th - 19th Apr, 2024 | 2nd - 4th Oct, 2024    | ₦330,000 |
| 50  | MANAGING CONTRACTUAL LIABILITIES EFFECTIVELY  | 16th - 19th Apr, 2024 | 2nd - 4th Oct, 2024    | ₦330,000 |
| 51  | EXCELLENCE IN CORPORATE GOVERNANCE  | 16th - 19th Apr, 2024 | 8th - 11th Oct, 2024   | ₦330,000 |
| 52  | NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS                                       | 16th - 19th Apr, 2024 | 8th - 11th Oct, 2024   | ₦330,000 |
| 53  | NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS   | 23rd - 26th Apr, 2024 | 8th - 11th Oct, 2024   | ₦330,000 |
| 54  | COMPANY LAW AND PRACTICE  | 23rd - 26th Apr, 2024 | 8th - 11th Oct, 2024   | ₦330,000 |
| 55  | CORPORATE GOVERNANCE: EFFECTIVENESS AND ACCOUNTABILITY IN THE BOARDROOM                 | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024  | ₦330,000 |
| 56  | UNDERSTANDING GOVERNMENT LEGAL SERVICES   | 23rd - 26th Apr, 2024 | 15th - 18th Oct, 2024  | ₦330,000 |
| 57  | ADVANCED NEGOTIATION AND ADVANCED DEAL MAKING   | 7th - 10th May, 2024  | 15th - 18th Oct, 2024  | ₦330,000 |
| 58  | CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS                           | 7th - 10th May, 2024  | 15th - 18th Oct, 2024  | ₦330,000 |
| 59  | CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS                            | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024  | ₦330,000 |
| 60  | FINANCE AND ACCOUNTING FOR LAWYERS  | 7th - 10th May, 2024  | 22nd - 25th Oct, 2024  | ₦330,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH              | 2ND BATCH                | FEE      |
|-----|--|------------------------|--------------------------|----------|
| 61  | CORPORATE LEGAL OFFICERS COURSE                              | 14th - 17th May, 2024  | 22nd - 25th Oct, 2024    | ₦330,000 |
| 62  | IN-DEPTH COURSE ON ARBITRATION AND MEDIATION                 | 14th - 17th May, 2024  | 22nd - 25th Oct, 2024    | ₦330,000 |
| 63  | CONTRACTS MANAGEMENT WORKSHOP                                | 14th - 17th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 64  | ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT          | 14th - 17th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 65  | OPTIMIZING THE BOARD OF DIRECTORS EFFECTIVENESS              | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦330,000 |
| 66  | COMPANY LAW - ESSENTIAL OVERVIEW                             | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦330,000 |
| 67  | LAW AND CONTRACTS TERMS AND CONDITIONS                       | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦330,000 |
| 68  | FUNDAMENTALS OF EMPLOYMENT CONTRACTS                         | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦330,000 |
| 69  | CURRENT TRENDS IN LEGISLATIVE DRAFTING                       | 28th - 31st May, 2024  | 19th - 22nd Nov, 2024    | ₦330,000 |
| 70  | MEDIATION FOR LITIGATORS COURSE                              | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦330,000 |
| 71  | ESSENTIAL DRAFTING TECHNIQUES FOR CIVIL LITIGATORS           | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦330,000 |
| 72  | THE LAW GOVERNING CONTRACTS AND COMMERCIAL DISPUTES          | 4th - 7th June, 2024   | 26th - 29th Nov, 2024    | ₦330,000 |
| 73  | BEST PRACTICE DRAFTING: STANDARD TERMS AND CONDITIONS        | 4th - 7th June, 2024   | 26th - 29th Nov, 2024    | ₦330,000 |
| 74  | LEGAL SECRETARY DUTIES COURSE                                | 19th - 21st June, 2024 | 26th - 29th Nov, 2024    | ₦330,000 |
| 75  | EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS       | 19th - 21st June, 2024 | 3rd - 6th Dec, 2024      | ₦330,000 |
| 76  | EFFECTIVE LEADERSHIP TOOLS FOR LEGAL PRACTITIONERS           | 19th - 21st June, 2024 | 3rd - 6th Dec, 2024      | ₦330,000 |
| 77  | PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT        | 19th - 21st June, 2024 | 3rd - 6th Dec, 2024      | ₦330,000 |
| 78  | BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION | 25th - 28th June, 2024 | 10th - 13th Dec, 2024    | ₦330,000 |
| 79  | READING, WRITING AND NEGOTIATING OF CONTRACTS                | 25th - 28th June, 2024 | 10th - 13th Dec, 2024    | ₦330,000 |
| 80  | FUNDAMENTALS OF CORPORATE LEGAL SERVICES                     | 25th - 28th June, 2024 | 10th - 13th Dec, 2024    | ₦330,000 |
| 81  | BOARD OF DIRECTORS VERSATILITY TRAINING                      | 2nd - 5th July, 2024   | 17th - 20th Dec, 2024    | ₦330,000 |
| 82  | NIGERIA TAXATION LAWS AND PRACTICE FOR LEGAL OFFICERS        | 2nd - 5th July, 2024   | 17th - 20th Dec, 2024    | ₦330,000 |
| 83  | CORPORATE LEGAL ADVISERS CONFERENCE                          | 2nd - 5th July, 2024   | 17th - 20th Dec, 2024    | ₦330,000 |

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# 2024 Training Calendar

## Sales, Marketing & CRM

*Click on the course title to view the full course details*

**All courses available:**

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|----------|
| 1   | CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT                       | 9th - 12th Jan, 2024      | 23rd - 26th July, 2024   | ₦250,000 |
| 2   | TERRITORY AND TIME MANAGEMENT FOR SALES PEOPLE                              | 9th - 12th Jan, 2024      | 23rd - 26th July, 2024   | ₦250,000 |
| 3   | EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING                       | 16th - 19th Jan, 2024     | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 4   | PROVIDING EXTRAORDINARY CUSTOMER SERVICE                                    | 16th - 19th Jan, 2024     | 30th July- 2nd Aug, 2024 | ₦250,000 |
| 5   | MARKETING SALES AND IMPLEMENTATION  | 23rd Jan – 26th Jan, 2024 | 6th - 9th Aug, 2024      | ₦250,000 |
| 6   | MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE                       | 23rd Jan – 26th Jan, 2024 | 6th - 9th Aug, 2024      | ₦250,000 |
| 7   | SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS                  | 30th Jan – 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦250,000 |
| 8   | DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS                       | 30th Jan – 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦250,000 |
| 9   | EXCELLENT CUSTOMER SERVICE  | 6th - 9th Feb, 2024       | 20th – 23rd Aug, 2024    | ₦250,000 |
| 10  | HIGH IMPACT SALES – THE COMPLETE SALES COURSE                               | 6th - 9th Feb, 2024       | 20th – 23rd Aug, 2024    | ₦250,000 |
| 11  | SALES OUTLETS MANAGEMENT COURSE   | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 12  | FUNDAMENTAL SELLING SKILLS  | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦250,000 |
| 13  | CUSTOMER SERVICE EXCELLENCE FOR MANAGERS                                    | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦250,000 |
| 14  | MARKET-DRIVING STRATEGIES   | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦250,000 |
| 15  | BEST PRACTICE IN CREDIT SALES ADMINISTRATION                                | 27th Feb – 1st Mar, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 16  | EMAIL MARKETING FUNDAMENTALS COURSE   | 27th Feb – 1st Mar, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 17  | FINANCIAL ASPECTS OF THE SALES AND MARKETING PROCESS                        | 5th - 8th Mar, 2024       | 18th - 20th Sept, 2024   | ₦250,000 |
| 18  | SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE                     | 5th - 8th Mar, 2024       | 18th - 20th Sept, 2024   | ₦250,000 |
| 19  | FUNDAMENTALS OF MARKETING COURSE  | 12th - 15th Mar, 2024     | 24th – 27th Sept, 2024   | ₦250,000 |
| 20  | CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS                  | 12th - 15th Mar, 2024     | 24th – 27th Sept, 2024   | ₦250,000 |
| 21  | CUSTOMER - FOCUSED SELLING STRATEGIES                                       | 19th – 22nd Mar, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 22  | EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE                              | 19th – 22nd Mar, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 23  | MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES                               | 25th - 28th Mar, 2024     | 8th - 11th Oct, 2024     | ₦250,000 |
| 24  | SALES AND MARKETING PROFESSIONAL  | 25th - 28th Mar, 2024     | 8th - 11th Oct, 2024     | ₦250,000 |
| 25  | IMPROVING YOUR MARKETING MIX SUCCESSFULLY                                   | 2nd - 5th Apr, 2024       | 15th - 18th Oct, 2024    | ₦250,000 |
| 26  | DIGITAL MARKETING PLANS   | 2nd - 5th Apr, 2024       | 15th - 18th Oct, 2024    | ₦250,000 |
| 27  | PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET                         | 16th – 19th Apr, 2024     | 15th - 18th Oct, 2024    | ₦250,000 |
| 28  | FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS | 16th – 19th Apr, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 29  | EXCEPTIONAL CUSTOMER SERVICE  | 23rd - 26th Apr, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 30  | EFFECTIVE MARKETING COURSE FOR BEGINNERS                                    | 23rd - 26th Apr, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |





# 2024 Training Calendar

## Sales, Marketing & CRM

*Click on the course title to view the full course details*

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| S/N | COURSE TITLE   | 1ST BATCH              | 2ND BATCH                | FEE      |
|-----|--|------------------------|--------------------------|----------|
| 31  | HANDLING CUSTOMER COMPLAINTS EFFECTIVELY                                       | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 32  | STRATEGIC INTERNAL BUSINESS PARTNER  | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 33  | DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION                        | 14th - 17th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 34  | VALUE ADDED MARKETING - ADVANCED MARKETING STRATEGIES COURSE                   | 14th - 17th May, 2024  | 5th - 8th Nov, 2024      | ₦250,000 |
| 35  | KEY ACCOUNT SELLING AND MANAGEMENT COURSE                                      | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦250,000 |
| 36  | MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA                   | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦250,000 |
| 37  | CUSTOMER PROFILING TECHNIQUES AND PROCEDURES                                   | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦250,000 |
| 38  | THE EFFECTIVE MARKETING MANAGER COURSE   | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦250,000 |
| 39  | STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS                            | 4th - 7th June, 2024   | 12th - 15th Nov, 2024    | ₦250,000 |
| 40  | INTRODUCTION TO MARKETING COURSE   | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦250,000 |
| 41  | DIGITAL MARKETER COURSE  | 19th - 21st June, 2024 | 19th - 22nd Nov, 2024    | ₦250,000 |
| 42  | MARKETING STRATEGIES AND PLANNING  | 19th - 21st June, 2024 | 19th - 22nd Nov, 2024    | ₦250,000 |
| 43  | SALES AND MARKETING MANAGEMENT   | 25th - 28th June, 2024 | 26th - 29th Nov, 2024    | ₦250,000 |
| 44  | SALES NEGOTIATION STRATEGIES TRAINING  | 25th - 28th June, 2024 | 26th - 29th Nov, 2024    | ₦250,000 |
| 45  | CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS                             | 25th - 28th June, 2024 | 26th - 29th Nov, 2024    | ₦250,000 |
| 46  | ACHIEVING EXCELLENCE IN CUSTOMER SERVICE                                       | 2nd - 5th July, 2024   | 3rd - 6th Dec, 2024      | ₦250,000 |
| 47  | SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS                        | 2nd - 5th July, 2024   | 3rd - 6th Dec, 2024      | ₦250,000 |
| 48  | MARKETING COMMUNICATION COURSE   | 2nd - 5th July, 2024   | 3rd - 6th Dec, 2024      | ₦250,000 |
| 49  | ESSENTIAL MARKETING PROCESS TRAINING   | 9th - 12th July, 2024  | 10th - 13th Dec, 2024    | ₦250,000 |
| 50  | EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT - CRM COURSE                      | 9th - 12th July, 2024  | 10th - 13th Dec, 2024    | ₦250,000 |
| 51  | MARKETING AND PROMOTION MANAGEMENT COURSE                                      | 9th - 12th July, 2024  | 10th - 13th Dec, 2024    | ₦250,000 |
| 52  | MARKETING AND ADVERTISING COURSE   | 16th - 19th July, 2024 | 17th - 20th Dec, 2024    | ₦250,000 |
| 53  | STRATEGIC BRAND MANAGEMENT COURSE  | 16th - 19th July, 2024 | 17th - 20th Dec, 2024    | ₦250,000 |
| 54  | OFFENSIVE AND DEFENSIVE MARKET SHARE TRAINING FOR SALES AND MARKETING MANAGERS | 16th - 19th July, 2024 | 17th - 20th Dec, 2024    | ₦250,000 |

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- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|--|---------------------------|---------------------------|--------------------------|----------|
| 1   | BUSINESS CONTINUITY MANAGEMENT WORKSHOP                              | 9th - 12th Jan, 2024      | 4th - 7th June, 2024      | 24th - 27th Sept, 2024   | ₦250,000 |
| 2   | DIGITAL BUSINESS TRANSFORMATION COURSE                               | 16th - 19th Jan, 2024     | 4th - 7th June, 2024      | 24th - 27th Sept, 2024   | ₦250,000 |
| 3   | PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT COURSE       | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024    | 2nd - 4th Oct, 2024      | ₦250,000 |
| 4   | INFLUENCE NEGOTIATION COURSE   | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024    | 2nd - 4th Oct, 2024      | ₦250,000 |
| 5   | AGILE LEADERSHIP COURSE  | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦250,000 |
| 6   | BUSINESS CONTINUITY AND COST CONTROL STRATEGIES                      | 13th - 16th Feb, 2024     | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦250,000 |
| 7   | BUSINESS MANAGEMENT AND ENTREPRENEURSHIP                             | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦250,000 |
| 8   | BUSINESS ANALYSIS TRAINING COURSE                                    | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦250,000 |
| 9   | BODY LANGUAGE FOR ENTREPRENEURS                                      | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 10  | INVESTMENT APPRAISAL AND RISK ANALYSIS                               | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 11  | BUSINESS PROCESS ANALYSIS AND MODELLING                              | 5th - 8th Mar, 2024       | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 12  | BUSINESS MANAGEMENT AND ENTREPRENEURSHIP                             | 5th - 8th Mar, 2024       | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 13  | EFFECTIVE BUSINESS DEVELOPMENT TRAINING                              | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 14  | STAKEHOLDER ENGAGEMENT COURSE  | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 15  | BUSINESS DEVELOPMENT PLANNING AND ANALYSIS COURSE                    | 19th - 22nd Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 16  | LEADERSHIP, MANAGEMENT AND ENTREPRENEURSHIP IN THE 21ST CENTURY      | 19th - 22nd Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 17  | BUSINESS FEASIBILITY AND VIABILITY APPRAISAL STRATEGIES              | 25th - 28th Mar, 2024     | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 18  | NEW APPROACHES TO ENTREPRENEURSHIP FINANCING: PROCESS AND PROCEDURES | 25th - 28th Mar, 2024     | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 19  | STARTUP GROWTH STRATEGIES TRAINING                                   | 2nd - 5th Apr, 2024       | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 20  | BUSINESS IMPROVEMENT AND PROCESS MAPPING                             | 2nd - 5th Apr, 2024       | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 21  | UNDERSTANDING FINANCE FOR THE ENTREPRENEUR                           | 16th - 19th Apr, 2024     | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 22  | WRITING PROPOSAL AND BUSINESS PLAN COURSE                            | 16th - 19th Apr, 2024     | 20th - 23rd Aug, 2024     | 3rd - 6th Dec, 2024      | ₦250,000 |





# 2024 Training Calendar

## Entrepreneurship & Business

*Click on the course title to view the full course details*

All courses available:

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|---|-----------------------|------------------------|-----------------------|----------|
| 23  | SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS                       | 7th - 10th May, 2024  | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 24  | ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE                                | 7th - 10th May, 2024  | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 25  | FINANCIAL SKILLS FOR BUSINESS DEVELOPMENT                                   | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 26  | SOCIAL ENTREPRENEURSHIP COURSE  | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 27  | CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP                               | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 28  | BUSINESS PLANNING AND STRATEGIC DECISION-MAKING                             | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 29  | FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATING ENTREPRENEURSHIP | 28th - 31st May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 30  | BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT                    | 28th - 31st May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |

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.

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| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|---|---------------------------|------------------------|--------------------------|----------|
| 1   | HOSPITALITY AND HOTEL MANAGEMENT COURSE                             | 9th - 12th Jan, 2024      | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 2   | TRAVEL AND TOURISM COURSE   | 9th - 12th Jan, 2024      | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 3   | HOTEL INVESTMENTS AND VALUATION COURSE                              | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 4   | KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY               | 16th - 19th Jan, 2024     | 28th - 31st May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 5   | THE EFFECTIVE HOTEL RECEPTIONIST COURSE                             | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 6   | HOTEL MARKETING AND SALES   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 7   | FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY       | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024   | 24th - 27th Sept, 2024   | ₦250,000 |
| 8   | HOTEL AND HOSPITALITY PRACTICE                                      | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024   | ₦250,000 |
| 9   | HOSPITALITY INDUSTRY LAW  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 10  | COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS                  | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦250,000 |
| 11  | INTRODUCTION TO HOTEL REVENUE MANAGEMENT                            | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦250,000 |
| 12  | RESTAURANT REVENUE MANAGEMENT WORKSHOP                              | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦250,000 |
| 13  | HOTEL HUMAN RESOURCES MANAGEMENT                                    | 6th - 9th Feb, 2024       | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 14  | HOTEL AND HOSPITALITY MANAGEMENT                                    | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 15  | EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 16  | BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT                    | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 8th - 11th Oct, 2024     | ₦250,000 |
| 17  | MENU ANALYSIS WORKSHOP  | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 18  | EVENT AND CONFERENCE MANAGEMENT COURSE                              | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 19  | HOSPITALITY CUSTOMER SERVICE PROFESSIONAL                           | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024  | 15th - 18th Oct, 2024    | ₦250,000 |
| 20  | HOTEL AND CATERING MANAGEMENT COURSE                                | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 15th - 18th Oct, 2024    | ₦250,000 |
| 21  | FOOD HYGIENE AND BEVERAGE SERVICES                                  | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 22  | HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT                       | 27th Feb - 1st Mar, 2024  | 16th - 19th July, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 23  | THE HOSPITALITY BUSINESS COURSE                                     | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 24  | HOSPITALITY AND EVENT MANAGEMENT COURSE                             | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 22nd - 25th Oct, 2024    | ₦250,000 |
| 25  | BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT                       | 5th - 8th Mar, 2024       | 23rd - 26th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 26  | HOTEL WAREHOUSING AND STORES MANAGEMENT                             | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 27  | HOTEL ACCOUNTING AND PRESENTATION OF FINANCIAL STATEMENT            | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |

