



2020

Training Calendar



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BEST CATEGORIES — AWARDS —



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



**ICAN Best Performing
Training Consultant
Award 2017**



**ICAN Best Performing
Training Consultant
Award 2016**



**CITN Tax Profession
Recognition Award
2002**



**ICAN Best Performing
Training Consultant
Award 2015**



**ICAN Best Performing
Training Consultant
Award 2010**



**ICAN Best Performing
Training Consultant
Award 2014**



**ICAN Best Performing
Training Consultant
Award 2009**



**NITAD Human
Resource Development
Merit Award 2000**



**ICAN Best
Training Consultant
Award 2008**



**ICAN Best Performing
Training Consultant
Award 2011**

— CLIENTELE —



University of Ghana Business School



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



Procter & Gamble



FINANCE AND ACCOUNTING TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	ADVANCED FINANCIAL STATEMENT ANALYSIS	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
2	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
3	ACCOUNTS RECONCILIATION: BEST PRACTICES	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
4	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	21st - 24th January, 2020	7th - 10th July, 2020	₦175,000
5	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
6	FINANCIAL ANALYSIS AND REPORTING USING IFRS	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
7	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
8	BUDGETING, FORECASTING AND THE PLANNING PROCESS	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
9	BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
10	CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
11	ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
12	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
13	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
14	ADVANCED PAYROLL MANAGEMENT COURSE	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
15	MANAGING ACCOUNTS RECEIVABLES AND PAYABLES	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
16	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	18th - 21st February, 2020	27th - 30th July, 2020	₦175,000
17	EFFECTIVE TAX COMPUTATION, ACCOUNTING AND ADMINISTRATION	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
18	FUNDAMENTALS OF FINANCE AND ACCOUNTING	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
19	RECONCILIATION OF FINANCIAL TRANSACTIONS	25th - 28th February, 2020	5th - 7th August, 2020	₦175,000
20	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	25th - 28th February, 2020	5th - 7th August, 2020	₦175,000
21	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000
22	IFRS MASTERCLASS	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
23	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
24	ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
25	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
26	PAYROLL PROCEDURES AND ADMINISTRATION	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
27	EXCELLENCE IN CORPORATE CASH MANAGEMENT	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
28	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	17th - 20th March, 2020	18th - 21st August, 2020	₦175,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	₦175,000
29	ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING	17th – 20th March, 2020	25th – 28th August, 2020	₦175,000
30	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	17th – 20th March, 2020	25th – 28th August, 2020	₦175,000
31	INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	24th – 27th March, 2020	25th – 28th August, 2020	₦175,000
32	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	24th – 27th March, 2020	25th – 28th August, 2020	₦175,000
33	NIGERIAN TAXATION SYSTEMS	24th – 27th March, 2020	1st– 4th September, 2020	₦175,000
34	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	24th – 27th March, 2020	1st– 4th September, 2020	₦175,000
35	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	31st Mar– 3rd April, 2020	1st– 4th September, 2020	₦175,000
36	IFRS FUNDAMENTALS - COMPREHENSIVE WORKSHOP	31st Mar– 3rd April, 2020	1st– 4th September, 2020	₦175,000
37	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	31st Mar– 3rd April, 2020	8th – 11th September, 2020	₦175,000
38	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	31st Mar– 3rd April, 2020	8th – 11th September, 2020	₦175,000
39	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	6th – 9th April, 2020	8th – 11th September, 2020	₦175,000
40	EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS	6th – 9th April, 2020	8th – 11th September, 2020	₦175,000
41	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	6th – 9th April, 2020	15th – 18th September, 2020	₦175,000
42	IFRS WORKSHOP WITH CURRENT UPDATES	6th – 9th April, 2020	15th – 18th September, 2020	₦175,000
