



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**

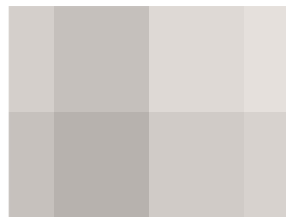


**ICAN Best Performing
Training Consultant
Award 2011**









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 Mfhemba 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

- ✓ Classroom
- ✓ Online
- ✓ In-house

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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- ✓ 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	₦285,000
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

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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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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
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- ✓ In-house

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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

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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

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E-mail: info@alphapartnerstrainings.com, alphapartners111@yahoo.com **Website:** www.alphapartnerstrainings.com



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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

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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

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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

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, alphapartners111@yahoo.com **Website:** www.alphapartnerstrainings.com





2024 Training Calendar Maintenance & Engineering

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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
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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
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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
- ✓ Online
- ✓ 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

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- ✓ 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
- ✓ Online
- ✓ 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

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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

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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

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All courses available:

- ✓ Classroom
- ✓ Online
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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

All courses available:

- ✓ Classroom
- ✓ Online
- ✓ In-house

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

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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

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- ✓ Online
- ✓ In-house

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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

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- ✓ Classroom
- ✓ Online
- ✓ In-house

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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
- ✓ Online
- ✓ In-house

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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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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E-mail: info@alphapartnerstrainings.com, alphapartners111@yahoo.com **Website:** www.alphapartnerstrainings.com

- ✓ Classroom
- ✓ Online
- ✓ In-house

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
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





2024 Training Calendar

Information Technology

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	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 ST 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.

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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
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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

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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



2024 Training Calendar

Secretaries & Personal Assistants

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	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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2024 Training Calendar Transport & Logistics

Click on the course title to view the full course details

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- ✓ 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

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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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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
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- ✓ In-house

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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



2024 Training Calendar

Business Communication

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
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
- ✓ In-house

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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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- ✓ Classroom
- ✓ Online
- ✓ In-house

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

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Note: The amount is exclusive of all taxes.

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E-mail: info@alphapartnerstrainings.com, alphapartners111@yahoo.com, **Website:** www.alphapartnerstrainings.com



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- ✓ Online
- ✓ In-house

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
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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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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

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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



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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

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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

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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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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
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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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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

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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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- ✓ Classroom
- ✓ Online
- ✓ In-house

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
- ✓ Online
- ✓ 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
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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

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



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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

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

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2024 Training Calendar

Project Management

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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





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Project Management

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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

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2024 Training Calendar

Operation & Maintenance of Heavy Duty Equipment

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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



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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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