- ✓ Classroom
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| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|--|-----------------------|---------------------------|--------------------------|----------|
| 28  | CATERING AND EVENT MANAGEMENT  | 12th - 15th Mar, 2024 | 30th July - 2nd Aug, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 29  | MODERN METHODS IN TOURISM MANAGEMENT                                       | 19th - 22nd Mar, 2024 | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 30  | FUNDAMENTALS OF HOTEL REVENUE MANAGEMENT IN HOSPITALITY INDUSTRY           | 19th - 22nd Mar, 2024 | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 31  | REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT                             | 19th - 22nd Mar, 2024 | 6th - 9th Aug, 2024       | 5th - 8th Nov, 2024      | ₦250,000 |
| 32  | HOSPITALITY AND TOURISM TECHNOLOGY AND INNOVATION                          | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024       | 5th - 8th Nov, 2024      | ₦250,000 |
| 33  | CUSTOMER EXPERIENCE MANAGEMENT IN HOSPITALITY PROFESSIONAL                 | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦250,000 |
| 34  | INTERNAL CONTROL AND FRAUD MANAGEMENT IN HOTELS                            | 25th - 28th Mar, 2024 | 13th - 16th Aug, 2024     | 12th - 15th Nov, 2024    | ₦250,000 |
| 35  | MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION                          | 25th - 28th Mar, 2024 | 13th - 16th Aug, 2024     | 12th - 15th Nov, 2024    | ₦250,000 |
| 36  | EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY                            | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦250,000 |
| 37  | HOTEL FRONT DESK OPERATIONS MANAGEMENT                                     | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024     | 19th - 22nd Nov, 2024    | ₦250,000 |
| 38  | HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION                               | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024     | 19th - 22nd Nov, 2024    | ₦250,000 |
| 39  | HOTEL ASSETS MANAGEMENT (HAM)  | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 40  | HOTEL QUALITY CONTROL (HQC)  | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 41  | HOTEL RESERVATIONS TECHNIQUES  | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦250,000 |
| 42  | HOTEL AND HOSPITALITY FRONT DESK OFFICER                                   | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024     | 3rd - 6th Dec, 2024      | ₦250,000 |
| 43  | OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES           | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024      | 3rd - 6th Dec, 2024      | ₦250,000 |
| 44  | FOOD AND BEVERAGE MANAGEMENT COURSE  | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024      | 3rd - 6th Dec, 2024      | ₦250,000 |
| 45  | ANALYSIS OF HOTEL INCOME STATEMENTS  | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024      | 10th - 13th Dec, 2024    | ₦250,000 |
| 46  | CONCEPTS OF BUDGETING AND FORECASTING IN HOTELS AND HOSPITALITY INDUSTRIES | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024      | 10th - 13th Dec, 2024    | ₦250,000 |
| 47  | INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT                               | 7th - 10th May, 2024  | 10th - 13th Sept, 2024    | 10th - 13th Dec, 2024    | ₦250,000 |
| 48  | HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING                         | 14th - 17th May, 2024 | 10th - 13th Sept, 2024    | 17th - 20th Dec, 2024    | ₦250,000 |
| 49  | EXCELLENCE IN HOUSEKEEPING AND CLEANING                                    | 14th - 17th May, 2024 | 10th - 13th Sept, 2024    | 17th - 20th Dec, 2024    | ₦250,000 |
| 50  | RESTAURANT OPERATIONS MANAGEMENT   | 14th - 17th May, 2024 | 10th - 13th Sept, 2024    | 17th - 20th Dec, 2024    | ₦250,000 |

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| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH                | 3RD BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|--------------------------|----------|
| 1   | EFFECTIVE OPERATIONS AND PERFORMANCE MANAGEMENT                   | 9th - 12th Jan, 2024      | 28th - 31st May, 2024    | 8th - 11th Oct, 2024     | ₦330,000 |
| 2   | LABORATORY DOCUMENTATION, DATA MANAGEMENT AND REPORTING           | 16th - 19th Jan, 2024     | 4th - 7th June, 2024     | 15th - 18th Oct, 2024    | ₦330,000 |
| 3   | INTRODUCTION TO MANUFACTURING PROCESSES                           | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024   | 22nd - 25th Oct, 2024    | ₦330,000 |
| 4   | LEAN MANUFACTURING: WASTE REDUCTION AND PRODUCTIVITY IMPROVEMENTS | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024   | 29th Oct - 1st Nov, 2024 | ₦330,000 |
| 5   | STRATEGIC PRODUCTION MANAGEMENT AND PLANNING AT WORKPLACE         | 6th - 9th Feb, 2024       | 2nd - 5th July, 2024     | 5th - 8th Nov, 2024      | ₦330,000 |
| 6   | PRODUCT LIABILITY IN MANUFACTURING                                | 13th - 16th Feb, 2024     | 9th - 12th July, 2024    | 5th - 8th Nov, 2024      | ₦330,000 |
| 7   | STATISTICAL PROCESS CONTROL (SPC)                                 | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024   | 12th - 15th Nov, 2024    | ₦330,000 |
| 8   | OCCUPATIONAL FIRST AID AND CPR TRAINING                           | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024    | ₦330,000 |
| 9   | FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION      | 5th - 8th Mar, 2024       | 30th July- 2nd Aug, 2024 | 19th - 22nd Nov, 2024    | ₦330,000 |
| 10  | SCHEDULED WASTE MANAGEMENT COURSE                                 | 12th - 15th Mar, 2024     | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024    | ₦330,000 |
| 11  | PRODUCTION PLANNING, SCHEDULING AND CONTROL                       | 19th - 22nd Mar, 2024     | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024    | ₦330,000 |
| 12  | PERSONAL DEVELOPMENT PROGRAM FOR TECHNICIANS                      | 25th - 28th Mar, 2024     | 20th - 23rd Aug, 2024    | 26th - 29th Nov, 2024    | ₦330,000 |
| 13  | PRODUCT LIABILITY IN MANUFACTURING                                | 2nd - 5th Apr, 2024       | 27th - 30th Aug, 2024    | 3rd - 6th Dec, 2024      | ₦330,000 |
| 14  | OCCUPATIONAL FIRST AID AND CPR TRAINING                           | 16th - 19th Apr, 2024     | 3rd - 6th Sept, 2024     | 3rd - 6th Dec, 2024      | ₦330,000 |
| 15  | PERFORMANCE MANAGEMENT AND MONITORING                             | 23rd - 26th Apr, 2024     | 10th - 13th Sept, 2024   | 10th - 13th Dec, 2024    | ₦330,000 |
| 16  | GOOD MANUFACTURING PRACTICES (GMP) AND HYGIENE                    | 7th - 10th May, 2024      | 18th - 20th Sept, 2024   | 10th - 13th Dec, 2024    | ₦330,000 |
| 17  | EFFECTIVE PRODUCTION PLANNING, SCHEDULING AND CONTROL             | 14th - 17th May, 2024     | 24th - 27th Sept, 2024   | 17th - 20th Dec, 2024    | ₦330,000 |
| 18  | UNSATURATED POLYESTER RESIN                                       | 21st - 24th May, 2024     | 2nd - 4th Oct, 2024      | 17th - 20th Dec, 2024    | ₦330,000 |

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|-----|---|---------------------------|--------------------------|----------|
| 1   | CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: CORELDRAW | 9th - 12th Jan, 2024      | 30th July- 2nd Aug, 2024 | ₦300,000 |
| 2   | CLOUD COMPUTING ADMINISTRATION: GOOGLE CLOUD PLATFORM           | 9th - 12th Jan, 2024      | 30th July- 2nd Aug, 2024 | ₦350,000 |
| 3   | DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM               | 9th - 12th Jan, 2024      | 30th July- 2nd Aug, 2024 | ₦350,000 |
| 4   | DATABASE DESIGN, TOOLS & TECHNIQUES WITH NOSQL                  | 9th - 12th Jan, 2024      | 30th July- 2nd Aug, 2024 | ₦350,000 |
| 5   | DATA ANALYTICS FOR MANAGERIAL DECISION MAKING                   | 16th - 19th Jan, 2024     | 30th July- 2nd Aug, 2024 | ₦300,000 |
| 6   | A COMPLETE GUIDE TO IT QUALITY MANAGEMENT                       | 16th - 19th Jan, 2024     | 6th - 9th Aug, 2024      | ₦300,000 |
| 7   | ADVANCED INFORMATION SYSTEMS MANAGEMENT COURSE                  | 16th - 19th Jan, 2024     | 6th - 9th Aug, 2024      | ₦300,000 |
| 8   | THE COMPLETE COURSE ON DATA SCIENCE AND BIG DATA ANALYTICS      | 16th - 19th Jan, 2024     | 6th - 9th Aug, 2024      | ₦350,000 |
| 9   | THE COMPLETE COURSE ON CLOUD MANAGEMENT AND IT SECURITY         | 23rd Jan - 26th Jan, 2024 | 6th - 9th Aug, 2024      | ₦300,000 |
| 10  | IT STRATEGY AND ARCHITECTURE PRINCIPLES AND PRACTICES           | 23rd Jan - 26th Jan, 2024 | 6th - 9th Aug, 2024      | ₦300,000 |
| 11  | SECURING AND TROUBLESHOOTING SOFTWARE DEFINED NETWORKS          | 23rd Jan - 26th Jan, 2024 | 13th - 16th Aug, 2024    | ₦350,000 |
| 12  | ADVANCED MANAGEMENT INFORMATION SYSTEMS EXCELLENCE              | 23rd Jan - 26th Jan, 2024 | 13th - 16th Aug, 2024    | ₦300,000 |
| 13  | ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY    | 30th Jan - 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦300,000 |
| 14  | DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL             | 30th Jan - 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦350,000 |
| 15  | DIGITAL CONTENT MARKETING STRATEGIES & TOOLS                    | 30th Jan - 2nd Feb, 2024  | 13th - 16th Aug, 2024    | ₦300,000 |
| 16  | STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS                     | 30th Jan - 2nd Feb, 2024  | 20th - 23rd Aug, 2024    | ₦300,000 |
| 17  | MANAGEMENT INFORMATION SYSTEMS COURSE                           | 6th - 9th Feb, 2024       | 20th - 23rd Aug, 2024    | ₦300,000 |
| 18  | EXCELLENCE IN DATA GOVERNANCE ADMINISTRATION                    | 6th - 9th Feb, 2024       | 20th - 23rd Aug, 2024    | ₦300,000 |
| 19  | ADMINISTERING AND TROUBLESHOOTING WINDOWS SERVER 2019           | 6th - 9th Feb, 2024       | 20th - 23rd Aug, 2024    | ₦300,000 |
| 20  | SECURE SOFTWARE DEVELOPMENT LIFECYCLES (SDLC) BEST PRACTICES    | 6th - 9th Feb, 2024       | 20th - 23rd Aug, 2024    | ₦300,000 |
| 21  | IT FUNDAMENTALS   | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦300,000 |
| 22  | INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS     | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦350,000 |
| 23  | DESIGNING DATABASE-DRIVEN APPLICATIONS WITH ORACLE APEX         | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦350,000 |
| 24  | COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING              | 13th - 16th Feb, 2024     | 27th - 30th Aug, 2024    | ₦300,000 |
| 25  | DOCUMENT MANAGEMENT SYSTEMS                                     | 20th - 23rd Feb, 2024     | 27th - 30th Aug, 2024    | ₦300,000 |
| 26  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS       | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦300,000 |
| 27  | CLOUD COMPUTING ADMINISTRATION: AMAZON WEB SERVICES             | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦350,000 |
| 28  | INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS               | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦350,000 |
| 29  | COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING           | 20th - 23rd Feb, 2024     | 3rd - 6th Sept, 2024     | ₦300,000 |
| 30  | CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES | 27th Feb - 1st Mar, 2024  | 3rd - 6th Sept, 2024     | ₦300,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH                | 2ND BATCH              | FEE      |
|-----|--|--------------------------|------------------------|----------|
| 31  | GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS                       | 27th Feb – 1st Mar, 2024 | 10th - 13th Sept, 2024 | ₦300,000 |
| 32  | APPLICATION DEVELOPMENT WITH PYTHON  | 27th Feb – 1st Mar, 2024 | 10th - 13th Sept, 2024 | ₦350,000 |
| 33  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH ORACLE DB                             | 27th Feb – 1st Mar, 2024 | 10th - 13th Sept, 2024 | ₦350,000 |
| 34  | COMPUTER NETWORK ROUTING & SWITCHING   | 27th Feb – 1st Mar, 2024 | 10th - 13th Sept, 2024 | ₦300,000 |
| 35  | ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT                           | 5th - 8th Mar, 2024      | 10th - 13th Sept, 2024 | ₦300,000 |
| 36  | DOCUMENT AUTHORIZING WITH MICROSOFT WORD                                       | 5th - 8th Mar, 2024      | 18th - 20th Sept, 2024 | ₦300,000 |
| 37  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL                             | 5th - 8th Mar, 2024      | 18th - 20th Sept, 2024 | ₦350,000 |
| 38  | SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES          | 5th - 8th Mar, 2024      | 18th - 20th Sept, 2024 | ₦300,000 |
| 39  | INFORMATION STORAGE AND MANAGEMENT   | 5th - 8th Mar, 2024      | 18th - 20th Sept, 2024 | ₦300,000 |
| 40  | GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL  | 12th - 15th Mar, 2024    | 18th - 20th Sept, 2024 | ₦300,000 |
| 41  | INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS                             | 12th - 15th Mar, 2024    | 24th - 27th Sept, 2024 | ₦350,000 |
| 42  | COMPUTER FORENSIC TECHNIQUES AND TOOLS   | 12th - 15th Mar, 2024    | 24th - 27th Sept, 2024 | ₦300,000 |
| 43  | MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT                               | 12th - 15th Mar, 2024    | 24th - 27th Sept, 2024 | ₦300,000 |
| 44  | CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE                                | 12th - 15th Mar, 2024    | 24th - 27th Sept, 2024 | ₦350,000 |
| 45  | APPLICATION DEVELOPMENT WITH JAVA  | 19th - 22nd Mar, 2024    | 24th - 27th Sept, 2024 | ₦350,000 |
| 46  | IMPLEMENTING CISCO NETWORK SECURITY  | 19th - 22nd Mar, 2024    | 2nd - 4th Oct, 2024    | ₦350,000 |
| 47  | HYBRID CLOUD COMPUTING ADMINISTRATION  | 19th - 22nd Mar, 2024    | 2nd - 4th Oct, 2024    | ₦350,000 |
| 48  | CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP                | 19th - 22nd Mar, 2024    | 2nd - 4th Oct, 2024    | ₦300,000 |
| 49  | CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE | 19th - 22nd Mar, 2024    | 2nd - 4th Oct, 2024    | ₦350,000 |
| 50  | FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS                              | 25th - 28th Mar, 2024    | 2nd - 4th Oct, 2024    | ₦300,000 |
| 51  | CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT                               | 25th - 28th Mar, 2024    | 8th - 11th Oct, 2024   | ₦300,000 |
| 52  | IT GOVERNANCE: ALIGNING IT WITH BUSINESS                                       | 25th - 28th Mar, 2024    | 8th - 11th Oct, 2024   | ₦300,000 |
| 53  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL                                 | 25th - 28th Mar, 2024    | 8th - 11th Oct, 2024   | ₦350,000 |
| 54  | COMPUTER NETWORK ADMINISTRATION AND OPERATIONS                                 | 25th - 28th Mar, 2024    | 8th - 11th Oct, 2024   | ₦300,000 |
| 55  | WORKING WITH THE LINUX PLATFORM AND TOOLS                                      | 16th - 19th Apr, 2024    | 8th - 11th Oct, 2024   | ₦350,000 |
| 56  | TELECOMMUNICATION NETWORKS MANAGEMENT: I                                       | 16th - 19th Apr, 2024    | 15th - 18th Oct, 2024  | ₦300,000 |
| 57  | COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL                          | 16th - 19th Apr, 2024    | 15th - 18th Oct, 2024  | ₦300,000 |
| 58  | DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES                              | 16th - 19th Apr, 2024    | 15th - 18th Oct, 2024  | ₦350,000 |
| 59  | IT SERVICE MANAGEMENT  | 16th - 19th Apr, 2024    | 15th - 18th Oct, 2024  | ₦300,000 |
| 60  | DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS                  | 23rd - 26th Apr, 2024    | 15th - 18th Oct, 2024  | ₦300,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH              | 2ND BATCH                | FEE      |
|-----|---|------------------------|--------------------------|----------|
| 61  | RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS                          | 23rd - 26th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 62  | COMPUTER & NETWORK ADMINISTRATION: I                                    | 23rd - 26th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 63  | SECURING WEB APPLICATIONS, SERVICES AND SERVERS                         | 23rd - 26th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 64  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH PL/SQL                         | 23rd - 26th Apr, 2024  | 22nd - 25th Oct, 2024    | ₦350,000 |
| 65  | DIGITAL COLLABORATION USING MICROSOFT SHAREPOINT                        | 7th - 10th May, 2024   | 22nd - 25th Oct, 2024    | ₦350,000 |
| 66  | BEST PRACTICES IN INFORMATION SYSTEMS AUDIT                             | 7th - 10th May, 2024   | 22nd - 25th Oct, 2024    | ₦300,000 |
| 67  | APPLICATION DEVELOPMENT WITH PHP  | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 68  | BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY                  | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 69  | CREATING SPREADSHEETS WITH MICROSOFT EXCEL                              | 7th - 10th May, 2024   | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 70  | COMPUTER & NETWORK ADMINISTRATION: II                                   | 14th - 17th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 71  | UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING                      | 14th - 17th May, 2024  | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 72  | ADMINISTERING & TROUBLESHOOTING WINDOWS 10                              | 14th - 17th May, 2024  | 5th - 8th Nov, 2024      | ₦300,000 |
| 73  | ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT                              | 14th - 17th May, 2024  | 5th - 8th Nov, 2024      | ₦300,000 |
| 74  | DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION                        | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦300,000 |
| 75  | WIRELESS NETWORKS ADMINISTRATION  | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦300,000 |
| 76  | DATA ANALYSIS AND MODELING USING POWER BI                               | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦350,000 |
| 77  | DESIGNING WEBSITES & WEB-BASED APPS USING HTML, CSS, JAVASCRIPT & MYSQL | 21st - 24th May, 2024  | 5th - 8th Nov, 2024      | ₦350,000 |
| 78  | DATA RECOVERY TOOLS & TECHNIQUES  | 21st - 24th May, 2024  | 12th - 15th Nov, 2024    | ₦300,000 |
| 79  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH SQL SERVER                     | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦350,000 |
| 80  | CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦300,000 |
| 81  | IT INFRASTRUCTURE MANAGEMENT  | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦350,000 |
| 82  | COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION                     | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦300,000 |
| 83  | NETWORKING WITH WINDOW SERVER AND CLIENTS                               | 28th - 31st May, 2024  | 12th - 15th Nov, 2024    | ₦350,000 |
| 84  | APPLICATION DEVELOPMENT WITH NODE.JS                                    | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦350,000 |
| 85  | DIGITAL TRANSFORMATION FOR THE 21 <sup>ST</sup> CENTURY BUSINESS        | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦300,000 |
| 86  | INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10                          | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦350,000 |
| 87  | INSTALLING, CONFIGURING & DEPLOYING WINDOWS SERVER 2019                 | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦350,000 |
| 88  | MANAGING ENTERPRISE STORAGE NETWORKS                                    | 4th - 7th June, 2024   | 19th - 22nd Nov, 2024    | ₦300,000 |
| 89  | SECURING WIRELESS NETWORKS AND WANS                                     | 19th - 21st June, 2024 | 19th - 22nd Nov, 2024    | ₦300,000 |
| 90  | DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB                        | 19th - 21st June, 2024 | 26th - 29th Nov, 2024    | ₦350,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE  | 1ST BATCH              | 2ND BATCH             | FEE      |
|-----|--|------------------------|-----------------------|----------|
| 91  | ICT MANAGEMENT AND INFORMATION SECURITY                              | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦300,000 |
| 92  | INFORMATION SECURITY FOR IT PROFESSIONALS                            | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦300,000 |
| 93  | TELECOMMUNICATION NETWORKS MANAGEMENT: II                            | 19th – 21st June, 2024 | 26th - 29th Nov, 2024 | ₦300,000 |
| 94  | NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING           | 25th - 28th June, 2024 | 26th - 29th Nov, 2024 | ₦300,000 |
| 95  | CYBER SECURITY RISK ASSESSMENT & CONTROLS                            | 25th - 28th June, 2024 | 26th - 29th Nov, 2024 | ₦300,000 |
| 96  | APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦350,000 |
| 97  | DISASTER PREVENTION & RECOVERY MANAGEMENT: HANDLING IT RISKS         | 25th - 28th June, 2024 | 3rd - 6th Dec, 2024   | ₦300,000 |
| 98  | INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: CISCO            | 2nd – 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦350,000 |
| 99  | BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT                  | 2nd – 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 100 | CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM              | 2nd – 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 101 | DATABASE DESIGN, TOOLS & TECHNIQUES WITH POSTGRESQL                  | 2nd – 5th July, 2024   | 3rd - 6th Dec, 2024   | ₦350,000 |
| 102 | DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL               | 9th – 12th July, 2024  | 10th - 13th Dec, 2024 | ₦350,000 |
| 103 | DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY             | 9th – 12th July, 2024  | 10th - 13th Dec, 2024 | ₦300,000 |
| 104 | INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: LINUX            | 9th – 12th July, 2024  | 10th - 13th Dec, 2024 | ₦350,000 |
| 105 | DISASTER RECOVERY ADMINISTRATOR COURSE                               | 9th – 12th July, 2024  | 10th - 13th Dec, 2024 | ₦300,000 |
| 106 | WEB BASED INFORMATION SYSTEM MANAGEMENT                              | 16th - 19th July, 2024 | 10th - 13th Dec, 2024 | ₦350,000 |
| 107 | ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING                   | 16th - 19th July, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 108 | LINUX SYSTEM ADMINISTRATION  | 16th - 19th July, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |
| 109 | INFORMATION TECHNOLOGY ESSENTIALS                                    | 16th - 19th July, 2024 | 17th - 20th Dec, 2024 | ₦300,000 |
| 110 | DESIGNING WEBSITES USING WORDPRESS CMS                               | 23rd - 26th July, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |
| 111 | CYBER SECURITY ANALYST   | 23rd - 26th July, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |
| 112 | SECURING THE WINDOWS FILE SYSTEM                                     | 23rd - 26th July, 2024 | 17th - 20th Dec, 2024 | ₦300,000 |
| 113 | BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE               | 23rd - 26th July, 2024 | 17th - 20th Dec, 2024 | ₦300,000 |

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.