43	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	14th – 17th April, 2020	15th – 18th September, 2020	₦175,000
44	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING	14th – 17th April, 2020	15th – 18th September, 2020	₦175,000
45	TAX PLANNING AND ADMINISTRATION	14th – 17th April, 2020	22nd – 25th September, 2020	₦175,000
46	BEST PRACTICES IN TREASURY MANAGEMENT	14th – 17th April, 2020	22nd – 25th September, 2020	₦175,000
47	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	21st - 24th April, 2020	22nd – 25th September, 2020	₦175,000
48	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	21st - 24th April, 2020	22nd – 25th September, 2020	₦175,000
49	FINANCIAL PLANNING, BUDGETING AND CONTROL	21st - 24th April, 2020	28th – 30th September, 2020	₦175,000
50	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	21st - 24th April, 2020	28th – 30th September, 2020	₦175,000
51	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	27th – 30th April, 2020	28th – 30th September, 2020	₦175,000
52	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	27th – 30th April, 2020	28th – 30th September, 2020	₦175,000
53	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	27th – 30th April, 2020	6th – 9th October, 2020	₦175,000
54	MANAGING CASH AND ACCOUNTS PAYABLE	27th – 30th April, 2020	6th – 9th October, 2020	₦175,000
55	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	5th – 8th May, 2020	6th – 9th October, 2020	₦175,000
56	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	5th – 8th May, 2020	6th – 9th October, 2020	₦175,000
57	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	5th – 8th May, 2020	13th – 16th October, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	₦175,000
58	TAX ADMINISTRATION – POLICY AND PROCEDURES	5th – 8th May, 2020	13th – 16th October, 2020	₦175,000
59	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	12th – 15th May, 2020	13th – 16th October, 2020	₦175,000
60	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	12th – 15th May, 2020	13th – 16th October, 2020	₦175,000
61	ADVANCED TREASURY MANAGEMENT STRATEGIES	12th – 15th May, 2020	20th – 23rd October, 2020	₦175,000
62	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	12th – 15th May, 2020	20th – 23rd October, 2020	₦175,000
63	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	18th – 21st May, 2020	20th – 23rd October, 2020	₦175,000
64	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	18th – 21st May, 2020	20th – 23rd October, 2020	₦175,000
65	IFRS WORKSHOP	18th – 21st May, 2020	26th – 28th October, 2020	₦175,000
66	CASH FLOW AND TREASURY MANAGEMENT	18th – 21st May, 2020	26th – 28th October, 2020	₦175,000
67	BUDGETING, ACCOUNTING AND COST CONTROL	27th – 29th May, 2020	26th – 28th October, 2020	₦175,000
68	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	27th – 29th May, 2020	26th – 28th October, 2020	₦175,000
69	DEVELOPING, ANALYZING AND MANAGING PAYROLL BENCHMARKS AND METRICS	27th – 29th May, 2020	3rd – 6th November, 2020	₦175,000
70	EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	27th – 29th May, 2020	3rd – 6th November, 2020	₦175,000
71	STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING	2nd – 5th June, 2020	3rd – 6th November, 2020	₦175,000
72	IFRS-ADVANCED COURSE	2nd – 5th June, 2020	3rd – 6th November, 2020	₦175,000
73	FIXED ASSETS AND INVENTORY MANAGEMENT	2nd – 5th June, 2020	10th – 13th November, 2020	₦175,000
74	IFRS ACCOUNTING FOR BUSINESS COMBINATIONS	2nd – 5th June, 2020	10th – 13th November, 2020	₦175,000
75	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	8th – 11th June, 2020	10th – 13th November, 2020	₦175,000
76	ASSET AND INVENTORY MANAGEMENT	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
77	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
78	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
79	THE ESSENTIALS OF INCOME TAX AND PREPARATION OF INCOME TAX RETURN (ITR)	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
80	IFRS PRESENTATION AND DISCLOSURE REQUIREMENTS	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
81	REVENUE FROM CONTRACTS WITH CUSTOMERS - IFRS 15	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
82	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
83	BUDGETING AND CORPORATE FINANCIAL MANAGEMENT	23rd – 26th June, 2020	1st – 4th December, 2020	₦175,000
84	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	23rd – 26th June, 2020	1st – 4th December, 2020	₦175,000
85	TAX PLANNING, COMPLIANCE AND INCENTIVES	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
86	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	₦175,000
87	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	30th June – 3rd July, 2020	8th – 11th December, 2020	₦175,000
88	IFRS FUNDAMENTALS COURSE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
89	CASH FLOW MANAGEMENT AND FORECASTING	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
90	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000

The Fee for each course is One Hundred and Seventy-Five Thousand Naira Only (N175,000.00) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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

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



INTERNAL AUDITING TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	BEST PRACTICE IN INTERNAL AUDITING	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
2	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
3	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
4	IMPROVING CORPORATE AUDITORS EFFICIENCY FOR RESULTS	21st - 24th January, 2020	7th - 10th July, 2020	₦175,000
5	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
6	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
7	AUDITING FOR CONTRACTS AND PROCUREMENT	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
8	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
9	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
10	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
11	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
12	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
13	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
14	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
15	INTERNAL CONTROLS POLICIES AND PROCEDURES	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
16	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	18th - 21st February, 2020	27th - 30th July, 2020	₦175,000
17	ADVANCED RISK - BASED AUDITING	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
18	FRAUD DETECTION, PREVENTION AND CONTROL	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
19	FUNDAMENTALS OF INTERNAL AUDITING	25th - 28th February, 2020	5th - 7th August, 2020	₦175,000
20	LEGAL REGULATIONS FOR INTERNAL AUDITORS	25th - 28th February, 2020	5th - 7th August, 2020	₦175,000
21	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000
22	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
23	AUDIT EVIDENCE AND WORK PAPERS	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
24	AUDIT PLANNING AND MONITORING: BEST PRACTICE	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
25	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
26	DEVELOPING AUDIT PROCESSES AND PROCEDURES	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
27	COMMUNICATION SKILLS FOR AUDITORS	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
28	FINANCIAL AUDITING USING IFRS	17th – 20th March, 2020	18th– 21st August, 2020	₦175,000
29	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	17th – 20th March, 2020	25th – 28th August, 2020	₦175,000
30	AUDITING THE ENTERPRISE RISK MANAGEMENT PROCESS	17th – 20th March, 2020	25th – 28th August, 2020	₦175,000
31	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	24th – 27th March, 2020	25th – 28th August, 2020	₦175,000
32	INTERNAL CONTROL AND FRAUD AWARENESS	24th – 27th March, 2020	25th – 28th August, 2020	₦175,000
33	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	24th – 27th March, 2020	1st– 4th September, 2020	₦175,000
34	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	24th – 27th March, 2020	1st– 4th September, 2020	₦175,000
35	FRAUD RISK AND THE INTERNAL AUDITOR	31st Mar– 3rd April, 2020	1st– 4th September, 2020	₦175,000
36	AUDITING TECHNIQUES FOR LEAD AUDITORS	31st Mar– 3rd April, 2020	1st– 4th September, 2020	₦175,000
37	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	31st Mar– 3rd April, 2020	8th– 11th September, 2020	₦175,000
38	INTERNAL AUDIT PLANNING AND MANAGEMENT	31st Mar– 3rd April, 2020	8th– 11th September, 2020	₦175,000
39	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	6th – 9th April, 2020	8th– 11th September, 2020	₦175,000
40	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDIT	6th – 9th April, 2020	8th– 11th September, 2020	₦175,000
41	RISK-BASED INTERNAL AUDITING TECHNIQUES	6th – 9th April, 2020	15th – 18th September, 2020	₦175,000
42	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	6th – 9th April, 2020	15th – 18th September, 2020	₦175,000
43	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	14th – 17th April, 2020	15th – 18th September, 2020	₦175,000
44	EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION	14th – 17th April, 2020	15th – 18th September, 2020	₦175,000
45	ESSENTIALS OF INTERNAL AUDIT	14th – 17th April, 2020	22nd – 25th September, 2020	₦175,000
46	FRAUD AUDITING FOR AUDITORS	14th – 17th April, 2020	22nd – 25th September, 2020	₦175,000