**Note:** The amount is exclusive of all taxes.

All classroom courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (2nd & 3rd Floors) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH                | 3RD BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|--------------------------|----------|
| 1   | INTERNATIONAL PROTOCOL AND DIPLOMACY COURSE                           | 9th - 12th Jan, 2024      | 19th - 21st June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 2   | CUSTOMER SERVICE AND PUBLIC RELATIONS                                 | 9th - 12th Jan, 2024      | 19th - 21st June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 3   | PUBLIC RELATIONS AND SUCCESSFUL CAMPAIGNS                             | 16th - 19th Jan, 2024     | 25th - 28th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 4   | WRITING SKILLS FOR PR   | 16th - 19th Jan, 2024     | 25th - 28th June, 2024   | 8th - 11th Oct, 2024     | ₦250,000 |
| 5   | ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT                        | 23rd Jan - 26th Jan, 2024 | 2nd - 5th July, 2024     | 8th - 11th Oct, 2024     | ₦250,000 |
| 6   | CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE                        | 23rd Jan - 26th Jan, 2024 | 2nd - 5th July, 2024     | 8th - 11th Oct, 2024     | ₦250,000 |
| 7   | EFFECTIVE PUBLIC RELATIONS  | 30th Jan - 2nd Feb, 2024  | 9th - 12th July, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 8   | BUSINESS STRATEGY FOR PR MANAGERS                                     | 30th Jan - 2nd Feb, 2024  | 9th - 12th July, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 9   | PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS                  | 6th - 9th Feb, 2024       | 16th - 19th July, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 10  | PR IN A CHANGING DIGITAL LANDSCAPE                                    | 6th - 9th Feb, 2024       | 16th - 19th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 11  | MASTERING CORPORATE COMMUNICATIONS                                    | 13th - 16th Feb, 2024     | 23rd - 26th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 12  | ADVANCED STRATEGIES FOR PUBLIC RELATIONS                              | 13th - 16th Feb, 2024     | 23rd - 26th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 13  | LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES | 20th - 23rd Feb, 2024     | 23rd - 26th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 14  | STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS            | 20th - 23rd Feb, 2024     | 30th July- 2nd Aug, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 15  | PROTOCOL AND TRAVEL MANAGEMENT  | 27th Feb - 1st Mar, 2024  | 30th July- 2nd Aug, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 16  | MANAGING COMMUNITY RELATIONS EFFECTIVELY                              | 27th Feb - 1st Mar, 2024  | 30th July- 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 17  | WRITING FOR SOCIAL MEDIA COURSE                                       | 5th - 8th Mar, 2024       | 6th - 9th Aug, 2024      | 5th - 8th Nov, 2024      | ₦250,000 |
| 18  | INCIDENT AND CRISIS RESPONSE COMMUNICATION SKILLS                     | 5th - 8th Mar, 2024       | 6th - 9th Aug, 2024      | 5th - 8th Nov, 2024      | ₦250,000 |
| 19  | PUBLIC RELATIONS PROFESSIONAL COURSE                                  | 12th - 15th Mar, 2024     | 6th - 9th Aug, 2024      | 12th - 15th Nov, 2024    | ₦250,000 |
| 20  | MEASURING AND EVALUATING PR   | 12th - 15th Mar, 2024     | 13th - 16th Aug, 2024    | 12th - 15th Nov, 2024    | ₦250,000 |
| 21  | MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS         | 19th - 22nd Mar, 2024     | 13th - 16th Aug, 2024    | 12th - 15th Nov, 2024    | ₦250,000 |
| 22  | ADVANCED PROTOCOL AND EVENTS MANAGEMENT                               | 19th - 22nd Mar, 2024     | 13th - 16th Aug, 2024    | 19th - 22nd Nov, 2024    | ₦250,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|--|-----------------------|------------------------|-----------------------|----------|
| 23  | PUBLIC RELATIONS AND MEDIA SKILLS                              | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 19th - 22nd Nov, 2024 | ₦250,000 |
| 24  | STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT     | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 19th - 22nd Nov, 2024 | ₦250,000 |
| 25  | PUBLIC RELATIONS CAMPAIGNS PLANNING AND EXECUTION              | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 26  | ADVANCED CORPORATE SOCIAL RESPONSIBILITY                       | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 27  | PUBLIC RELATIONS FUNDAMENTALS                                  | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 28  | MEDIA RELATIONS AND PUBLIC AFFAIRS                             | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 29  | PUBLIC RELATIONS PROTOCOL AND ETIQUETTE                        | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 30  | INTRODUCTION TO PUBLIC RELATIONS                               | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 31  | PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL: BEST PRACTICE | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 32  | GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS                  | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 3rd - 6th Dec, 2024   | ₦250,000 |
| 33  | ADVANCED SOCIAL MEDIA TRAINING                                 | 14th - 17th May, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 34  | EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES          | 14th - 17th May, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 35  | PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS                  | 21st - 24th May, 2024 | 18th - 20th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 36  | THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION  | 21st - 24th May, 2024 | 18th - 20th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 37  | PLANNING AND MANAGING PR CAMPAIGNS                             | 28th - 31st May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 38  | STRATEGIC MEDIA PLANNING                                       | 28th - 31st May, 2024 | 24th - 27th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 39  | PROTOCOL AND EVENT MANAGEMENT                                  | 4th - 7th June, 2024  | 24th - 27th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 40  | DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS          | 4th - 7th June, 2024  | 24th - 27th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |

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.

**Note:** The amount is exclusive of all taxes.

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- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|---|---------------------------|------------------------|--------------------------|----------|
| 1   | ADVANCED EXECUTIVE ASSISTANT COURSE   | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 2   | ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS  | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 3   | BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS   | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 4   | MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT   | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 5   | SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 6   | PERSONAL ASSISTANTS AND SECRETARIES' SKILLS - ESSENTIAL   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 7   | PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S  | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 8   | MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024   | ₦250,000 |
| 9   | RECEPTIONIST SKILLS TRAINING COURSE   | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024   | ₦250,000 |
| 10  | EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS   | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 11  | EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE                                   | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦250,000 |
| 12  | IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS  | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024      | ₦250,000 |
| 13  | ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT  | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 14  | MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT  | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 15  | RECEPTION AND TELEPHONE ETIQUETTE   | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 16  | OFFICE MANAGEMENT AND ADMINISTRATION COURSE   | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 17  | EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S  | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 18  | PROFESSIONAL BUSINESS AND CORPORATE ETIQUETTE COURSE  | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 19  | ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS                          | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 20  | FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES   | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 21  | EFFECTIVE MINUTE TAKING COURSE  | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦250,000 |
| 22  | FRONT OFFICE AND CUSTOMER RELATIONS COURSE  | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 23  | ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES  | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 24  | PROFESSIONAL OFFICE AND RECORDS MANAGEMENT COURSE   | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 25  | MANAGING YOUR BOSS IN THE WORKPLACE   | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 26  | FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 27  | EFFECTIVE RECEPTIONIST AND FRONT DESK MANAGER   | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH                | 3RD BATCH             | FEE      |
|-----|---|-----------------------|--------------------------|-----------------------|----------|
| 28  | OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS   | 12th - 15th Mar, 2024 | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024 | ₦250,000 |
| 29  | DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS                              | 19th - 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024 | ₦250,000 |
| 30  | OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM  | 19th - 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024 | ₦250,000 |
| 31  | PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS           | 19th - 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th - 22nd Nov, 2024 | ₦250,000 |
| 32  | SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S                                    | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024 | ₦250,000 |
| 33  | THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE  | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024 | ₦250,000 |
| 34  | MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF                            | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 26th - 29th Nov, 2024 | ₦250,000 |
| 35  | PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 36  | DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES                                     | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 37  | THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM                   | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 38  | ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES                            | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 39  | ORGANISING AND BEHAVIOURAL SKILLS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS      | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 40  | THE EFFECTIVE SECRETARY TRAINING  | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 41  | ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL   | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 42  | SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS                | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 43  | MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT   | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 44  | BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS   | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 45  | PERSONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES  | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦250,000 |
| 46  | EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS  | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦250,000 |
| 47  | PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS               | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦250,000 |
| 48  | FRONTLINE CUSTOMER SERVICE EXCELLENCE   | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th - 20th Dec, 2024 | ₦250,000 |

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- ✓ Classroom
- ✓ Online
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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 | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 2   | PREVENTIVE DRIVING AND SAFETY PRECAUTIONS                                | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 3   | BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES                   | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 4   | MANAGING FREIGHT AND LOGISTICS MANAGEMENT                                | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 5   | TOOLS AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS                    | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 6   | CORPORATE FLEET MANAGEMENT WORKSHOP                                      | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 7   | DEFENSIVE DRIVER SAFETY TECHNIQUES                                       | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 8   | ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION                     | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 9   | ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP                           | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 10  | ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS                     | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 11  | VEHICLES MAINTENANCE AND ROUTES MANAGEMENT                               | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 12  | TRANSPORTATION, LOGISTICS AND THE LAW COURSE                             | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 13  | TRANSPORTATION MANAGEMENT SYSTEM   | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 14  | INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS                  | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 15  | EFFECTIVE DRIVER PROFICIENCY AND EVALUATION                              | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 16  | GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS     | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 17  | ROAD SAFETY AND DRIVERS AWARENESS COURSE                                 | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 18  | CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS                  | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 19  | IMPORT MANAGEMENT WORKSHOP   | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 20  | SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT                                | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |

- ✓ Classroom
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| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH                | 3RD BATCH             | FEE      |
|-----|--|-----------------------|--------------------------|-----------------------|----------|
| 21  | RISK ASSESSMENT FOR PROFESSIONAL DRIVERS                           | 19th – 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 12th – 15th Nov, 2024 | ₦250,000 |
| 22  | SAFETY DRIVING TIPS IN THE ERA OF COVID-19 PANDEMIC                | 19th – 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th – 22nd Nov, 2024 | ₦250,000 |
| 23  | EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS                      | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th – 22nd Nov, 2024 | ₦250,000 |
| 24  | ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORT MANAGERS | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th – 22nd Nov, 2024 | ₦250,000 |
| 25  | TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES           | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 26  | ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS  | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 27  | TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE                     | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 28  | TRANSPORT AND LOGISTICS - ESSENTIALS                               | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 29  | LOGISTICS AND DISTRIBUTION MANAGEMENT                              | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 30  | MANAGING THE TRANSPORT DEPARTMENT OF YOUR ORGANIZATION             | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 31  | VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS              | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 32  | TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE                   | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 33  | LOGISTICS MANAGEMENT WORKSHOP                                      | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 34  | STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY                 | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |
| 35  | LOGISTICS AND TRANSPORT MANAGEMENT                                 | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |
| 36  | ESSENTIALS OF FLEET AND TRANSPORT MANAGEMENT WORKSHOP              | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |

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- ✓ Classroom
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| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH                | 3RD BATCH                | FEE      |
|-----|--|---------------------------|--------------------------|--------------------------|----------|
| 1   | AIRLINE CUSTOMER SERVICE: STRATEGY DESIGN AND IMPLEMENTATION     | 9th - 12th Jan, 2024      | 28th - 31st May, 2024    | 24th - 27th Sept, 2024   | ₦350,000 |
| 2   | AIRLINE BUSINESS FOUNDATIONS                                     | 9th - 12th Jan, 2024      | 28th - 31st May, 2024    | 24th - 27th Sept, 2024   | ₦350,000 |
| 3   | AIRFARE TICKETING AND RESERVATION MANAGEMENT                     | 9th - 12th Jan, 2024      | 28th - 31st May, 2024    | 24th - 27th Sept, 2024   | ₦350,000 |
| 4   | MARINE EMERGENCY DUTIES FOR SENIOR OFFICERS                      | 16th - 19th Jan, 2024     | 4th - 7th June, 2024     | 2nd - 4th Oct, 2024      | ₦350,000 |
| 5   | FLIGHT DISPATCHER AND MAIL HANDLING COURSE                       | 16th - 19th Jan, 2024     | 4th - 7th June, 2024     | 2nd - 4th Oct, 2024      | ₦350,000 |
| 6   | AIRLINE FINANCE AND ACCOUNTING MANAGEMENT                        | 16th - 19th Jan, 2024     | 4th - 7th June, 2024     | 2nd - 4th Oct, 2024      | ₦350,000 |
| 7   | ADVANCED AIRLINE PROTOCOL AND INTERPERSONAL MANAGEMENT           | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024   | 2nd - 4th Oct, 2024      | ₦350,000 |
| 8   | EXCELLENCE IN AIRLINE CUSTOMER CARE ADMINISTRATION               | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024   | 8th - 11th Oct, 2024     | ₦350,000 |
| 9   | SECURITY OPERATIONS, PROCESSES AND STRATEGIES IN AVIATION SECTOR | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024   | 8th - 11th Oct, 2024     | ₦350,000 |
| 10  | UNDERSTANDING AVIATION: CUSTOMER SERVICE IN AIRLINE INDUSTRY     | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024   | 8th - 11th Oct, 2024     | ₦350,000 |
| 11  | BEST PRACTICE IN AIRLINE SALES AND OPERATIONS                    | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024   | 8th - 11th Oct, 2024     | ₦350,000 |
| 12  | BEST PRACTICE IN AIRLINE PASSENGER ADMINISTRATION                | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024   | 15th - 18th Oct, 2024    | ₦350,000 |
| 13  | STORES AND INVENTORY ADMINISTRATION IN AVIATION SECTOR           | 6th - 9th Feb, 2024       | 2nd - 5th July, 2024     | 15th - 18th Oct, 2024    | ₦350,000 |
| 14  | MANAGING AUDIT FUNCTIONS IN THE AVIATION SECTOR                  | 6th - 9th Feb, 2024       | 2nd - 5th July, 2024     | 15th - 18th Oct, 2024    | ₦350,000 |
| 15  | AIR TRANSPORT ECONOMICS  | 6th - 9th Feb, 2024       | 2nd - 5th July, 2024     | 15th - 18th Oct, 2024    | ₦350,000 |
| 16  | AIR FARES AND TICKETING ADMINISTRATION                           | 13th - 16th Feb, 2024     | 9th - 12th July, 2024    | 22nd - 25th Oct, 2024    | ₦350,000 |
| 17  | SECURITY AWARENESS FOR MARINE FACILITY PERSONNEL                 | 13th - 16th Feb, 2024     | 9th - 12th July, 2024    | 22nd - 25th Oct, 2024    | ₦350,000 |
| 18  | AVIATION FINANCE COURSE  | 13th - 16th Feb, 2024     | 9th - 12th July, 2024    | 22nd - 25th Oct, 2024    | ₦350,000 |
| 19  | AVIATION FRONT DESK/OFFICE MANAGEMENT                            | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024   | 22nd - 25th Oct, 2024    | ₦350,000 |
| 20  | UNDERSTANDING CYBERSECURITY IN SHIP OPERATIONS                   | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 21  | AIRPORT CORPORATE TRAVEL PROTOCOL MANAGEMENT                     | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 22  | AVIATION FINANCE AND ASSET MANAGEMENT                            | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 23  | BEST PRACTICE IN AVIATION BUSINESS MANAGEMENT                    | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 24  | LEGAL ASPECT OF AVIATION SECURITY AND SAFETY                     | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024   | 5th - 8th Nov, 2024      | ₦350,000 |
| 25  | AIR TRANSPORT ECONOMICS  | 5th - 8th Mar, 2024       | 30th July- 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 26  | AIRCRAFT LEASING COURSE  | 5th - 8th Mar, 2024       | 30th July- 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 27  | AIR CABIN CREW CONFLICT MANAGEMENT COURSE                        | 5th - 8th Mar, 2024       | 30th July- 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|---|-----------------------|------------------------|-----------------------|----------|
| 28  | AIRLINE REVENUE MANAGEMENT                                  | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024    | 5th - 8th Nov, 2024   | ₦350,000 |
| 29  | AIR CARGO MANAGEMENT COURSE                                 | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024    | 12th - 15th Nov, 2024 | ₦350,000 |
| 30  | BEST PRACTICE IN AIRLINE REVENUE MANAGEMENT                 | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024    | 12th - 15th Nov, 2024 | ₦350,000 |
| 31  | SHIPPING, CLEARING AND FORWARDING ADMINISTRATION            | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024  | 12th - 15th Nov, 2024 | ₦350,000 |
| 32  | PASSENGERS AND AIRPORT CARGO HANDLING TECHNIQUES            | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024  | 12th - 15th Nov, 2024 | ₦350,000 |
| 33  | PRIVATE STAFF AIRCRAFT SAFETY TRAINING                      | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024  | 12th - 15th Nov, 2024 | ₦350,000 |
| 34  | AIRLINE MARKETING MANAGEMENT COURSE                         | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 19th - 22nd Nov, 2024 | ₦350,000 |
| 35  | INTELLIGENCE AND SECURITY MANAGEMENT FOR AVIATION STAFF     | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 19th - 22nd Nov, 2024 | ₦350,000 |
| 36  | SHIPPING FINANCE DOCUMENTATION                              | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 19th - 22nd Nov, 2024 | ₦350,000 |
| 37  | UNDERSTANDING AVIATION TEAM WORK FOR GREAT CUSTOMER SERVICE | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 19th - 22nd Nov, 2024 | ₦350,000 |
| 38  | AVIATION FRONT DESK AND CUSTOMER SERVICE                    | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024  | 19th - 22nd Nov, 2024 | ₦350,000 |
| 39  | BEST PRACTICE IN AVIATION AUDIT PROCESS AND PROCEDURES      | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦350,000 |
| 40  | AVIATION SUPPLY AND LOGISTICS MANAGEMENT                    | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦350,000 |
| 41  | ADVANCED AVIATION SECURITY MANAGEMENT                       | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦350,000 |
| 42  | AIR SAFETY MANAGEMENT                                       | 16th - 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 26th - 29th Nov, 2024 | ₦350,000 |
| 43  | ADVANCED MARINE FIRST AID                                   | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 26th - 29th Nov, 2024 | ₦350,000 |
| 44  | AVIATION: CUSTOMER CRISIS AND HANDLING                      | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦350,000 |
| 45  | FUNDAMENTALS OF AVIATION LAW                                | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦350,000 |
| 46  | BEST PRACTICES IN AIRCRAFT LEASING ADMINISTRATION           | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦350,000 |
| 47  | LEGAL MANAGEMENT AND THE SHIPPING BUSINESS                  | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 3rd - 6th Dec, 2024   | ₦350,000 |
| 48  | FUNDAMENTALS OF AVIATION BUSINESS MANAGEMENT                | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 3rd - 6th Dec, 2024   | ₦350,000 |
| 49  | BEST PRACTICES IN AVIATION HUMAN RESOURCES MANAGEMENT       | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦350,000 |
| 50  | INTRODUCTION TO CARGO HANDLING COURSE                       | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦350,000 |
| 51  | SHIPPING AND LOGISTICS SUPPLY CHAIN MANAGEMENT              | 14th - 17th May, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦350,000 |
| 52  | AIRPORT CUSTOMER SERVICE                                    | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 10th - 13th Dec, 2024 | ₦350,000 |
| 53  | SHIP SALE AND PURCHASE                                      | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 10th - 13th Dec, 2024 | ₦350,000 |
| 54  | AVIATION LEASING AND FINANCE                                | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |







# 2024 Training Calendar

## Aviation and Maritime

*Click on the course title to view the full course details*

All courses available:

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|--|-----------------------|------------------------|-----------------------|----------|
| 55  | BEST PRACTICE IN AVIATION HR MANAGEMENT                      | 21st - 24th May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |
| 56  | UNDERSTANDING PROCUREMENT IN AVIATION INDUSTRIES             | 21st - 24th May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |
| 57  | AVIATION INSURANCE: LEASES, TAXATION, FINANCE AND ACCOUNTING | 21st - 24th May, 2024 | 24th - 27th Sept, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |
| 58  | AIRPORT MANAGEMENT COURSE                                    | 21st - 24th May, 2024 | 24th - 27th Sept, 2024 | 17th - 20th Dec, 2024 | ₦350,000 |

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.

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- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH                | 3RD BATCH                | FEE      |
|-----|---|---------------------------|--------------------------|--------------------------|----------|
| 1   | STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS                               | 9th - 12th Jan, 2024      | 14th - 17th May, 2024    | 10th - 13th Sept, 2024   | ₦250,000 |
| 2   | DEVELOPING EFFECTIVE BUSINESS CONVERSATION SKILLS                                     | 9th - 12th Jan, 2024      | 14th - 17th May, 2024    | 10th - 13th Sept, 2024   | ₦250,000 |
| 3   | WORKPLACE COMMUNICATIONS STRATEGIES COURSE  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024    | 18th - 20th Sept, 2024   | ₦250,000 |
| 4   | ADVANCED COMMUNICATION AND PRESENTATION SKILLS  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024    | 18th - 20th Sept, 2024   | ₦250,000 |
| 5   | EFFECTIVE COMMUNICATION AND INSPIRATIONAL PRESENTATIONS                               | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024    | 24th - 27th Sept, 2024   | ₦250,000 |
| 6   | DEVELOPING YOUR ANALYTICAL SKILLS: HOW TO RESEARCH AND PRESENT INFORMATION            | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024    | 24th - 27th Sept, 2024   | ₦250,000 |
| 7   | ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS                                      | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 8   | STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS                          | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 9   | GENERATIONAL DIVERSITY: BRIDGING THE GAP THROUGH EFFECTIVE COMMUNICATION              | 6th - 9th Feb, 2024       | 19th - 21st June, 2024   | 8th - 11th Oct, 2024     | ₦250,000 |
| 10  | BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS                                 | 6th - 9th Feb, 2024       | 19th - 21st June, 2024   | 8th - 11th Oct, 2024     | ₦250,000 |
| 11  | PERSUASION: INFLUENCING WITHOUT AUTHORITY   | 13th - 16th Feb, 2024     | 25th - 28th June, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 12  | INTERACTION SKILLS FOR IMPACT AND INFLUENCE   | 13th - 16th Feb, 2024     | 25th - 28th June, 2024   | 15th - 18th Oct, 2024    | ₦250,000 |
| 13  | COMMUNICATING WITH CONFIDENCE   | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 14  | ADVANCED COMMUNICATION STRATEGY   | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 15  | STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS                                     | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 16  | DEVELOPING POSITIVE RELATIONSHIPS AT WORK   | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 17  | ADVANCED COMMUNICATION FRAMEWORK IN THE ORGANIZATION                                  | 5th - 8th Mar, 2024       | 16th - 19th July, 2024   | 5th - 8th Nov, 2024      | ₦250,000 |
| 18  | BUILDING BETTER WORK RELATIONSHIPS: NEW TECHNIQUES FOR RESULTS-ORIENTED COMMUNICATION | 5th - 8th Mar, 2024       | 16th - 19th July, 2024   | 5th - 8th Nov, 2024      | ₦250,000 |
| 19  | FACILITATION AND INFLUENCING SKILLS FOR IMPROVED RESULTS                              | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024    | ₦250,000 |
| 20  | CUSTOMER RELATIONSHIP MANAGEMENT  | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024    | ₦250,000 |
| 21  | SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR  | 19th - 22nd Mar, 2024     | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH                | 3RD BATCH             | FEE      |
|-----|--|-----------------------|--------------------------|-----------------------|----------|
| 22  | COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT                      | 19th – 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th – 22nd Nov, 2024 | ₦250,000 |
| 23  | ORGANIZATIONAL COMMUNICATION STRATEGIES                            | 25th – 28th Mar, 2024 | 6th – 9th Aug, 2024      | 19th – 22nd Nov, 2024 | ₦250,000 |
| 24  | LEADERSHIP DEVELOPMENT: EFFECTIVE COMMUNICATION                    | 25th – 28th Mar, 2024 | 6th – 9th Aug, 2024      | 19th – 22nd Nov, 2024 | ₦250,000 |
| 25  | BUSINESS RELATIONSHIP MANAGEMENT FUNDAMENTALS                      | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 26  | PRODUCTIVE COMMUNICATION AND INFLUENCING SKILLS                    | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 27  | CRISIS COMMUNICATION PROGRAMME                                     | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 28  | SPEECH WRITING WORKSHOP  | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 29  | STORYTELLING POWER: SECRETS FOR EXCEPTIONAL COMMUNICATION          | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 30  | EFFECTIVE COMMUNICATIONS MASTERCLASS                               | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 31  | INTERCULTURAL COMMUNICATION COURSE                                 | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 32  | COMMUNICATION AND INTERPERSONAL SKILLS FOR TECHNICAL PROFESSIONALS | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 33  | OVERCOMING FEAR OF PUBLIC SPEAKING                                 | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |
| 34  | MEETINGS MANAGEMENT WORKSHOP                                       | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |
| 35  | EFFECTIVE PRESS RELEASE WRITING                                    | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |

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- ✓ Classroom
- ✓ Online
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| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|--|---------------------------|---------------------------|--------------------------|----------|
| 1   | REAL ESTATE VALUATION AND MODELING                         | 9th - 12th Jan, 2024      | 4th - 7th June, 2024      | 24th - 27th Sept, 2024   | ₦300,000 |
| 2   | REAL ESTATE ANALYST COURSE                                 | 16th - 19th Jan, 2024     | 4th - 7th June, 2024      | 24th - 27th Sept, 2024   | ₦300,000 |
| 3   | REAL ESTATE PRIVATE EQUITY MODELLING IN EXCEL              | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024    | 2nd - 4th Oct, 2024      | ₦300,000 |
| 4   | COMMERCIAL REAL ESTATE LENDING COURSE                      | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024    | 2nd - 4th Oct, 2024      | ₦300,000 |
| 5   | FACILITY FINANCIAL MANAGEMENT COURSE                       | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦300,000 |
| 6   | REAL ESTATE ENVIRONMENTAL HEALTH AND SAFETY COURSE         | 13th - 16th Feb, 2024     | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦300,000 |
| 7   | IFRS FOR THE REAL ESTATE SECTOR                            | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦300,000 |
| 8   | REAL ESTATE VALUATION AND FINANCING COURSE                 | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦300,000 |
| 9   | FUNDAMENTALS OF INVESTMENT ANALYSIS COURSE                 | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦300,000 |
| 10  | TAXATION ISSUES IN REAL ESTATE MANAGEMENT                  | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦300,000 |
| 11  | REAL ESTATE DEBT STRUCTURES AND FINANCIAL MODELLING COURSE | 5th - 8th Mar, 2024       | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 12  | TAXES ON LAND, PROPERTY AND CONSTRUCTION                   | 5th - 8th Mar, 2024       | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 13  | LEGAL DIMENSIONS IN REAL ESTATE INVESTMENT CONTRACTS       | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 14  | REAL ESTATE MARKETING TRAINING COURSE                      | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 15  | REAL ESTATE FINANCIAL MODELLING                            | 19th - 22nd Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |
| 16  | PUBLIC SECTOR PROPERTY ASSET MANAGEMENT                    | 19th - 22nd Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |
| 17  | ADVANCED REAL ESTATE MANAGEMENT COURSE                     | 25th - 28th Mar, 2024     | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦300,000 |
| 18  | REAL ESTATE FUNDING AND FINANCE                            | 2nd - 5th Apr, 2024       | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|---|-----------------------|------------------------|-----------------------|----------|
| 19  | SUSTAINABILITY AND REAL ESTATE MANAGEMENT COURSE          | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦300,000 |
| 20  | REAL ESTATE FINANCE AND INVESTMENT                        | 7th - 10th May, 2024  | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦300,000 |
| 21  | REAL ESTATE CASHFLOW AND FINANCIAL MODELLING              | 7th - 10th May, 2024  | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦300,000 |
| 22  | REAL ESTATE DEVELOPMENT COURSE                            | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦300,000 |
| 23  | INTRODUCTION TO REAL ESTATE FUND MANAGEMENT               | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦300,000 |
| 24  | RETAIL PROPERTY APPRAISALS COURSE                         | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 25  | REAL ESTATE DEVELOPMENT, INVESTMENT AND MANAGEMENT COURSE | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 26  | RESIDENTIAL BUILDING SYSTEMS AND MAINTENANCE COURSE       | 28th – 31st May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 27  | FACILITY OPERATIONS AND MAINTENANCE MANAGEMENT COURSE     | 28th – 31st May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |

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| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH              | FEE      |
|-----|---|---------------------------|------------------------|------------------------|----------|
| 1   | STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS | 9th - 12th Jan, 2024      | 7th - 10th May, 2024   | 3rd - 6th Sept, 2024   | ₦300,000 |
| 2   | ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS                               | 9th - 12th Jan, 2024      | 7th - 10th May, 2024   | 3rd - 6th Sept, 2024   | ₦300,000 |
| 3   | EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS       | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 3rd - 6th Sept, 2024   | ₦300,000 |
| 4   | ELECTRONIC BANKING: PRACTICAL OPERATIONAL AND LEGAL ISSUES                          | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 3rd - 6th Sept, 2024   | ₦300,000 |
| 5   | UNDERSTANDING FOREIGN EXCHANGE, MONEY MARKETS AND DERIVATIVES IN THE BANKING SECTOR | 16th - 19th Jan, 2024     | 14th - 17th May, 2024  | 10th - 13th Sept, 2024 | ₦300,000 |
| 6   | FUNDAMENTALS OF MICROFINANCE BANKING COURSE   | 16th - 19th Jan, 2024     | 14th - 17th May, 2024  | 10th - 13th Sept, 2024 | ₦300,000 |
| 7   | INVESTMENT BANKING PROCESS AND PROCEDURE  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 10th - 13th Sept, 2024 | ₦300,000 |
| 8   | PRODUCT DEVELOPMENT IN BANKS  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 10th - 13th Sept, 2024 | ₦300,000 |
| 9   | BASIC PRINCIPLES OF BANKING   | 23rd Jan - 26th Jan, 2024 | 21st - 24th May, 2024  | 18th - 20th Sept, 2024 | ₦300,000 |
| 10  | LAW RELATING TO RETAIL BANKING OPERATIONS   | 23rd Jan - 26th Jan, 2024 | 21st - 24th May, 2024  | 18th - 20th Sept, 2024 | ₦300,000 |
| 11  | INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS                        | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 18th - 20th Sept, 2024 | ₦300,000 |
| 12  | FIDELITY GUARANTEE ADMINISTRATION   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 18th - 20th Sept, 2024 | ₦300,000 |
| 13  | MICROFINANCE CRM AND CUSTOMER SERVICE EXCELLENCE                                    | 30th Jan - 2nd Feb, 2024  | 28th - 31st May, 2024  | 24th - 27th Sept, 2024 | ₦300,000 |
| 14  | CREDIT RISK MANAGEMENT IN MICROFINANCE  | 30th Jan - 2nd Feb, 2024  | 28th - 31st May, 2024  | 24th - 27th Sept, 2024 | ₦300,000 |
| 15  | ADVANCED TREASURY AND INVESTMENT MANAGEMENT   | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024 | ₦300,000 |
| 16  | SUSTAINABLE BANKING BEST PRACTICES  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 24th - 27th Sept, 2024 | ₦300,000 |
| 17  | OPERATIONAL BANKING MODELS AND LEGAL FRAMEWORK                                      | 6th - 9th Feb, 2024       | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024    | ₦300,000 |
| 18  | BEHAVIOURAL FINANCIAL MANAGEMENT FOR BANKERS  | 6th - 9th Feb, 2024       | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024    | ₦300,000 |
| 19  | BANKING OPERATIONS ESSENTIALS: BEST PRACTICES                                       | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | ₦300,000 |
| 20  | LOAN MANAGEMENT, ACCOUNTING AND DEBT RECOVERY TECHNIQUE                             | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | ₦300,000 |
| 21  | EXCELLENCE IN CORPORATE CREDIT ANALYSIS AND ADMINISTRATION                          | 13th - 16th Feb, 2024     | 19th - 21st June, 2024 | 8th - 11th Oct, 2024   | ₦300,000 |
| 22  | LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH                                     | 13th - 16th Feb, 2024     | 19th - 21st June, 2024 | 8th - 11th Oct, 2024   | ₦300,000 |
| 23  | OPERATIONAL BANKING RISK MANAGEMENT FOR BANKERS                                     | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 8th - 11th Oct, 2024   | ₦300,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|---|--------------------------|---------------------------|--------------------------|----------|
| 24  | UNDERSTANDING BANK TRANSACTION ISSUES AND CHALLENGERS   | 13th - 16th Feb, 2024    | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦300,000 |
| 25  | ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS                            | 20th - 23rd Feb, 2024    | 25th - 28th June, 2024    | 15th - 18th Oct, 2024    | ₦300,000 |
| 26  | MICROFINANCE BANKING OPERATIONS   | 20th - 23rd Feb, 2024    | 25th - 28th June, 2024    | 15th - 18th Oct, 2024    | ₦300,000 |
| 27  | EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS   | 20th - 23rd Feb, 2024    | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦300,000 |
| 28  | LOAN ADMINISTRATION AND TROUBLED CREDIT WORKOUTS  | 20th - 23rd Feb, 2024    | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦300,000 |
| 29  | BANK MODELING AND VALUATION: BEST PRACTICE  | 27th Feb - 1st Mar, 2024 | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦300,000 |
| 30  | INTRODUCTION TO OPERATIONS IN CAPITAL MARKET  | 27th Feb - 1st Mar, 2024 | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦300,000 |
| 31  | PRACTICAL DEBT RECOVERY COURSE  | 27th Feb - 1st Mar, 2024 | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦300,000 |
| 32  | IT AUDITING FOR BANKS   | 27th Feb - 1st Mar, 2024 | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦300,000 |
| 33  | INTRODUCTION TO BANKING TRAINING  | 5th - 8th Mar, 2024      | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 34  | EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS                              | 5th - 8th Mar, 2024      | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 35  | DIGITAL BANKING INNOVATION MASTERCLASS  | 5th - 8th Mar, 2024      | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 36  | OPERATIONAL BANKING, RISK MANAGEMENT AND GOVERNANCE   | 5th - 8th Mar, 2024      | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 37  | BANKING OPERATIONS MANAGEMENT   | 12th - 15th Mar, 2024    | 16th - 19th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 38  | ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/ INTERBRANCH/UNIT DIFFERENCES IN BANKS | 12th - 15th Mar, 2024    | 16th - 19th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 39  | LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY   | 12th - 15th Mar, 2024    | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 40  | SECURITISATION AND ASSET BACKED LENDING   | 12th - 15th Mar, 2024    | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 41  | REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS  | 19th - 22nd Mar, 2024    | 23rd - 26th July, 2024    | 12th - 15th Nov, 2024    | ₦300,000 |
| 42  | ELECTRONIC BANKING WORKSHOP   | 19th - 22nd Mar, 2024    | 23rd - 26th July, 2024    | 12th - 15th Nov, 2024    | ₦300,000 |
| 43  | STRATEGIC MANAGEMENT FOR BANKS PROFESSIONALS  | 19th - 22nd Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |
| 44  | ASSET & LIABILITY MANAGEMENT  | 19th - 22nd Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |
| 45  | BANKING: LEADERSHIP, TRANSFORMATION & STRATEGIES FOR GROWTH   | 25th - 28th Mar, 2024    | 30th July - 2nd Aug, 2024 | 19th - 22nd Nov, 2024    | ₦300,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH                 | 3RD BATCH             | FEE      |
|-----|---|-----------------------|---------------------------|-----------------------|----------|
| 46  | BANKING OPERATIONS ESSENTIALS: BEST PRACTICES   | 25th - 28th Mar, 2024 | 30th July - 2nd Aug, 2024 | 19th - 22nd Nov, 2024 | ₦300,000 |
| 47  | MICROFINANCE BANK MANAGEMENT  | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024 | ₦300,000 |
| 48  | MANAGING QUALITY IN RETAIL BANKING SERVICE  | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024 | ₦300,000 |
| 49  | INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKING SECTOR   | 2nd - 5th Apr, 2024   | 6th - 9th Aug, 2024       | 26th - 29th Nov, 2024 | ₦300,000 |
| 50  | LOAN STRUCTURING, LBOS & ACQUISITION FINANCE: AN ESSENTIAL GUIDE TO SECURING FINANCE  | 2nd - 5th Apr, 2024   | 6th - 9th Aug, 2024       | 26th - 29th Nov, 2024 | ₦300,000 |
| 51  | UNDERSTANDING AGENCY BANKING  | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024 | ₦300,000 |
| 52  | EMERGING MARKET BANK ANALYSIS: ISSUES AND CHALLENGES  | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024     | 26th - 29th Nov, 2024 | ₦300,000 |
| 53  | IDENTIFYING FAILING BANKS IN EMERGING MARKETS   | 16th - 19th Apr, 2024 | 13th - 16th Aug, 2024     | 3rd - 6th Dec, 2024   | ₦300,000 |
| 54  | BANKING, RISK MANAGEMENT AND GOVERNANCE   | 16th - 19th Apr, 2024 | 13th - 16th Aug, 2024     | 3rd - 6th Dec, 2024   | ₦300,000 |
| 55  | BANK RECONCILIATION AND PETTY CASH MANAGEMENT: RECONCILING THE BANK AND MANAGING CASH TO ENSURE LIQUIDITY AND PROFITABILITY | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024     | 3rd - 6th Dec, 2024   | ₦300,000 |
| 56  | OPERATIONAL FINANCE: MANAGING FINANCE TO ACHIEVE SUCCESSFUL OPERATIONS  | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024     | 3rd - 6th Dec, 2024   | ₦300,000 |
| 57  | LOAN STRUCTURING, LBOS & ACQUISITION FINANCE  | 23rd - 26th Apr, 2024 | 20th - 23rd Aug, 2024     | 10th - 13th Dec, 2024 | ₦300,000 |
| 58  | FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS   | 23rd - 26th Apr, 2024 | 20th - 23rd Aug, 2024     | 10th - 13th Dec, 2024 | ₦300,000 |
| 59  | FINANCE FOR NON-FINANCIAL MANAGERS IN BANK  | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024     | 10th - 13th Dec, 2024 | ₦300,000 |
| 60  | LENDING METHODS AND PROCEDURES  | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024     | 17th - 20th Dec, 2024 | ₦300,000 |
| 61  | BANKING MANAGEMENT SKILLS   | 7th - 10th May, 2024  | 27th - 30th Aug, 2024     | 17th - 20th Dec, 2024 | ₦300,000 |
| 62  | CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS   | 7th - 10th May, 2024  | 27th - 30th Aug, 2024     | 17th - 20th Dec, 2024 | ₦300,000 |

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.