47	ADVANCED AUDIT SKILLS	21st - 24th April, 2020	22nd – 25th September, 2020	₦175,000
48	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	21st - 24th April, 2020	22nd – 25th September, 2020	₦175,000
49	EFFECTIVE AUDITING AND INSPECTION SKILLS	21st - 24th April, 2020	28th – 30th September, 2020	₦175,000
50	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	21st - 24th April, 2020	28th – 30th September, 2020	₦175,000
51	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS	27th – 30th April, 2020	28th – 30th September, 2020	₦175,000
52	INTERNAL AUDIT REPORT WRITING	27th – 30th April, 2020	28th – 30th September, 2020	₦175,000
53	INTERNAL CONTROL AND FRAUD PREVENTION	27th – 30th April, 2020	6th – 9th October, 2020	₦175,000
54	EXCELLENCE IN INTERNAL AUDITING	27th – 30th April, 2020	6th – 9th October, 2020	₦175,000
55	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	5th – 8th May, 2020	6th – 9th October, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
56	REPORT WRITING FOR THE INTERNAL AUDITOR	5th – 8th May, 2020	6th – 9th October, 2020	₦175,000
57	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	5th – 8th May, 2020	13th – 16th October, 2020	₦175,000
58	PRACTICAL APPROACHES TO NEW WAYS OF INTERNAL AUDITING	5th – 8th May, 2020	13th – 16th October, 2020	₦175,000
59	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	12th – 15th May, 2020	13th – 16th October, 2020	₦175,000
60	INTERNAL CONTROLS POLICIES AND PROCEDURES	12th – 15th May, 2020	13th – 16th October, 2020	₦175,000
61	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	12th – 15th May, 2020	20th – 23rd October, 2020	₦175,000
62	FINANCIAL AUDITING FOR INTERNAL AUDITORS	12th – 15th May, 2020	20th – 23rd October, 2020	₦175,000
63	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	18th – 21st May, 2020	20th – 23rd October, 2020	₦175,000
64	AUDITING STANDARDS FOR INTERNAL AUDITORS	18th – 21st May, 2020	20th – 23rd October, 2020	₦175,000
65	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	18th – 21st May, 2020	26th – 28th October, 2020	₦175,000
66	CORPORATE GOVERNANCE-STRATEGIES FOR INTERNAL AUDIT	18th – 21st May, 2020	26th – 28th October, 2020	₦175,000
67	COSO BASED INTERNAL AUDITING FOR RESULTS	27th – 29th May, 2020	26th – 28th October, 2020	₦175,000
68	ENTERPRISE RISK MANAGEMENT STRATEGIES	27th – 29th May, 2020	26th – 28th October, 2020	₦175,000
69	MODERN INTERNAL AUDITING	27th – 29th May, 2020	3rd – 6th November, 2020	₦175,000
70	DEVELOPING AUDIT PROCESSES AND PROCEDURES	27th – 29th May, 2020	3rd – 6th November, 2020	₦175,000
71	ADVANCED STRATEGIC INTERNAL AUDITING	2nd – 5th June, 2020	3rd – 6th November, 2020	₦175,000
72	FUNDAMENTALS OF INTERNAL AUDITING	2nd – 5th June, 2020	3rd – 6th November, 2020	₦175,000
73	INTERNAL AUDITING FOR FRAUD	2nd – 5th June, 2020	10th – 13th November, 2020	₦175,000
74	INTERNAL CONTROL DOCUMENTATION, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	2nd – 5th June, 2020	10th – 13th November, 2020	₦175,000
75	INTERNAL AUDIT AND RISK ASSURANCE COURSE	8th – 11th June, 2020	10th – 13th November, 2020	₦175,000
76	FRAUD AUDITING FOR AUDITORS	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
77	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
78	VALUE FOR MONEY AUDIT: PROJECT AUDITS	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
79	INTERNAL CONTROL AND FRAUD AWARENESS	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
80	INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
81	REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
82	INTERNAL CONTROL PRINCIPLES AND PRACTICE	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
83	INTERNAL AUDIT WORKING PAPERS	23rd – 26th June, 2020	1st – 4th December, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
84	AUDIT SENIOR MANAGERS COURSE	23rd – 26th June, 2020	1st – 4th December, 2020	₦175,000
85	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
86	COMMUNICATION SKILLS FOR AUDITOR	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
87	FRAUD TESTING: INTEGRATING FRAUD DETECTION INTO YOUR AUDIT PROGRAM	30th June – 3rd July, 2020	8th – 11th December, 2020	₦175,000
88	FINANCIAL AUDITING USING IFRS	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
89	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
90	MAKING YOUR AUDIT REPORTS PROFESSIONAL	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000