**Note:** The amount is exclusive of all taxes.

All classroom courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (2nd & 3rd Floors) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com), **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)





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| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|--|---------------------------|------------------------|--------------------------|----------|
| 1   | UNDERSTANDING INSURANCE LAW: THE BOLTS AND NUTS                  | 9th - 12th Jan, 2024      | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦300,000 |
| 2   | INSURANCE AND RISK MANAGEMENT COURSE                             | 9th - 12th Jan, 2024      | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024      | ₦300,000 |
| 3   | UNDERSTANDING GENERAL INSURANCE FINANCE                          | 9th - 12th Jan, 2024      | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024      | ₦300,000 |
| 4   | ADVANCED INSURANCE PRINCIPLES AND PRACTICE                       | 16th - 19th Jan, 2024     | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦300,000 |
| 5   | MATLAB FUNDAMENTALS TRAINING WITH CREDIT RISK APPLICATIONS       | 16th - 19th Jan, 2024     | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦300,000 |
| 6   | COMMERCIAL PROPERTY INSURANCE                                    | 16th - 19th Jan, 2024     | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦300,000 |
| 7   | PROTECTION AND INDEMNITY INSURANCE                               | 16th - 19th Jan, 2024     | 4th - 7th June, 2024   | 8th - 11th Oct, 2024     | ₦300,000 |
| 8   | EMPLOYER'S LIABILITY INSURANCE                                   | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦300,000 |
| 9   | NATIONAL HEALTHCARE INSURANCE SCHEME COURSE                      | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦300,000 |
| 10  | EFFECTIVE APPROACHES TO AVIATION INSURANCE COURSE                | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦300,000 |
| 11  | RISK MANAGEMENT FRAMEWORK FOR INSURERS AND REINSURERS            | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦300,000 |
| 12  | BEST PRACTICE IN ANNUAL RETURNS AND ACCOUNT IN INSURANCE COMPANY | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 13  | INSURANCE CLAIMS ADJUSTER COURSE                                 | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 14  | EXCELLENCE IN LIFE INSURANCE AND RETIREMENT SAVINGS MANAGEMENT   | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 15  | COMMERCIAL INSURANCE COURSE                                      | 30th Jan - 2nd Feb, 2024  | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦300,000 |
| 16  | LIABILITY INSURANCE COURSE                                       | 6th - 9th Feb, 2024       | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦300,000 |
| 17  | MEDICAL INSURANCE MANAGEMENT TRAINING                            | 6th - 9th Feb, 2024       | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024    | ₦300,000 |
| 18  | LIFE INSURANCE AND RETIREMENT SAVINGS                            | 6th - 9th Feb, 2024       | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 19  | INSURANCE ACCOUNTING TECHNIQUES                                  | 6th - 9th Feb, 2024       | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 20  | INTRODUCTION TO INSURANCE BASICS                                 | 13th - 16th Feb, 2024     | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 21  | INSURANCE ACCOUNTING FOR UNDERWRITERS                            | 13th - 16th Feb, 2024     | 16th - 19th July, 2024 | 22nd - 25th Oct, 2024    | ₦300,000 |
| 22  | MARINE CARGO INSURANCE MANAGEMENT                                | 13th - 16th Feb, 2024     | 16th - 19th July, 2024 | 22nd - 25th Oct, 2024    | ₦300,000 |
| 23  | ENGINEERING INSURANCE AND INSPECTION COURSE                      | 13th - 16th Feb, 2024     | 16th - 19th July, 2024 | 22nd - 25th Oct, 2024    | ₦300,000 |
| 24  | FOUNDATION COURSE IN INSURANCE                                   | 20th - 23rd Feb, 2024     | 23rd - 26th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 25  | PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT                      | 20th - 23rd Feb, 2024     | 23rd - 26th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 26  | e-NHIS AND ELECTRONIC MEDICAL RECORDS                            | 20th - 23rd Feb, 2024     | 23rd - 26th July, 2024 | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 27  | UNDERSTANDING INSURANCE LAW: THE BOLTS AND NUTS                  | 9th - 12th Jan, 2024      | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦300,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|---|--------------------------|---------------------------|--------------------------|----------|
| 28  | INSURANCE COMPANY ANALYSIS COURSE   | 20th - 23rd Feb, 2024    | 23rd - 26th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 29  | INSURANCE PORTFOLIO MANAGEMENT WORKSHOP                                     | 27th Feb - 1st Mar, 2024 | 23rd - 26th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 30  | FIDELITY GUARANTEE ADMINISTRATION   | 27th Feb - 1st Mar, 2024 | 30th July - 2nd Aug, 2024 | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 31  | PENSION FUND STRATEGIES, GOVERNANCE, REGULATION AND INVESTMENT COURSE       | 27th Feb - 1st Mar, 2024 | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦300,000 |
| 32  | PROPERTY OWNERS INSURANCE COURSE  | 27th Feb - 1st Mar, 2024 | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦300,000 |
| 33  | INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS              | 5th - 8th Mar, 2024      | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦300,000 |
| 34  | INSURANCE PORTFOLIO MANAGEMENT  | 5th - 8th Mar, 2024      | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦300,000 |
| 35  | IFRS 17 INSURANCE CONTRACTS COURSE  | 5th - 8th Mar, 2024      | 6th - 9th Aug, 2024       | 5th - 8th Nov, 2024      | ₦300,000 |
| 36  | BEST PRACTICES IN MEDICAL INSURANCE MANAGEMENT                              | 5th - 8th Mar, 2024      | 6th - 9th Aug, 2024       | 5th - 8th Nov, 2024      | ₦300,000 |
| 37  | PROFESSIONAL INSURANCE COURSE FOR SENIOR MANAGERS                           | 12th - 15th Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦300,000 |
| 38  | EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION                               | 12th - 15th Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦300,000 |
| 39  | CORPORATE INSURANCE VALUATION TECHNIQUES AND PROCEDURES                     | 12th - 15th Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦300,000 |
| 40  | ADVANCED REINSURANCE MASTERCLASS  | 12th - 15th Mar, 2024    | 13th - 16th Aug, 2024     | 12th - 15th Nov, 2024    | ₦300,000 |
| 41  | ROLE OF THE ACTUARY IN INSURANCE COMPANY (FOR NON-ACTUARIES)                | 19th - 22nd Mar, 2024    | 13th - 16th Aug, 2024     | 12th - 15th Nov, 2024    | ₦300,000 |
| 42  | INSURANCE RISK MANAGEMENT COURSE  | 19th - 22nd Mar, 2024    | 13th - 16th Aug, 2024     | 12th - 15th Nov, 2024    | ₦300,000 |
| 43  | GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE                              | 19th - 22nd Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 44  | MOTOR FLEET INSURANCE ADMINISTRATION COURSE                                 | 19th - 22nd Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 45  | PENSION, FUND AND LIABILITY INSURANCE                                       | 25th - 28th Mar, 2024    | 20th - 23rd Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 46  | COMPLETE LIFE INSURANCE AND PENSION COURSE                                  | 25th - 28th Mar, 2024    | 20th - 23rd Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 47  | BEST PRACTICES IN INSURANCE ADMINISTRATIONS - CURRENT ISSUES & LATEST TREND | 25th - 28th Mar, 2024    | 20th - 23rd Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 48  | ACTUARIAL MODEL BUILDING FOR IFRS 17  | 25th - 28th Mar, 2024    | 20th - 23rd Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 49  | IFRS 17 IMPLEMENTATION AND ACTUARIAL CHALLENGES MASTERCLASS                 | 2nd - 5th Apr, 2024      | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 50  | BEST PRACTICE IN ENERGY INSURANCE ADMINISTRATION                            | 2nd - 5th Apr, 2024      | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 51  | CONSTRUCTION INSURANCE AND ADMINISTRATION                                   | 2nd - 5th Apr, 2024      | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 52  | GROUP LIFE INSURANCE ADMINISTRATION   | 2nd - 5th Apr, 2024      | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 53  | PENSION PLAN AND FUND ADMINISTRATOR   | 16th - 19th Apr, 2024    | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |



- ✓ Classroom
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| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|---|-----------------------|------------------------|-----------------------|----------|
| 54  | MOTOR INSURANCE ADMINISTRATION COURSE   | 16th – 19th Apr, 2024 | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦300,000 |
| 55  | MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR  | 16th – 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 56  | INTRODUCTION TO INSURANCE PROVISIONS IN COMMERCIAL LEASES   | 16th – 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 57  | CYBER RISK & INSURANCE COVER - THE ESSENTIALS   | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 58  | INSURERS FOR LATE PAYMENT OF CLAIMS - A TIMELY UPDATE   | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 59  | EMPLOYERS LIABILITY & PUBLIC LIABILITY INSURANCE CLAIMS - CHALLENGES FOR POLICYHOLDERS & INSURERS | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 60  | INSURANCE & THE USE OF ARTIFICIAL INTELLIGENCE - THE KEY ISSUES                                   | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024 | 3rd - 6th Dec, 2024   | ₦300,000 |
| 61  | INSURANCE CLAIMS UNRAVELED - HOW TO AVOID THE PITFALLS  | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 62  | RECENT DEVELOPMENTS IN INSURANCE LAW - AN UPDATE  | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 63  | UNDERSTANDING INSURANCE CONTRACTS – FROM INTRODUCTION TO INTERPRETATION, WARRANTIES & EXCLUSIONS  | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 64  | BEST PRACTICE IN CARGO INSURANCE ADMINISTRATION   | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 65  | RISK MANAGEMENT TECHNIQUES FOR INSURANCE PROFESSIONAL   | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 66  | MARITIME LAW, INSURANCE AND CLAIMS  | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 67  | BEST PRACTICE IN REINSURANCE ADMINISTRATION   | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 68  | HARMONISATION AND REGULATORY: BEST PRACTICE FOR INSURANCE PRACTITIONER                            | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 69  | BEST PRACTICE INSURANCE INTERMEDIARIES FOR PROFESSIONALS  | 21st - 24th May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 70  | FINANCE FOR INSURANCE PROFESSIONAL COURSE   | 21st - 24th May, 2024 | 24th – 27th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 71  | CLAIMS MANAGEMENT IN HEALTH INSURANCE AND MANAGED CARE  | 21st - 24th May, 2024 | 24th – 27th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 72  | EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION  | 21st - 24th May, 2024 | 24th – 27th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |

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.

**Note:** The amount is exclusive of all taxes.

All classroom courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (2nd & 3rd Floors) Yaba - Lagos.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|---|---------------------------|---------------------------|--------------------------|----------|
| 1   | BEST PRACTICES IN CYBER SURVEILLANCE SECURITY MANAGEMENT                                | 9th - 12th Jan, 2024      | 14th - 17th May, 2024     | 24th - 27th Sept, 2024   | ₦250,000 |
| 2   | EFFECTIVE MODERN SECURITY MANAGEMENT AND OPERATIONS                                     | 9th - 12th Jan, 2024      | 21st - 24th May, 2024     | 24th - 27th Sept, 2024   | ₦250,000 |
| 3   | CORPORATE INTELLIGENCE MANAGEMENT FOR SECURITY OPERATIVE                                | 9th - 12th Jan, 2024      | 21st - 24th May, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 4   | DEVELOPING AN EFFECTIVE CORPORATE SECURITY CULTURE AND PRACTICES                        | 16th - 19th Jan, 2024     | 21st - 24th May, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 5   | SECURITY SKILLS IMPROVEMENT COURSE  | 16th - 19th Jan, 2024     | 28th - 31st May, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 6   | OPERATIONAL RISK MANAGEMENT IN SECURITY OPERATIONS                                      | 16th - 19th Jan, 2024     | 28th - 31st May, 2024     | 2nd - 4th Oct, 2024      | ₦250,000 |
| 7   | SECURITY MANAGEMENT BEST PRACTICES FOR SUPERVISORY LEADERSHIP                           | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024     | 8th - 11th Oct, 2024     | ₦250,000 |
| 8   | CONDUCTING EFFECTIVE SECURITY SURVEYS   | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024      | 8th - 11th Oct, 2024     | ₦250,000 |
| 9   | SECURITY MANAGEMENT PROGRAMME   | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024      | 8th - 11th Oct, 2024     | ₦250,000 |
| 10  | ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024      | 8th - 11th Oct, 2024     | ₦250,000 |
| 11  | THE EFFECTIVE SECURITY OFFICER  | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 12  | FUNDAMENTAL SECURITY MANAGEMENT   | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 13  | CORPORATE INVESTIGATION SKILLS TRAINING   | 6th - 9th Feb, 2024       | 19th - 21st June, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 14  | CORPORATE SECURITY INTELLIGENCE MANAGEMENT  | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 15th - 18th Oct, 2024    | ₦250,000 |
| 15  | DEVELOPING THE SKILLS OF LEADERSHIP AND SUPERVISION FOR SECURITY LEADERS                | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 22nd - 25th Oct, 2024    | ₦250,000 |
| 16  | EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES                        | 13th - 16th Feb, 2024     | 25th - 28th June, 2024    | 22nd - 25th Oct, 2024    | ₦250,000 |
| 17  | PROFESSIONAL SECURITY DEVELOPMENT COURSE  | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦250,000 |
| 18  | MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES                         | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦250,000 |
| 19  | ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION                  | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 20  | ADVANCED SECURITY RISK ASSESSMENT TECHNIQUES  | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024     | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 21  | NEGOTIATORS OF KIDNAPPING OR HOSTAGE TAKING   | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 22  | STRATEGIC SECURITY MANAGEMENT   | 27th Feb - 1st Mar, 2024  | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 23  | EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 24  | MARINE SECURITY MANAGEMENT AND CONTROL CODE   | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 25  | SECURITY CRISIS MANAGEMENT AND SECURITY NEGOTIATION SKILLS                              | 5th - 8th Mar, 2024       | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 26  | SECURITY STRATEGIES FOR SECURING VITAL INFRASTRUCTURE                                   | 5th - 8th Mar, 2024       | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 27  | EFFECTIVE MODERN SECURITY MANAGEMENT AND OPERATIONS                                     | 5th - 8th Mar, 2024       | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 28  | CORPORATE ENTERPRISE RISK MANAGEMENT FOR SECURITY PERSONNELS                            | 12th - 15th Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |



| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|--|-----------------------|------------------------|-----------------------|----------|
| 29  | THE SECURITY OFFICER DEVELOPMENT PROGRAMME: DEVELOPING PRACTICAL SKILLS AND TECHNIQUES | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024    | 12th - 15th Nov, 2024 | ₦250,000 |
| 30  | ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS                                      | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024    | 12th - 15th Nov, 2024 | ₦250,000 |
| 31  | SECURITY MANAGEMENT, PLANNING AND ASSET PROTECTION                                     | 19th - 22nd Mar, 2024 | 6th - 9th Aug, 2024    | 19th - 22nd Nov, 2024 | ₦250,000 |
| 32  | SECURITY RISK ANALYSIS AND MANAGEMENT  | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024  | 19th - 22nd Nov, 2024 | ₦250,000 |
| 33  | SECURITY MANAGEMENT, PLANNING & ASSET PROTECTION                                       | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024  | 19th - 22nd Nov, 2024 | ₦250,000 |
| 34  | CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES                             | 25th - 28th Mar, 2024 | 13th - 16th Aug, 2024  | 19th - 22nd Nov, 2024 | ₦250,000 |
| 35  | WORKPLACE INVESTIGATIONS AND INTERVIEWING  | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 36  | SECURITY COORDINATION AND DESIGN   | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 37  | SECURITY MANAGEMENT AND EMERGENCY PLANNING FOR SECURITY OFFICER                        | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 38  | EXCELLENCE IN CRIME MANAGEMENT   | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 39  | EXCELLENCE IN CORPORATE SECURITY MANAGEMENT  | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 40  | STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER TOP LEADERS                       | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 41  | OPERATIONAL SECURITY MANAGEMENT COURSE   | 16th - 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 42  | ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES                  | 16th - 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦250,000 |
| 43  | INVESTIGATING FRAUD IN THE WORKPLACE   | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 44  | E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE                                     | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 45  | PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE                                      | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 46  | SECURITY OFFICERS DEVELOPMENT PROGRAM  | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 47  | ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT FOR EFFECTIVE SECURITY            | 7th - 10th May, 2024  | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 48  | MARINE SECURITY MANAGEMENT AND CONTROL   | 7th - 10th May, 2024  | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 49  | CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS                        | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 50  | TEAM BUILDING STRATEGIES IN SECURITY PROFESSION  | 14th - 17th May, 2024 | 24th - 27th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |

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- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|---|---------------------------|------------------------|--------------------------|----------|
| 1   | HSE LEADERSHIP FOR PROFESSIONALS  | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 18th - 20th Sept, 2024   | ₦300,000 |
| 2   | SAFETY AUDIT AND SAFETY INSPECTION COURSE   | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 24th - 27th Sept, 2024   | ₦300,000 |
| 3   | CONTRACTOR SAFETY MANAGEMENT (CSM) COURSE   | 9th - 12th Jan, 2024      | 21st - 24th May, 2024  | 24th - 27th Sept, 2024   | ₦300,000 |
| 4   | ISO 13485 MEDICAL DEVICE MANAGEMENT SYSTEM  | 9th - 12th Jan, 2024      | 21st - 24th May, 2024  | 24th - 27th Sept, 2024   | ₦350,000 |
| 5   | ISO 45001 - HEALTH AND SAFETY MANAGEMENT TRAINING                                     | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 24th - 27th Sept, 2024   | ₦350,000 |
| 6   | HEALTH AND SAFETY OFFICER COURSE  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 24th - 27th Sept, 2024   | ₦300,000 |
| 7   | HEAVY EQUIPMENT SAFETY (MAINTENANCE AND INSPECTION)                                   | 16th - 19th Jan, 2024     | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024      | ₦300,000 |
| 8   | OSHA: OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION STANDARDS                         | 16th - 19th Jan, 2024     | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024      | ₦300,000 |
| 9   | CLIMATE CHANGE & EMISSIONS TRADING SERVICES   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024      | ₦300,000 |
| 10  | BASIC HAZARD ANALYSIS & CRITICAL CONTROL POINT (HACCP) TRAINING                       | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 2nd - 4th Oct, 2024      | ₦300,000 |
| 11  | WORKPLACE HEALTH AND SAFETY COURSE  | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦300,000 |
| 12  | ISO 50001: ENERGY MANAGEMENT SYSTEMS  | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024   | 8th - 11th Oct, 2024     | ₦350,000 |
| 13  | AVIATION SAFETY MANAGEMENT  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 8th - 11th Oct, 2024     | ₦300,000 |
| 14  | CONFINED SPACE AWARENESS AND COMPLIANCE: SAFE WORK PRACTICES FOR CONFINED SPACE ENTRY | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 8th - 11th Oct, 2024     | ₦300,000 |
| 15  | RADIATION SAFETY - SAFELY WORKING WITH RADIOACTIVE MATERIALS                          | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦300,000 |
| 16  | RISK ASSESSMENTS, METHODS STATEMENTS AND QUALITY PLANS TRAINING                       | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦300,000 |
| 17  | MARINE SAFETY COURSE  | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 18  | RADIATION SAFETY OFFICER COURSE   | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 19  | ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT                                  | 6th - 9th Feb, 2024       | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 20  | RISK, CRISIS AND DISASTER MANAGEMENT  | 6th - 9th Feb, 2024       | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 21  | INJURY AND ILLNESS PREVENTION COURSE  | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦300,000 |
| 22  | FIRE AND ARSON MANAGEMENT AND CONTROL   | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦300,000 |
| 23  | ENVIRONMENTAL MANAGEMENT SYSTEMS MONITORING AND MODELLING                             | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦300,000 |
| 24  | DEVELOPING AN EFFECTIVE SAFETY CULTURE  | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦300,000 |
| 25  | MANAGING HEALTH AND SAFETY IN THE WORK  | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 26  | ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)  | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024    | ₦300,000 |
| 27  | ISO 9001 LEAD AUDITOR COURSE  | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦350,000 |



- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH                | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|---|--------------------------|---------------------------|--------------------------|----------|
| 28  | SAFETY TECHNOLOGY AND RISK MANAGEMENT   | 20th - 23rd Feb, 2024    | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 29  | ISO 27001 INFORMATION SECURITY MANAGEMENT   | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 30  | INCIDENT INVESTIGATION AND ROOT CAUSE ANALYSIS                                      | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 31  | BEHAVIOR BASED SAFETY COURSE  | 27th Feb - 1st Mar, 2024 | 23rd - 26th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 32  | ISO 19001 - QUALITY MANAGEMENT SYSTEM (QMS)   | 27th Feb - 1st Mar, 2024 | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦350,000 |
| 33  | RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS                               | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 34  | BEST PRACTICES IN SAFETY MANAGEMENT   | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 35  | MANAGEMENT OF OCCUPATIONAL SAFETY & HEALTH SYSTEMS & PREPARATION OF EXECUTIVE PLANS | 5th - 8th Mar, 2024      | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦300,000 |
| 36  | 14001:2015 LEAD AUDITOR TRAINING  | 5th - 8th Mar, 2024      | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 37  | SAFETY RISK MANAGEMENT COURSE   | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |
| 38  | ADVANCED HEALTH AND SAFETY MANAGEMENT   | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |
| 39  | ADVANCED PROCESS HAZOP IN SAFETY ADMINISTRATION                                     | 12th - 15th Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦300,000 |
| 40  | DEVELOPING AN EFFECTIVE SAFETY CULTURE  | 12th - 15th Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦300,000 |
| 41  | HAZARDOUS WASTE MANAGEMENT AND POLLUTION TRAINING                                   | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦300,000 |
| 42  | ISO 22000 LEAD AUDITOR  | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦350,000 |
| 43  | SAFETY AUDIT AND SITE INSPECTION  | 19th - 22nd Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 44  | SAFETY IN PROCESS AND DESIGN OPERATION  | 19th - 22nd Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 45  | IMPLEMENTING THE LEAN THINKING IN HEALTH CARE                                       | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦300,000 |
| 46  | ISO 37001 ANTI-BRIBERY MANAGEMENT SYSTEM  | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦350,000 |
| 47  | NEBOSH - OCCUPATIONAL HEALTH AND SAFETY COURSE                                      | 25th - 28th Mar, 2024    | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 48  | HUMAN ERROR ANALYSIS & PREVENTION   | 25th - 28th Mar, 2024    | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 49  | HSE STANDARD ISO 45001 SAFETY MANAGEMENT SYSTEM                                     | 2nd - 5th Apr, 2024      | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦350,000 |
| 50  | ISO 22000 - FOOD SAFETY MANAGEMENT TRAINING   | 2nd - 5th Apr, 2024      | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦350,000 |
| 51  | IOSH SAFETY MANAGEMENT AND ADMINS   | 2nd - 5th Apr, 2024      | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024    | ₦300,000 |
| 52  | ESSENTIAL HEALTH & SAFETY LAW FOR DIRECTORS AND MANAGERS                            | 2nd - 5th Apr, 2024      | 27th - 30th Aug, 2024     | 3rd - 6th Dec, 2024      | ₦300,000 |
| 53  | EMERGENCY RESPONSE AND INCIDENT INVESTIGATION TRAINING                              | 16th - 19th Apr, 2024    | 27th - 30th Aug, 2024     | 3rd - 6th Dec, 2024      | ₦300,000 |
| 54  | ADVANCED PROCESS HAZOP  | 16th - 19th Apr, 2024    | 27th - 30th Aug, 2024     | 3rd - 6th Dec, 2024      | ₦300,000 |



# 2024 Training Calendar Safety

Click on the course title to view the full course details

All courses available:

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|---|-----------------------|------------------------|-----------------------|----------|
| 55  | ISO 22301 BUSINESS CONTINUITY MANAGEMENT                  | 16th – 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦350,000 |
| 56  | ADVANCED FIRST AID COURSE                                 | 16th – 19th Apr, 2024 | 3rd - 6th Sept, 2024   | 3rd - 6th Dec, 2024   | ₦300,000 |
| 57  | SAFETY IN PROCESS EQUIPMENT DESIGN AND OPERATION TRAINING | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦300,000 |
| 58  | PROCESS SAFETY MANAGEMENT COURSE                          | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦300,000 |
| 59  | WORKPLACE SECURITY AND SAFETY COURSE                      | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 60  | DEVELOPING AN EFFECTIVE SAFETY CULTURE                    | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 61  | PROCESS SAFETY MANAGEMENT COMPLIANCE                      | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦300,000 |
| 62  | ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) COURSE    | 7th - 10th May, 2024  | 10th - 13th Sept, 2024 | 17th – 20th Dec, 2024 | ₦350,000 |
| 63  | SAFETY LEADERSHIP AND SAFETY CULTURE COURSE               | 7th - 10th May, 2024  | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 64  | ISO 14001:2015 EMS TRANSITION TRAINING                    | 7th - 10th May, 2024  | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦350,000 |
| 65  | ADVANCED HEALTH AND SAFETY MANAGEMENT                     | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦300,000 |
| 66  | ISO 9001 LEAD AUDITOR COURSE                              | 14th - 17th May, 2024 | 18th - 20th Sept, 2024 | 17th – 20th Dec, 2024 | ₦350,000 |

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- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|--|---------------------------|------------------------|--------------------------|----------|
| 1   | THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR  | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 2   | CRITICAL THINKING AND PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS   | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 10th - 13th Sept, 2024   | ₦250,000 |
| 3   | FINANCIAL ANALYSIS, MODELLING AND FORECASTING IN THE PUBLIC SECTOR   | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 4   | PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES   | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 18th - 20th Sept, 2024   | ₦250,000 |
| 5   | INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS                              | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 6   | FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR  | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024  | 24th - 27th Sept, 2024   | ₦250,000 |
| 7   | INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 8   | ADVANCED ACCRUAL-BASED IPSAS   | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024   | 2nd - 4th Oct, 2024      | ₦250,000 |
| 9   | ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR   | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 10  | DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA                                | 6th - 9th Feb, 2024       | 19th - 21st June, 2024 | 8th - 11th Oct, 2024     | ₦250,000 |
| 11  | WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS                             | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 12  | INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS                  | 13th - 16th Feb, 2024     | 25th - 28th June, 2024 | 15th - 18th Oct, 2024    | ₦250,000 |
| 13  | INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT   | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 14  | IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY  | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024   | 22nd - 25th Oct, 2024    | ₦250,000 |
| 15  | CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA   | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 16  | PUBLIC ADMINISTRATION AND MANAGEMENT   | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024  | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 17  | INTERPRETATION AND APPLICATION OF IPSAS  | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 18  | HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR  | 5th - 8th Mar, 2024       | 16th - 19th July, 2024 | 5th - 8th Nov, 2024      | ₦250,000 |
| 19  | LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION  | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 20  | PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS  | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH                | 3RD BATCH             | FEE      |
|-----|---|-----------------------|--------------------------|-----------------------|----------|
| 21  | PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES   | 19th – 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024 | ₦250,000 |
| 22  | REFORMS AND INNOVATIONS IN THE PUBLIC WORKPLACE   | 19th – 22nd Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th – 22nd Nov, 2024 | ₦250,000 |
| 23  | PUBLIC POLICY DEVELOPMENT AND COMPLIANCE COURSE   | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th – 22nd Nov, 2024 | ₦250,000 |
| 24  | ANTI-MONEY LAUNDERING (AML) COMPLIANCE MASTERCLASS  | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th – 22nd Nov, 2024 | ₦250,000 |
| 25  | INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS     | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 26  | ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT   | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 27  | E-GOVERNMENT AND E-GOVERNANCE: DIGITALIZING THE PUBLIC SERVICE COURSE                     | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦250,000 |
| 28  | FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS                                 | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 29  | PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES                 | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 30  | PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES             | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦250,000 |
| 31  | LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA                                  | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 32  | CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 33  | THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES                            | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦250,000 |
| 34  | INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING               | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |
| 35  | PUBLIC SECTOR LEADERSHIP AND MANAGEMENT   | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |
| 36  | INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS                                   | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024     | 17th – 20th Dec, 2024 | ₦250,000 |

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- ✓ Classroom
- ✓ Online
- ✓ In-house

*Click on the course title to view the full course details*

| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|--|---------------------------|---------------------------|--------------------------|----------|
| 1   | OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR                  | 9th - 12th Jan, 2024      | 4th - 7th June, 2024      | 24th - 27th Sept, 2024   | ₦250,000 |
| 2   | TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT         | 16th - 19th Jan, 2024     | 4th - 7th June, 2024      | 24th - 27th Sept, 2024   | ₦250,000 |
| 3   | ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR                      | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024    | 2nd - 4th Oct, 2024      | ₦250,000 |
| 4   | LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION                                      | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024    | 2nd - 4th Oct, 2024      | ₦250,000 |
| 5   | GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS                          | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦250,000 |
| 6   | EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS     | 13th - 16th Feb, 2024     | 25th - 28th June, 2024    | 8th - 11th Oct, 2024     | ₦250,000 |
| 7   | SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR                             | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦250,000 |
| 8   | EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING       | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 15th - 18th Oct, 2024    | ₦250,000 |
| 9   | STRATEGIC EDUCATION PLANNING   | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 10  | PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS | 27th Feb - 1st Mar, 2024  | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦250,000 |
| 11  | GUIDANCE AND COUNSELLING ADMINISTRATION IN SCHOOLS                               | 5th - 8th Mar, 2024       | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 12  | INTERNAL AUDITING IN HIGHER INSTITUTIONS   | 5th - 8th Mar, 2024       | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦250,000 |
| 13  | SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR                               | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 14  | EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR                  | 12th - 15th Mar, 2024     | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦250,000 |
| 15  | LIBRARY MANAGEMENT COURSE FOR LIBRARIANS   | 19th - 22nd Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 16  | CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR                                     | 19th - 22nd Mar, 2024     | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦250,000 |
| 17  | RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS                              | 25th - 28th Mar, 2024     | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |
| 18  | BEST PRACTICE IN CURRICULUM MANAGEMENT   | 25th - 28th Mar, 2024     | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024    | ₦250,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

*Click on the course title to view the full course details*

| S/N | COURSE TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE      |
|-----|---|-----------------------|------------------------|-----------------------|----------|
| 19  | EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY                       | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 20  | SECURITY MANAGEMENT IN SCHOOLS  | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 21  | PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS      | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024  | 26th - 29th Nov, 2024 | ₦250,000 |
| 22  | EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 23  | CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS          | 7th - 10th May, 2024  | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 24  | COUNSELLING TRAINING FOR TEACHERS                                       | 7th - 10th May, 2024  | 27th - 30th Aug, 2024  | 3rd - 6th Dec, 2024   | ₦250,000 |
| 25  | EFFECTIVE HOSTEL MANAGEMENT   | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 26  | ACCREDITATION PLANNING AND MANAGEMENT                                   | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | ₦250,000 |
| 27  | ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS        | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 10th - 13th Dec, 2024 | ₦250,000 |
| 28  | EDUCATION DATA MANAGEMENT COURSE  | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 29  | PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS                         | 28th - 31st May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |
| 30  | DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS             | 28th - 31st May, 2024 | 18th - 20th Sept, 2024 | 17th - 20th Dec, 2024 | ₦250,000 |

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| S/N | TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH              | FEE      |
|-----|--|---------------------------|------------------------|------------------------|----------|
| 1   | COMMUNICATION AND INTERPERSONAL SKILLS IN MEDICAL SOCIAL WORKS ADMINISTRATION          | 9th - 12th Jan, 2024      | 7th - 10th May, 2024   | 3rd - 6th Sept, 2024   | ₦285,000 |
| 2   | VALUES, ETHICS, AND DIVERSITY IN MEDICAL SOCIAL WORKS                                  | 9th - 12th Jan, 2024      | 7th - 10th May, 2024   | 3rd - 6th Sept, 2024   | ₦285,000 |
| 3   | DISASTER AND CRISIS INTERVENTION IN SOCIAL WORKS                                       | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 3rd - 6th Sept, 2024   | ₦285,000 |
| 4   | INFECTION PREVENTION AND CONTROL COURSE  | 9th - 12th Jan, 2024      | 14th - 17th May, 2024  | 3rd - 6th Sept, 2024   | ₦285,000 |
| 5   | EXCELLENCE IN HEALTHCARE MANAGEMENT  | 16th - 19th Jan, 2024     | 14th - 17th May, 2024  | 10th - 13th Sept, 2024 | ₦285,000 |
| 6   | HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS                                 | 16th - 19th Jan, 2024     | 14th - 17th May, 2024  | 10th - 13th Sept, 2024 | ₦285,000 |
| 7   | DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE                                  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 10th - 13th Sept, 2024 | ₦285,000 |
| 8   | HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT                                     | 16th - 19th Jan, 2024     | 21st - 24th May, 2024  | 10th - 13th Sept, 2024 | ₦285,000 |
| 9   | EXECUTIVE FUNCTION AND MENTAL HEALTH   | 23rd Jan – 26th Jan, 2024 | 21st - 24th May, 2024  | 18th - 20th Sept, 2024 | ₦285,000 |
| 10  | EVERYTHING WE KNOW ABOUT SUICIDE   | 23rd Jan – 26th Jan, 2024 | 21st - 24th May, 2024  | 18th - 20th Sept, 2024 | ₦285,000 |
| 11  | ADVANCED COGNITIVE BEHAVIORAL THERAPY (CBT) METHOD FOR DEPRESSION & ANXIETY            | 23rd Jan – 26th Jan, 2024 | 28th – 31st May, 2024  | 18th - 20th Sept, 2024 | ₦285,000 |
| 12  | BEST APPROACHES IN MANAGING OLDER ADULTS   | 23rd Jan – 26th Jan, 2024 | 28th – 31st May, 2024  | 18th - 20th Sept, 2024 | ₦285,000 |
| 13  | HOSPITAL SERVICES MANAGEMENT COURSE  | 30th Jan – 2nd Feb, 2024  | 28th – 31st May, 2024  | 24th – 27th Sept, 2024 | ₦285,000 |
| 14  | EXCELLENCE IN MEDICAL STOCK MANAGEMENT   | 30th Jan – 2nd Feb, 2024  | 28th – 31st May, 2024  | 24th – 27th Sept, 2024 | ₦285,000 |
| 15  | BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS   | 30th Jan – 2nd Feb, 2024  | 4th – 7th June, 2024   | 24th – 27th Sept, 2024 | ₦285,000 |
| 16  | SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS  | 30th Jan – 2nd Feb, 2024  | 4th – 7th June, 2024   | 24th – 27th Sept, 2024 | ₦285,000 |
| 17  | PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY  | 6th - 9th Feb, 2024       | 4th – 7th June, 2024   | 2nd - 4th Oct, 2024    | ₦285,000 |
| 18  | THE SUCCESSFUL HEALTHCARE SUPERVISOR   | 6th - 9th Feb, 2024       | 4th – 7th June, 2024   | 2nd - 4th Oct, 2024    | ₦285,000 |
| 19  | APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION                       | 6th - 9th Feb, 2024       | 19th – 21st June, 2024 | 2nd - 4th Oct, 2024    | ₦285,000 |
| 20  | MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA                       | 6th - 9th Feb, 2024       | 19th – 21st June, 2024 | 2nd - 4th Oct, 2024    | ₦285,000 |
| 21  | BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS | 13th - 16th Feb, 2024     | 19th – 21st June, 2024 | 8th - 11th Oct, 2024   | ₦285,000 |
| 22  | HOSPITAL MANAGEMENT AND PUBLIC HEALTH  | 13th - 16th Feb, 2024     | 19th – 21st June, 2024 | 8th - 11th Oct, 2024   | ₦285,000 |