The Fee for each course is One Hundred and Seventy-Five Thousand Naira Only (N175,000.00) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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STORES AND PURCHASING TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	ADVANCED WAREHOUSE MANAGEMENT	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
2	STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
3	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
4	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	21st - 24th January, 2020	7th - 10th July, 2020	₦175,000
5	SECURITY AND SAFETY IN THE STORES DEPARTMENT	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
6	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
7	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
8	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
9	STOCK TAKING, VALUATION AND STOCK RECORDING	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
10	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
11	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
12	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
13	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
14	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
15	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
16	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	18th - 21st February, 2020	27th - 30th July, 2020	₦175,000
17	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
18	MODERN INVENTORY AND STORES MANAGEMENT	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
19	COMPUTERIZED STORES MANAGEMENT SYSTEMS	25th - 28th February, 2020	5th - 7th August, 2020	₦175,000
20	EFFECTIVE PURCHASING MANAGEMENT	25th - 28th February, 2020	5th - 7th August, 2020	₦175,000
21	STORES MANAGEMENT AND PURCHASING PROCEDURES	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000
22	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
23	STOCK CONTROL AND INVENTORY MANAGEMENT	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
24	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	3rd - 6th March, 2020	11th - 14th August, 2020	₦175,000
25	STOCK FRAUD PREVENTION AND CONTROL	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
26	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000
27	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	10th - 13th March, 2020	18th - 21st August, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
28	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	17th – 20th March, 2020	18th– 21st August, 2020	₦175,000
29	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	17th – 20th March, 2020	25th – 28th August, 2020	₦175,000
30	EXCELLENCE IN STORES MANAGEMENT	17th – 20th March, 2020	25th – 28th August, 2020	₦175,000
31	FUNDAMENTALS OF PURCHASING	24th – 27th March, 2020	25th – 28th August, 2020	₦175,000
32	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	24th – 27th March, 2020	25th – 28th August, 2020	₦175,000
33	MODERN PURCHASING AND CONTRACT MANAGEMENT	24th – 27th March, 2020	1st – 4th September, 2020	₦175,000
34	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	24th – 27th March, 2020	1st – 4th September, 2020	₦175,000
35	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	31st Mar – 3rd April, 2020	1st – 4th September, 2020	₦175,000
36	ADVANCED STORES AND INVENTORY MANAGEMENT	31st Mar – 3rd April, 2020	1st – 4th September, 2020	₦175,000
37	STOCK TAKING AND STOCK RECONCILIATION	31st Mar – 3rd April, 2020	8th– 11th September, 2020	₦175,000
38	PURCHASING PRINCIPLES AND PRACTICES	31st Mar – 3rd April, 2020	8th– 11th September, 2020	₦175,000
39	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	6th – 9th April, 2020	8th– 11th September, 2020	₦175,000
40	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	6th – 9th April, 2020	8th– 11th September, 2020	₦175,000
41	STOREKEEPING AND WAREHOUSE MANAGEMENT	6th – 9th April, 2020	15th – 18th September, 2020	₦175,000
42	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	6th – 9th April, 2020	15th – 18th September, 2020	₦175,000
43	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	14th – 17th April, 2020	15th – 18th September, 2020	₦175,000
44	ADVANCED PURCHASING AND STORES MANAGEMENT	14th – 17th April, 2020	15th – 18th September, 2020	₦175,000
45	DEVELOPING PURCHASING POLICIES AND PROCESSES	14th – 17th April, 2020	22nd – 25th September, 2020	₦175,000
46	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	14th – 17th April, 2020	22nd – 25th September, 2020	₦175,000
47	ADVANCED PURCHASING AND TENDERS MANAGEMENT	21st - 24th April, 2020	22nd – 25th September, 2020	₦175,000
48	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	21st - 24th April, 2020	22nd – 25th September, 2020	₦175,000
49	IMPROVING YOUR BUYING SKILLS	21st - 24th April, 2020	28th – 30th September, 2020	₦175,000
50	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	21st - 24th April, 2020	28th – 30th September, 2020	₦175,000
51	STORES PROCEDURES, REGULATIONS AND PRACTICES	27th – 30th April, 2020	28th – 30th September, 2020	₦175,000
52	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	27th – 30th April, 2020	28th – 30th September, 2020	₦175,000
53	STOCK TAKING SKILLS AND STOCK VALUATION	27th – 30th April, 2020	6th – 9th October, 2020	₦175,000
54	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	27th – 30th April, 2020	6th – 9th October, 2020	₦175,000
55	WAREHOUSE AND DISTRIBUTION MANAGEMENT	5th – 8th May, 2020	6th – 9th October, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
56	STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS	5th – 8th May, 2020	6th – 9th October, 2020	₦175,000
57	WAREHOUSE OPERATIONS AND MANAGEMENT	5th – 8th May, 2020	13th – 16th October, 2020	₦175,000
58	PROCUREMENT MANAGEMENT BEST PRACTICE	5th – 8th May, 2020	13th – 16th October, 2020	₦175,000
59	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	12th – 15th May, 2020	13th – 16th October, 2020	₦175,000
60	PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION	12th – 15th May, 2020	13th – 16th October, 2020	₦175,000
61	PROCUREMENT BEST PRACTICES WORKSHOP	12th – 15th May, 2020	20th – 23rd October, 2020	₦175,000
62	PROCUREMENT PLANNING AND INVENTORY MANAGEMENT	12th – 15th May, 2020	20th – 23rd October, 2020	₦175,000
63	PURCHASING AND VENDOR MANAGEMENT SKILLS	18th – 21st May, 2020	20th – 23rd October, 2020	₦175,000
64	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	18th – 21st May, 2020	20th – 23rd October, 2020	₦175,000
65	WORLD – CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	18th – 21st May, 2020	26th – 28th October, 2020	₦175,000
66	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	18th – 21st May, 2020	26th – 28th October, 2020	₦175,000
67	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	27th – 29th May, 2020	26th – 28th October, 2020	₦175,000
68	ADVANCED CONTRACTS MANAGEMENT	27th – 29th May, 2020	26th – 28th October, 2020	₦175,000
69	ADVANCED PURCHASING MANAGEMENT	27th – 29th May, 2020	3rd – 6th November, 2020	₦175,000
70	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	27th – 29th May, 2020	3rd – 6th November, 2020	₦175,000
71	THE EFFECTIVE BUYER	2nd – 5th June, 2020	3rd – 6th November, 2020	₦175,000
72	MANAGING THE PROCUREMENT PROCESS	2nd – 5th June, 2020	3rd – 6th November, 2020	₦175,000
73	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	2nd – 5th June, 2020	10th – 13th November, 2020	₦175,000
74	NEGOTIATING AND MANAGING CONTRACTS	2nd – 5th June, 2020	10th – 13th November, 2020	₦175,000
75	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	8th – 11th June, 2020	10th – 13th November, 2020	₦175,000
76	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
77	ADVANCED PROCUREMENT SKILLS	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
78	BEST PRACTICE APPROACH TO PROCUREMENT CHALLENGES FOR PROCUREMENT MANAGERS	8th – 11th June, 2020	17th – 20th November, 2020	₦175,000
79	E-PROCUREMENT STRATEGIES COURSE	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
80	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
81	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	16th – 19th June, 2020	24th – 27th November, 2020	₦175,000
82	MASTERING SUPPLY CHAIN MANAGEMENT	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
83	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	23rd – 26th June, 2020	1st – 4th December, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
84	WAREHOUSE MANAGEMENT BEST PRACTICES	23rd – 26th June, 2020	1st – 4th December, 2020	₦175,000
85	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
86	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
87	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	30th June – 3rd July, 2020	8th – 11th December, 2020	₦175,000
88	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
89	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
90	EFFECTIVE STOREKEEPING SKILLS	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000