- ✓ Classroom
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- ✓ In-house

| S/N | TITLE   | 1ST BATCH                | 2ND BATCH                | 3RD BATCH                | FEE      |
|-----|---|--------------------------|--------------------------|--------------------------|----------|
| 23  | UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT                                   | 13th - 16th Feb, 2024    | 25th - 28th June, 2024   | 8th - 11th Oct, 2024     | ₦285,000 |
| 24  | HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION                               | 13th - 16th Feb, 2024    | 25th - 28th June, 2024   | 8th - 11th Oct, 2024     | ₦285,000 |
| 25  | RESILIENCE AND EMOTIONAL INTELLIGENCE: COMBATING STRESS IN THE HEALTHCARE WORKPLACE       | 20th - 23rd Feb, 2024    | 25th - 28th June, 2024   | 15th - 18th Oct, 2024    | ₦285,000 |
| 26  | EMERGENCY FIRST AID AT WORK   | 20th - 23rd Feb, 2024    | 25th - 28th June, 2024   | 15th - 18th Oct, 2024    | ₦285,000 |
| 27  | STRESS/COUNSELLING MANAGEMENT FOR MEDICAL SOCIAL WORKERS                                  | 20th - 23rd Feb, 2024    | 2nd - 5th July, 2024     | 15th - 18th Oct, 2024    | ₦285,000 |
| 28  | YOUTH SUICIDE: PREVENTION AND INTERVENTION GUIDES FOR MEDICAL SOCIAL WORKERS              | 20th - 23rd Feb, 2024    | 2nd - 5th July, 2024     | 15th - 18th Oct, 2024    | ₦285,000 |
| 29  | THE COMPLETE COURSE ON LEGAL ASPECTS OF HEALTH CARE                                       | 27th Feb - 1st Mar, 2024 | 2nd - 5th July, 2024     | 22nd - 25th Oct, 2024    | ₦285,000 |
| 30  | DOMESTIC VIOLENCE: PSYCHOLOGICAL IMPACT AND TREATMENT FOR VICTIMS                         | 27th Feb - 1st Mar, 2024 | 2nd - 5th July, 2024     | 22nd - 25th Oct, 2024    | ₦285,000 |
| 31  | BUILDING YOUR ETHICAL SELF IN SOCIAL WORKS ADMINISTRATION                                 | 27th Feb - 1st Mar, 2024 | 9th - 12th July, 2024    | 22nd - 25th Oct, 2024    | ₦285,000 |
| 32  | HOSPITAL MANAGEMENT AND HEALTH ECONOMICS  | 27th Feb - 1st Mar, 2024 | 9th - 12th July, 2024    | 22nd - 25th Oct, 2024    | ₦285,000 |
| 33  | BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT                                      | 5th - 8th Mar, 2024      | 9th - 12th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦285,000 |
| 34  | PROFESSIONAL INDEMNITY GUARANTEE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONALS             | 5th - 8th Mar, 2024      | 9th - 12th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦285,000 |
| 35  | ADVANCED SOCIAL SAFEGUARDS COURSE   | 5th - 8th Mar, 2024      | 16th - 19th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦285,000 |
| 36  | LAW, RIGHTS AND JUSTICE IN SOCIAL WORKS   | 5th - 8th Mar, 2024      | 16th - 19th July, 2024   | 29th Oct - 1st Nov, 2024 | ₦285,000 |
| 37  | APPLYING MOTIVATIONAL INTERVIEWING WITH CLIENTS LESS READY TO CHANGE: TIPS AND STRATEGIES | 12th - 15th Mar, 2024    | 16th - 19th July, 2024   | 5th - 8th Nov, 2024      | ₦285,000 |
| 38  | HEALTH STATISTICS MANAGEMENT  | 12th - 15th Mar, 2024    | 16th - 19th July, 2024   | 5th - 8th Nov, 2024      | ₦285,000 |
| 39  | COMPUTERIZED MEDICAL OFFICE MANAGEMENT  | 12th - 15th Mar, 2024    | 23rd - 26th July, 2024   | 5th - 8th Nov, 2024      | ₦285,000 |
| 40  | QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS   | 12th - 15th Mar, 2024    | 23rd - 26th July, 2024   | 5th - 8th Nov, 2024      | ₦285,000 |
| 41  | BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT   | 19th - 22nd Mar, 2024    | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024    | ₦285,000 |
| 42  | NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE                            | 19th - 22nd Mar, 2024    | 23rd - 26th July, 2024   | 12th - 15th Nov, 2024    | ₦285,000 |
| 43  | HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION | 19th - 22nd Mar, 2024    | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦285,000 |
| 44  | TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS                              | 19th - 22nd Mar, 2024    | 30th July- 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦285,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | TITLE   | 1ST BATCH             | 2ND BATCH                | 3RD BATCH             | FEE      |
|-----|---|-----------------------|--------------------------|-----------------------|----------|
| 45  | CALMING THE EMOTIONAL STORM: INTRODUCTION TO DIALECTICAL BEHAVIOR THERAPY       | 25th - 28th Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th - 22nd Nov, 2024 | ₦285,000 |
| 46  | HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT                                 | 25th - 28th Mar, 2024 | 30th July- 2nd Aug, 2024 | 19th - 22nd Nov, 2024 | ₦285,000 |
| 47  | PARENT COACHING: UNCOVERING INFLUENCES AND PROMOTING CHANGE                     | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024 | ₦285,000 |
| 48  | HEALTHCARE INFORMATION SYSTEMS MANAGEMENT                                       | 25th - 28th Mar, 2024 | 6th - 9th Aug, 2024      | 19th - 22nd Nov, 2024 | ₦285,000 |
| 49  | MEDICAL SOCIAL WORK READINESS FOR DIRECT PRACTICE AND EFFECTIVENESS             | 2nd - 5th Apr, 2024   | 6th - 9th Aug, 2024      | 26th - 29th Nov, 2024 | ₦285,000 |
| 50  | ENVIRONMENTAL AND SOCIAL SAFEGUARD TRAINING                                     | 2nd - 5th Apr, 2024   | 6th - 9th Aug, 2024      | 26th - 29th Nov, 2024 | ₦285,000 |
| 51  | DOCUMENTATION AND RECORD-KEEPING: ESSENTIALS FOR SOCIAL WORKS ADMINISTRATORS    | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦285,000 |
| 52  | HEALTHCARE LIABILITY MANAGEMENT   | 2nd - 5th Apr, 2024   | 13th - 16th Aug, 2024    | 26th - 29th Nov, 2024 | ₦285,000 |
| 53  | HOSPITAL MANAGEMENT AND HEALTH INSURANCE  | 16th - 19th Apr, 2024 | 13th - 16th Aug, 2024    | 3rd - 6th Dec, 2024   | ₦285,000 |
| 54  | WORK-LIFE BALANCE AND STRESS MANAGEMENT   | 16th - 19th Apr, 2024 | 13th - 16th Aug, 2024    | 3rd - 6th Dec, 2024   | ₦285,000 |
| 55  | BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL     | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦285,000 |
| 56  | MAINTENANCE OF HOSPITAL EQUIPMENT   | 16th - 19th Apr, 2024 | 20th - 23rd Aug, 2024    | 3rd - 6th Dec, 2024   | ₦285,000 |
| 57  | THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE                       | 23rd - 26th Apr, 2024 | 20th - 23rd Aug, 2024    | 10th - 13th Dec, 2024 | ₦285,000 |
| 58  | CRITICAL AND REFLECTIVE PRACTICE FOR MEDICAL SOCIAL WORKERS                     | 23rd - 26th Apr, 2024 | 20th - 23rd Aug, 2024    | 10th - 13th Dec, 2024 | ₦285,000 |
| 59  | HUMAN SERVICES ADMINISTRATION FOR MEDICAL SOCIAL WORKS                          | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 10th - 13th Dec, 2024 | ₦285,000 |
| 60  | PUBLIC RELATION SKILLS FOR MEDICAL AND SOCIAL WORKERS IN A HOLISTIC ENVIRONMENT | 23rd - 26th Apr, 2024 | 27th - 30th Aug, 2024    | 17th - 20th Dec, 2024 | ₦285,000 |
| 61  | HOSPITAL REVENUE MANAGEMENT   | 7th - 10th May, 2024  | 27th - 30th Aug, 2024    | 17th - 20th Dec, 2024 | ₦285,000 |
| 62  | LEGAL ISSUES IN HOSPITAL ADMINISTRATION   | 7th - 10th May, 2024  | 27th - 30th Aug, 2024    | 17th - 20th Dec, 2024 | ₦285,000 |

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.

**Note:** The amount is exclusive of all taxes.

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**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)

| S/N | TITLE  | 1ST BATCH                 | 2ND BATCH              | 3RD BATCH              | FEE                  |
|-----|--|---------------------------|------------------------|------------------------|----------------------|
| 1   | AGRICULTURE REGENERATIVE SYSTEMS COURSE  | 9th - 12th Jan, 2024      | 21st - 24th May, 2024  | 18th - 20th Sept, 2024 | <del>₦</del> 350,000 |
| 2   | PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT                              | 9th - 12th Jan, 2024      | 21st - 24th May, 2024  | 18th - 20th Sept, 2024 | <del>₦</del> 350,000 |
| 3   | AGRICULTURE, ECONOMICS AND NATURE  | 9th - 12th Jan, 2024      | 28th - 31st May, 2024  | 18th - 20th Sept, 2024 | <del>₦</del> 350,000 |
| 4   | AGRICULTURAL ENGINEERING MANAGEMENT COURSE   | 9th - 12th Jan, 2024      | 28th - 31st May, 2024  | 18th - 20th Sept, 2024 | <del>₦</del> 350,000 |
| 5   | ORGANIZATION AND MANAGEMENT OF RURAL COOPERATIVES FOR POVERTY ALLEVIATION PROGRAMMES | 16th - 19th Jan, 2024     | 28th - 31st May, 2024  | 18th - 20th Sept, 2024 | <del>₦</del> 350,000 |
| 6   | AGRICULTURAL WASTE MANAGEMENT, POLLUTION CONTROL AND TECHNOLOGY                      | 16th - 19th Jan, 2024     | 28th - 31st May, 2024  | 24th - 27th Sept, 2024 | <del>₦</del> 350,000 |
| 7   | AGRICULTURAL ENGINEERING, SEEDS AND PLANTS   | 16th - 19th Jan, 2024     | 4th - 7th June, 2024   | 24th - 27th Sept, 2024 | <del>₦</del> 350,000 |
| 8   | RICE MILLING QUALITY MANAGEMENT  | 16th - 19th Jan, 2024     | 4th - 7th June, 2024   | 24th - 27th Sept, 2024 | <del>₦</del> 350,000 |
| 9   | AGRICULTURAL PRODUCTION SYSTEMS AND AGRICULTURAL MECHANIZATION                       | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024   | 24th - 27th Sept, 2024 | <del>₦</del> 350,000 |
| 10  | MANAGING AGRICULTURAL COMMODITY VALUE CHAIN FOR AGRICULTURAL BUSINESS COURSE         | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024   | 24th - 27th Sept, 2024 | <del>₦</del> 350,000 |
| 11  | AGRICULTURE, INNOVATION AND TECHNOLOGY FOR SUSTAINABLE DEVELOPMENT COURSE            | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | <del>₦</del> 350,000 |
| 12  | AGRICULTURE IRRIGATION TECHNOLOGIES  | 23rd Jan - 26th Jan, 2024 | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | <del>₦</del> 350,000 |
| 13  | AGRICULTURAL BUSINESS PLANNING AND IMPLEMENTATION MANAGEMENT                         | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | <del>₦</del> 350,000 |
| 14  | GENDER MAINSTREAMING IN AGRICULTURE AND RURAL DEVELOPMENT                            | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | <del>₦</del> 350,000 |
| 15  | MANAGEMENT OF AGRICULTURAL COMMODITY VALUE CHAIN FOR AGRIBUSINESS                    | 30th Jan - 2nd Feb, 2024  | 19th - 21st June, 2024 | 2nd - 4th Oct, 2024    | <del>₦</del> 350,000 |
| 16  | CROP MANAGEMENT TRAINING   | 30th Jan - 2nd Feb, 2024  | 25th - 28th June, 2024 | 8th - 11th Oct, 2024   | <del>₦</del> 350,000 |
| 17  | IRRIGATION AND OPERATIONAL MAINTENANCE TRAINING                                      | 6th - 9th Feb, 2024       | 25th - 28th June, 2024 | 8th - 11th Oct, 2024   | <del>₦</del> 350,000 |
| 18  | LOAN RECOVERY MANAGEMENT FOR AGRICULTURAL AND RURAL CREDIT MANAGERS                  | 6th - 9th Feb, 2024       | 25th - 28th June, 2024 | 8th - 11th Oct, 2024   | <del>₦</del> 350,000 |
| 19  | AGRICULTURAL MACHINERY AND EQUIPMENT MANAGEMENT                                      | 6th - 9th Feb, 2024       | 25th - 28th June, 2024 | 8th - 11th Oct, 2024   | <del>₦</del> 350,000 |
| 20  | AGRICULTURAL FUNDS MANAGEMENT  | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024  | <del>₦</del> 350,000 |
| 21  | AGRICULTURAL METEOROLOGY MANAGEMENT  | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024  | <del>₦</del> 350,000 |
| 22  | AGRICULTURAL PESTICIDE AWARENESS COURSE  | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024  | <del>₦</del> 350,000 |
| 23  | INTELLIGENT AGRICULTURE AND FARMING METHODS  | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024   | 15th - 18th Oct, 2024  | <del>₦</del> 350,000 |
| 24  | FLOOD DISASTER RISK MANAGEMENT IN A CHANGING CLIMATE COURSE                          | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024  | 15th - 18th Oct, 2024  | <del>₦</del> 350,000 |
| 25  | RURAL DEVELOPMENT TRAINING   | 20th - 23rd Feb, 2024     | 9th - 12th July, 2024  | 22nd - 25th Oct, 2024  | <del>₦</del> 350,000 |





| S/N | TITLE   | 1ST BATCH                | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|---|--------------------------|---------------------------|--------------------------|----------|
| 26  | AGRICULTURAL POLICY FRAMEWORK FOR DEVELOPMENT COURSE                                      | 20th - 23rd Feb, 2024    | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦350,000 |
| 27  | AGRI-BUSINESS, ENTERPRISE DEVELOPMENT AND MARKET LINKAGE COURSE                           | 20th - 23rd Feb, 2024    | 9th - 12th July, 2024     | 22nd - 25th Oct, 2024    | ₦350,000 |
| 28  | LIVELIHOOD ASSESSMENT AND ANALYSIS  | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 22nd - 25th Oct, 2024    | ₦350,000 |
| 29  | AGRICULTURAL VALUE CHAIN DEVELOPMENT AND MARKET ADMINISTRATION                            | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 22nd - 25th Oct, 2024    | ₦350,000 |
| 30  | AGRICULTURAL ENVIRONMENTAL COMMUNICATION MANAGEMENT                                       | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 31  | INTEGRATED WATER RESOURCES MANAGEMENT   | 27th Feb - 1st Mar, 2024 | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 32  | EXCELLENCE IN AGRICULTURE DEVELOPMENT AND MANAGEMENT                                      | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 33  | AGRICULTURAL CREDIT MANAGEMENT AND RISK ANALYSIS COURSE                                   | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 34  | HORTICULTURE AND ORGANIC AGRICULTURE  | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦350,000 |
| 35  | AGRICULTURAL BIOTECHNOLOGY AND ORGANIC AGRICULTURE  | 5th - 8th Mar, 2024      | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦350,000 |
| 36  | ORGANIC AGRICULTURE, FERTILIZERS, SEEDS AND PLANTS  | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 37  | APPLIED AGRICULTURE AND AGRICULTURAL SYSTEM ENGINEERING                                   | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 38  | AGRICULTURAL ROBOTICS, ADVANTAGES AND DISADVANTAGES                                       | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 39  | BIOTECHNOLOGY AND AGRICULTURE MAINTENANCE   | 12th - 15th Mar, 2024    | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦350,000 |
| 40  | INTELLIGENT AGRICULTURAL SYSTEMS AND TECHNOLOGIES   | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦350,000 |
| 41  | AGRICULTURAL LEADERSHIP DEVELOPMENT   | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦350,000 |
| 42  | M AND E DATA MANAGEMENT AND ANALYSIS FOR AGRICULTURE AND RURAL DEVELOPMENT PROGRAMS       | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦350,000 |
| 43  | METHODOLOGY FOR AGRICULTURAL VALUE CHAIN DEVELOPMENT AND MARKET LINKAGES COURSE           | 19th - 22nd Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦350,000 |
| 44  | ESTABLISHING AND STRENGTHENING FARMER ORGANIZATIONS                                       | 25th - 28th Mar, 2024    | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024    | ₦350,000 |
| 45  | DATA MANAGEMENT, ANALYSIS AND VISUALIZATION FOR AGRICULTURE, AND RURAL DEVELOPMENT COURSE | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦350,000 |
| 46  | UNDERSTANDING AGRICULTURAL FIRMS FOR RISK ANALYSIS AND POTENTIAL FOR FUNDING              | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦350,000 |
| 47  | FOOD SECURITY ANALYSIS COURSE   | 25th - 28th Mar, 2024    | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦350,000 |
| 48  | MANAGEMENT OF COOPERATIVE SOCIETY FOR SUSTAINABLE DEVELOPMENT                             | 2nd - 5th Apr, 2024      | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024    | ₦350,000 |
| 49  | AGRICULTURAL CREDIT ANALYSIS AND RISK MANAGEMENT  | 2nd - 5th Apr, 2024      | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦350,000 |
| 50  | AGRICULTURAL POLICY ANALYSIS  | 2nd - 5th Apr, 2024      | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024    | ₦350,000 |

- ✓ Classroom
- ✓ Online
- ✓ In-house

Click on the course title to view the full course details

| S/N | TITLE  | 1ST BATCH             | 2ND BATCH              | 3RD BATCH             | FEE                  |
|-----|--|-----------------------|------------------------|-----------------------|----------------------|
| 51  | REMOTE SENSING AND GIS IN CLIMATE CHANGE, FOOD SECURITY AND AGRICULTURE                            | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024  | 26th - 29th Nov, 2024 | <del>₦</del> 350,000 |
| 52  | MANAGEMENT OF EXTENSION AND ADVISORY SERVICES  | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024  | 26th - 29th Nov, 2024 | <del>₦</del> 350,000 |
| 53  | EFFECTIVE MANAGEMENT OF RURAL INFRASTRUCTURE FOR COMMUNITY DEVELOPMENT                             | 16th – 19th Apr, 2024 | 20th – 23rd Aug, 2024  | 26th - 29th Nov, 2024 | <del>₦</del> 350,000 |
| 54  | SOIL MANAGEMENT TRAINING   | 16th – 19th Apr, 2024 | 27th – 30th Aug, 2024  | 3rd - 6th Dec, 2024   | <del>₦</del> 350,000 |
| 55  | AGRICULTURAL EXTENSION SERVICES  | 23rd – 26th Apr, 2024 | 27th – 30th Aug, 2024  | 3rd - 6th Dec, 2024   | <del>₦</del> 350,000 |
| 56  | AGRICULTURAL FINANCE MANAGEMENT  | 23rd – 26th Apr, 2024 | 27th – 30th Aug, 2024  | 3rd - 6th Dec, 2024   | <del>₦</del> 350,000 |
| 57  | ADVANCED MASTERING AGRICULTURE FINANCING AND VALUE CHAIN LENDING COURSE                            | 23rd – 26th Apr, 2024 | 27th – 30th Aug, 2024  | 3rd - 6th Dec, 2024   | <del>₦</del> 350,000 |
| 58  | BEST PRACTICES IN AGRICULTURAL INSURANCE   | 23rd – 26th Apr, 2024 | 27th – 30th Aug, 2024  | 3rd - 6th Dec, 2024   | <del>₦</del> 350,000 |
| 59  | MARKETING OF AGRICULTURAL PRODUCTS COURSE  | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | <del>₦</del> 350,000 |
| 60  | GIS AND SPATIAL ANALYSIS FOR AGRICULTURE AND FOOD SECURITY   | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | <del>₦</del> 350,000 |
| 61  | EFFECTIVE LIVESTOCK EXTENSION METHODS  | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | <del>₦</del> 350,000 |
| 62  | FARM BUSINESS PLANNING AND MANAGEMENT  | 7th - 10th May, 2024  | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | <del>₦</del> 350,000 |
| 63  | INTEGRATED SOIL HEALTH AND FERTILITY MANAGEMENT FOR SUSTAINABLE FOOD AND NUTRITION SECURITY COURSE | 14th - 17th May, 2024 | 3rd - 6th Sept, 2024   | 10th - 13th Dec, 2024 | <del>₦</del> 350,000 |
| 64  | MINIMIZATION OF POST-HARVEST LOSSES COURSE   | 14th - 17th May, 2024 | 10th – 13th Sept, 2024 | 17th – 20th Dec, 2024 | <del>₦</del> 350,000 |
| 65  | ADVANCED DAIRY NUTRITION AND MANAGEMENT  | 14th - 17th May, 2024 | 10th - 13th Sept, 2024 | 17th – 20th Dec, 2024 | <del>₦</del> 350,000 |
| 66  | POULTRY FARMING FOR FOOD SECURITY AND POVERTY ERADICATION  | 14th - 17th May, 2024 | 10th - 13th Sept, 2024 | 17th – 20th Dec, 2024 | <del>₦</del> 350,000 |
| 67  | AGRICULTURAL MARKETING TECHNIQUES  | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 17th – 20th Dec, 2024 | <del>₦</del> 350,000 |
| 68  | FARM MANAGEMENT ESSENTIAL COURSE   | 21st - 24th May, 2024 | 10th - 13th Sept, 2024 | 17th – 20th Dec, 2024 | <del>₦</del> 350,000 |