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HR, MANAGEMENT, LEADERSHIP AND ADMIN TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
2	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
3	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
4	HUMAN RESOURCES POLICIES AND PROCEDURES	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
5	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	21st - 24th January, 2020	7th - 10th July, 2020	₦175,000
6	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
7	DOCUMENT MANAGEMENT AND RETENTION COURSE	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
8	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
9	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
10	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	28th - 31st January, 2020	14th - 17th July, 2020	₦175,000
11	PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
12	EFFECTIVELY MANAGING AND LEADING PEOPLE	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
13	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
14	SKILLS IMPROVEMENT COURSE FOR ADMIN OFFICERS	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
15	MANPOWER PLANNING, RESOURCING AND RETENTION	4th - 7th February, 2020	21st - 24th July, 2020	₦175,000
16	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	4th - 7th February, 2020	27th - 30th July, 2020	₦175,000
17	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
18	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
19	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
20	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	11th - 14th February, 2020	27th - 30th July, 2020	₦175,000
21	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
22	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
23	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
24	PERSONAL MASTERY AND SELF-LEADERSHIP	18th - 21st February, 2020	5th - 7th August, 2020	₦175,000
25	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000
26	ADVANCED HUMAN RESOURCE MANAGEMENT WORKSHOP	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000
27	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000
28	BEST PRACTICE IN PENSION ADMINISTRATION	25th - 28th February, 2020	11th - 14th August, 2020	₦175,000



29	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	3rd - 6th March, 2020	18th- 21st August, 2020	₦175,000
30	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	3rd - 6th March, 2020	18th- 21st August, 2020	₦175,000
31	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	3rd - 6th March, 2020	18th- 21st August, 2020	₦175,000
32	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	3rd - 6th March, 2020	18th- 21st August, 2020	₦175,000
33	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	10th - 13th March, 2020	25th- 28th August, 2020	₦175,000
34	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL COURSE	10th - 13th March, 2020	25th - 28th August, 2020	₦175,000
35	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	10th - 13th March, 2020	25th - 28th August, 2020	₦175,000
36	HEALTH AND SAFETY IN THE WORKPLACE	10th - 13th March, 2020	25th - 28th August, 2020	₦175,000
37	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	17th - 20th March, 2020	1st - 4th September, 2020	₦175,000
38	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP	17th - 20th March, 2020	1st - 4th September, 2020	₦175,000
39	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	17th - 20th March, 2020	1st - 4th September, 2020	₦175,000
40	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	17th - 20th March, 2020	1st - 4th September, 2020	₦175,000
41	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	24th - 27th March, 2020	8th - 11th September, 2020	₦175,000
42	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	24th - 27th March, 2020	8th - 11th September, 2020	₦175,000
43	STRATEGIC HUMAN RESOURCES MANAGEMENT	24th - 27th March, 2020	8th - 11th September, 2020	₦175,000
44	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	24th - 27th March, 2020	8th - 11th September, 2020	₦175,000
45	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦175,000
46	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICE	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦175,000
47	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦175,000
48	ACHIEVING ADMINISTRATIVE EXCELLENCE	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦175,000
49	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP	6th - 9th April, 2020	22nd - 25th September, 2020	₦175,000
50	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	6th - 9th April, 2020	22nd - 25th September, 2020	₦175,000
51	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	6th - 9th April, 2020	22nd - 25th September, 2020	₦175,000
52	MANAGING STRESS AND PRESSURE AT WORK	6th - 9th April, 2020	22nd - 25th September, 2020	₦175,000
53	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	14th - 17th April, 2020	28th - 30th September, 2020	₦175,000
54	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	14th - 17th April, 2020	28th - 30th September, 2020	₦175,000
55	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	14th - 17th April, 2020	28th - 30th September, 2020	₦175,000
56	PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICE	14th - 17th April, 2020	28th - 30th September, 2020	₦175,000
57	COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	21st - 24th April, 2020	6th - 9th October, 2020	₦175,000
58	MANPOWER ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS	21st - 24th April, 2020	6th - 9th October, 2020	₦175,000