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# 2024 Training Calendar

## Project Management

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- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH                 | 2ND BATCH                 | 3RD BATCH                | FEE      |
|-----|--|---------------------------|---------------------------|--------------------------|----------|
| 1   | FINANCIAL MANAGEMENT FOR PROJECTS AND CONTRACTS TRAINING                                       | 9th - 12th Jan, 2024      | 14th - 17th May, 2024     | 24th - 27th Sept, 2024   | ₦300,000 |
| 2   | XERO PROJECTS AND JOB COSTING COMPLETE TRAINING  | 9th - 12th Jan, 2024      | 21st - 24th May, 2024     | 24th - 27th Sept, 2024   | ₦300,000 |
| 3   | PROJECT MANAGEMENT SKILLS FOR INTERNAL AUDITORS  | 9th - 12th Jan, 2024      | 21st - 24th May, 2024     | 2nd - 4th Oct, 2024      | ₦300,000 |
| 4   | AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK COURSE                                  | 16th - 19th Jan, 2024     | 21st - 24th May, 2024     | 2nd - 4th Oct, 2024      | ₦300,000 |
| 5   | AUDITING OF PROJECTS AND CONTRACTS   | 16th - 19th Jan, 2024     | 28th - 31st May, 2024     | 2nd - 4th Oct, 2024      | ₦300,000 |
| 6   | VALUE FOR MONEY AUDIT: PROJECT AUDITS  | 16th - 19th Jan, 2024     | 28th - 31st May, 2024     | 2nd - 4th Oct, 2024      | ₦300,000 |
| 7   | PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS   | 23rd Jan - 26th Jan, 2024 | 28th - 31st May, 2024     | 8th - 11th Oct, 2024     | ₦300,000 |
| 8   | PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT   | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024      | 8th - 11th Oct, 2024     | ₦300,000 |
| 9   | PROJECT SCHEDULING AND PLANNING SKILLS   | 23rd Jan - 26th Jan, 2024 | 4th - 7th June, 2024      | 8th - 11th Oct, 2024     | ₦300,000 |
| 10  | THE COMPLETE COURSE ON PROJECT MANAGEMENT  | 30th Jan - 2nd Feb, 2024  | 4th - 7th June, 2024      | 8th - 11th Oct, 2024     | ₦300,000 |
| 11  | ADVANCED CONSTRUCTION PROJECT MANAGEMENT   | 30th Jan - 2nd Feb, 2024  | 19th - 21th June, 2024    | 15th - 18th Oct, 2024    | ₦300,000 |
| 12  | OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT                            | 30th Jan - 2nd Feb, 2024  | 19th - 21th June, 2024    | 15th - 18th Oct, 2024    | ₦300,000 |
| 13  | ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR                                      | 6th - 9th Feb, 2024       | 19th - 21th June, 2024    | 15th - 18th Oct, 2024    | ₦300,000 |
| 14  | THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT  | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 15th - 18th Oct, 2024    | ₦300,000 |
| 15  | PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION | 6th - 9th Feb, 2024       | 25th - 28th June, 2024    | 22nd - 25th Oct, 2024    | ₦300,000 |
| 16  | PROJECT MANAGEMENT TECHNIQUES FOR LEGAL PRACTITIONERS: ADDING VALUE TO LEGAL PROJECTS          | 13th - 16th Feb, 2024     | 25th - 28th June, 2024    | 22nd - 25th Oct, 2024    | ₦300,000 |
| 17  | MANAGING IT PROJECTS   | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦300,000 |
| 18  | PROJECT TEAM LEADERSHIP: BUILDING COMMITMENT THROUGH SUPERIOR COMMUNICATION                    | 13th - 16th Feb, 2024     | 2nd - 5th July, 2024      | 22nd - 25th Oct, 2024    | ₦300,000 |
| 19  | PROJECT FINANCE MANAGEMENT COURSE  | 20th - 23rd Feb, 2024     | 2nd - 5th July, 2024      | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 20  | ADVANCED NEGOTIATION SKILLS FOR PROJECT MANAGERS   | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 21  | CONSTRUCTION PROJECTS - POST CONTRACT MANAGEMENT   | 20th - 23rd Feb, 2024     | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 22  | REAL ESTATE PROJECT ACCOUNTING COURSE  | 27th Feb - 1st Mar, 2024  | 16th - 19th July, 2024    | 29th Oct - 1st Nov, 2024 | ₦300,000 |
| 23  | FACILITY CONSTRUCTION AND PROJECT MANAGEMENT COURSE  | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 24  | UNDERWRITING PROJECT CARGO INSURANCE MASTERCLASS   | 27th Feb - 1st Mar, 2024  | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 25  | RESULT-BASED MONITORING AND EVALUATION OF AGRICULTURAL PROJECTS                                | 5th - 8th Mar, 2024       | 23rd - 26th July, 2024    | 5th - 8th Nov, 2024      | ₦300,000 |
| 26  | MASTERCLASS IN PROJECT COMMUNICATION FOR DEVELOPMENTAL PROFESSIONALS                           | 5th - 8th Mar, 2024       | 30th July - 2nd Aug, 2024 | 5th - 8th Nov, 2024      | ₦300,000 |
| 27  | PROJECT MANAGEMENT MONITORING AND CONTROL  | 5th - 8th Mar, 2024       | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024    | ₦300,000 |





# 2024 Training Calendar

## Project Management

Click on the course title to view the full course details

All courses available:

- ✓ Classroom
- ✓ Online
- ✓ In-house

| S/N | COURSE TITLE   | 1ST BATCH             | 2ND BATCH                 | 3RD BATCH             | FEE      |
|-----|--|-----------------------|---------------------------|-----------------------|----------|
| 28  | BUSINESS ANALYSIS AND PROJECT MANAGEMENT COURSE                                    | 12th - 15th Mar, 2024 | 30th July - 2nd Aug, 2024 | 12th - 15th Nov, 2024 | ₦300,000 |
| 29  | TECHNICAL PROJECT MANAGEMENT   | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024 | ₦300,000 |
| 30  | DECISION-MAKING IN PROJECT MANAGEMENT COURSE                                       | 12th - 15th Mar, 2024 | 6th - 9th Aug, 2024       | 12th - 15th Nov, 2024 | ₦300,000 |
| 31  | ADVANCED PROJECT ANALYST COURSE  | 19th - 22nd Mar, 2024 | 6th - 9th Aug, 2024       | 19th - 22nd Nov, 2024 | ₦300,000 |
| 32  | PROJECT COMMISSIONING MASTERCLASS  | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024 | ₦300,000 |
| 33  | PRIMAVERA CONTRACT MANAGEMENT TRAINING   | 19th - 22nd Mar, 2024 | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024 | ₦300,000 |
| 34  | ADVANCED PROJECT COORDINATOR COURSE  | 25th - 28th Mar, 2024 | 13th - 16th Aug, 2024     | 19th - 22nd Nov, 2024 | ₦300,000 |
| 35  | ADVANCED PROJECT ADMINISTRATION COURSE   | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024 | ₦300,000 |
| 36  | PROJECT MANAGEMENT COURSE FOR ARCHITECTS   | 25th - 28th Mar, 2024 | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024 | ₦300,000 |
| 37  | PROJECT MANAGEMENT OFFICE (PMO): SETTING UP, STRUCTURE, ROLES AND RESPONSIBILITIES | 2nd - 5th Apr, 2024   | 20th - 23rd Aug, 2024     | 26th - 29th Nov, 2024 | ₦300,000 |
| 38  | PROJECT ASSESSMENT AND EVALUATION COURSE   | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024     | 26th - 29th Nov, 2024 | ₦300,000 |
| 39  | PROJECT RISK MANAGEMENT COURSE   | 2nd - 5th Apr, 2024   | 27th - 30th Aug, 2024     | 3rd - 6th Dec, 2024   | ₦300,000 |
| 40  | AGILE PROJECT MANAGEMENT COURSE  | 16th - 19th Apr, 2024 | 27th - 30th Aug, 2024     | 3rd - 6th Dec, 2024   | ₦300,000 |
| 41  | BASIC PROJECT MANAGEMENT COURSE  | 16th - 19th Apr, 2024 | 3rd - 6th Sept, 2024      | 3rd - 6th Dec, 2024   | ₦300,000 |
| 42  | INFORMATION TECHNOLOGY PROJECT MANAGEMENT COURSE                                   | 16th - 19th Apr, 2024 | 3rd - 6th Sept, 2024      | 3rd - 6th Dec, 2024   | ₦300,000 |
| 43  | PROJECT QUALITY MANAGEMENT   | 23rd - 26th Apr, 2024 | 3rd - 6th Sept, 2024      | 10th - 13th Dec, 2024 | ₦300,000 |
| 44  | ORGANIZATIONAL PROJECT MANAGEMENT MATURITY MODEL                                   | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024    | 10th - 13th Dec, 2024 | ₦300,000 |
| 45  | PERFORMANCE MANAGEMENT PROJECTS FOR HR   | 23rd - 26th Apr, 2024 | 10th - 13th Sept, 2024    | 10th - 13th Dec, 2024 | ₦300,000 |
| 46  | PROCUREMENT AND PROJECT INTEGRATION TRAINING                                       | 7th - 10th May, 2024  | 10th - 13th Sept, 2024    | 10th - 13th Dec, 2024 | ₦300,000 |
| 47  | PROJECT MANAGEMENT IN MARKETING  | 7th - 10th May, 2024  | 17th - 20th Sept, 2024    | 17th - 20th Dec, 2024 | ₦300,000 |
| 48  | HEALTHCARE PROJECT MANAGEMENT COURSE   | 7th - 10th May, 2024  | 17th - 20th Sept, 2024    | 17th - 20th Dec, 2024 | ₦300,000 |
| 49  | EFFECTIVE PROJECT MANAGEMENT IN PUBLIC RELATIONS                                   | 14th - 17th May, 2024 | 17th - 20th Sept, 2024    | 17th - 20th Dec, 2024 | ₦300,000 |
| 50  | HOSPITALITY AND HOTEL PROJECT MANAGEMENT COURSE                                    | 14th - 17th May, 2024 | 24th - 27th Sept, 2024    | 17th - 20th Dec, 2024 | ₦300,000 |

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.

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**E-mail:** [info@alphapartnerstrainings.com](mailto:info@alphapartnerstrainings.com), [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com) **Website:** [www.alphapartnerstrainings.com](http://www.alphapartnerstrainings.com)





# 2024 Training Calendar

## Operation & Maintenance of Heavy Duty Equipment

**All courses available:**

- ✓ Classroom
- ✓ Online
- ✓ In-house

*Click on the course title to view the full course details*

| S/N | COURSE TITLE  | 1ST BATCH                | 2ND BATCH              | 3RD BATCH                | FEE      |
|-----|---|--------------------------|------------------------|--------------------------|----------|
| 1   | FORKLIFT OPERATORS COURSE   | 8th - 12th Jan, 2024     | 27th - 31st May, 2024  | 9th - 13th Sept, 2024    | ₦500,000 |
| 2   | EXCELLENCE IN FORKLIFT OPERATORS COURSE                           | 15th - 19th Jan, 2024    | 27th - 31st May, 2024  | 9th - 13th Sept, 2024    | ₦500,000 |
| 3   | FORKLIFT OPERATIONS, CONTROLLING, LIFTING AND PLANNING TECHNIQUES | 22nd - 26th Jan, 2024    | 3rd - 7th June, 2024   | 18th - 20th Sept, 2024   | ₦500,000 |
| 4   | OVERHEAD CRANE SAFETY COURSE                                      | 29th Jan - 2nd Feb, 2024 | 3rd - 7th June, 2024   | 18th - 20th Sept, 2024   | ₦500,000 |
| 5   | COMPLETE FORKLIFT TRAINING PROGRAM                                | 5th - 9th Feb, 2024      | 19th - 21st June, 2024 | 23rd - 27th Sept, 2024   | ₦500,000 |
| 6   | PROFESSIONAL FRONT LOADERS COURSE                                 | 12th - 16th Feb, 2024    | 19th - 21st June, 2024 | 23rd - 27th Sept, 2024   | ₦500,000 |
| 7   | TRANSPORTATION OF DANGEROUS GOODS COURSE                          | 19th - 23rd Feb, 2024    | 24th - 28th June, 2024 | 2nd - 4th Oct, 2024      | ₦500,000 |
| 8   | FALL ARREST PROFESSIONAL COURSE                                   | 19th - 23rd Feb, 2024    | 24th - 28th June, 2024 | 2nd - 4th Oct, 2024      | ₦500,000 |
| 9   | BEST PRACTICES IN WORKING AT HEIGHTS                              | 26th Feb - 1st Mar, 2024 | 1st - 5th July, 2024   | 7th - 11th Oct, 2024     | ₦500,000 |
| 10  | UNDERSTANDING FORKLIFT IN 21ST CENTURY                            | 26th Feb - 1st Mar, 2024 | 1st - 5th July, 2024   | 7th - 11th Oct, 2024     | ₦500,000 |
| 11  | EXCELLENCE CONFINED SPACE MANAGEMENT FOR FORKLIFT OPERATORS       | 4th - 8th Mar, 2024      | 9th - 12th July, 2024  | 14th - 18th Oct, 2024    | ₦500,000 |
| 12  | FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION      | 4th - 8th Mar, 2024      | 9th - 12th July, 2024  | 14th - 18th Oct, 2024    | ₦500,000 |
| 13  | ADVANCED RESPIRATORY PROTECTION COURSE FOR OPERATORS              | 11th - 15th Mar, 2024    | 15th - 19th July, 2024 | 21st - 25th Oct, 2024    | ₦500,000 |
| 14  | ADVANCED CRANE OPERATORS COURSE                                   | 11th - 15th Mar, 2024    | 15th - 19th July, 2024 | 21st - 25th Oct, 2024    | ₦500,000 |
| 15  | BEST PRACTICE IN TRENCHING, SHORING AND EXCAVATIONS               | 18th - 22nd Mar, 2024    | 15th - 19th July, 2024 | 28th Oct - 1st Nov, 2024 | ₦500,000 |
| 16  | CRANE OPERATORS ESSENTIALS: SAFETY, SKILLS AND, EFFICIENCY        | 18th - 22nd Mar, 2024    | 22nd - 26th July, 2024 | 28th Oct - 1st Nov, 2024 | ₦500,000 |
| 17  | CRANE SAFETY CULTURE AND PRACTICES                                | 25th - 28th Mar, 2024    | 22nd - 26th July, 2024 | 4th - 8th Nov, 2024      | ₦500,000 |
| 18  | ADVANCED SITE MANAGEMENT  | 25th - 28th Mar, 2024    | 22nd - 26th July, 2024 | 4th - 8th Nov, 2024      | ₦500,000 |



## 2024 Training Calendar

# Operation & Maintenance of Heavy Duty Equipment

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|-----|--|-----------------------|---------------------------|-----------------------|----------|
| 19  | LIFT OPERATIONS AND LIFTING EQUIPMENT REGULATIONS TECHNIQUES           | 2nd - 5th Apr, 2024   | 29th July - 2nd Aug, 2024 | 11th - 15th Nov, 2024 | ₦500,000 |
| 20  | BEST PRACTICES ON WORKING AT HEIGHT COURSE                             | 2nd - 5th Apr, 2024   | 29th July - 2nd Aug, 2024 | 11th - 15th Nov, 2024 | ₦500,000 |
| 21  | RIGGING AND LIFTING DEVICES: TIPS AND TECHNIQUES FOR OPERATORS         | 15th - 19th Apr, 2024 | 5th - 9th Aug, 2024       | 18th - 22nd Nov, 2024 | ₦500,000 |
| 22  | DEVELOPING ADVANCED RIGGING AND LIFTING COMPETENCIES                   | 15th - 19th Apr, 2024 | 5th - 9th Aug, 2024       | 18th - 22nd Nov, 2024 | ₦500,000 |
| 23  | RIGGING AND LIFTING TECHNIQUES FOR PROFESSIONALS                       | 22nd - 26th Apr, 2024 | 12th - 16th Aug, 2024     | 26th - 29th Nov, 2024 | ₦500,000 |
| 24  | RIGGING AND LIFTING EQUIPMENT FUNDAMENTALS                             | 22nd - 26th Apr, 2024 | 12th - 16th Aug, 2024     | 26th - 29th Nov, 2024 | ₦500,000 |
| 25  | CRANE OPERATORS ESSENTIALS TIPS AND TECHNIQUES                         | 6th - 10th May, 2024  | 19th - 23rd Aug, 2024     | 2nd - 6th Dec, 2024   | ₦500,000 |
| 26  | OPERATING FORKLIFT SAFELY: COMPREHENSIVE FORKLIFT                      | 6th - 10th May, 2024  | 19th - 23rd Aug, 2024     | 2nd - 6th Dec, 2024   | ₦500,000 |
| 27  | SITE MANAGEMENT SAFETY TRAINING FOR SITE MANAGER                       | 13th - 17th May, 2024 | 26th - 30th Aug, 2024     | 9th - 13th Dec, 2024  | ₦500,000 |
| 28  | ADVANCED SKILLS FOR CONTROLLING, LIFTING OPERATION AND PLANNING METHOD | 13th - 17th May, 2024 | 26th - 30th Aug, 2024     | 9th - 13th Dec, 2024  | ₦500,000 |
| 29  | CRANE OPERATORS ADVANCED COURSE  | 20th - 24th May, 2024 | 2nd - 6th Sept, 2024      | 16th - 20th Dec, 2024 | ₦500,000 |
| 30  | CONTROLLING LIFTING OPERATIONS- PLANNING LIFTS                         | 20th - 24th May, 2024 | 2nd - 6th Sept, 2024      | 16th - 20th Dec, 2024 | ₦500,000 |

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