59	UNDERSTANDING TOTAL QUALITY MANAGEMENT FOR ORGANIZATIONAL GROWTH AND STABILITY	21st - 24th April, 2020	6th – 9th October, 2020	₦175,000
60	MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH	21st - 24th April, 2020	6th – 9th October, 2020	₦175,000
61	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	27th – 30th April, 2020	13th – 16th October, 2020	₦175,000
62	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	27th – 30th April, 2020	13th – 16th October, 2020	₦175,000
63	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	27th – 30th April, 2020	13th – 16th October, 2020	₦175,000
64	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	27th – 30th April, 2020	13th – 16th October, 2020	₦175,000
65	IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH	27th – 30th April, 2020	20th – 23rd October, 2020	₦175,000
66	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	5th – 8th May, 2020	20th – 23rd October, 2020	₦175,000
67	LEADERSHIP, CRITICAL THINKING AND INNOVATION	5th – 8th May, 2020	20th – 23rd October, 2020	₦175,000
68	FUNDAMENTALS OF STRATEGIC PLANNING	5th – 8th May, 2020	20th – 23rd October, 2020	₦175,000
69	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	5th – 8th May, 2020	26th – 28th October, 2020	₦175,000
70	EFFECTIVE LEADERSHIP, DELEGATION AND CRITICAL THINKING SKILLS FOR ADMIN/HR OFFICERS	5th – 8th May, 2020	26th – 28th October, 2020	₦175,000
71	EVALUATION, MEASURING FOR IMPACT AND RESULT	12th – 15th May, 2020	26th – 28th October, 2020	₦175,000
72	AUTOMATING MODERN OFFICE PRACTICE	12th – 15th May, 2020	26th – 28th October, 2020	₦175,000
73	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	12th – 15th May, 2020	3rd – 6th November, 2020	₦175,000
74	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	12th – 15th May, 2020	3rd – 6th November, 2020	₦175,000
75	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	12th – 15th May, 2020	3rd – 6th November, 2020	₦175,000
76	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES	18th – 21st May, 2020	3rd – 6th November, 2020	₦175,000
77	PROFESSIONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	18th – 21st May, 2020	10th – 13th November, 2020	₦175,000
78	MASTER CLASS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	18th – 21st May, 2020	10th – 13th November, 2020	₦175,000
79	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	18th – 21st May, 2020	10th – 13th November, 2020	₦175,000
80	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	18th – 21st May, 2020	10th – 13th November, 2020	₦175,000
81	MANAGING DIFFICULT STAFF SITUATIONS IN ORGANIZATIONS	27th – 29th May, 2020	17th – 20th November, 2020	₦175,000
82	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	27th – 29th May, 2020	17th – 20th November, 2020	₦175,000
83	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	27th – 29th May, 2020	17th – 20th November, 2020	₦175,000
84	WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION	27th – 29th May, 2020	17th – 20th November, 2020	₦175,000
85	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	2nd – 5th June, 2020	24th – 27th November, 2020	₦175,000
86	HUMAN RESOURCES MANAGEMENT MASTER CLASS	2nd – 5th June, 2020	24th – 27th November, 2020	₦175,000
87	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	2nd – 5th June, 2020	24th – 27th November, 2020	₦175,000
88	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	2nd – 5th June, 2020	24th – 27th November, 2020	₦175,000



89	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	8th – 11th June, 2020	1st – 4th December, 2020	₦175,000
90	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	8th – 11th June, 2020	1st – 4th December, 2020	₦175,000
91	THE ESSENTIALS OF HUMAN RESOURCES LAWS	8th – 11th June, 2020	1st – 4th December, 2020	₦175,000
92	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
93	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	16th – 19th June, 2020	8th – 11th December, 2020	₦175,000
94	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	16th – 19th June, 2020	8th – 11th December, 2020	₦175,000
95	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
96	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
97	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	23rd – 26th June, 2020	15th – 17th December, 2020	₦175,000
98	OFFICE, FILING AND DOCUMENTATION SKILLS	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
99	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
100	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000

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ENGINEERING TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	MAINTENANCE CONTRACTING AND OUTSOURCING	14th - 17th January, 2020	7th - 10th July, 2020	₦200,000
2	BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS	14th - 17th January, 2020	7th - 10th July, 2020	₦200,000
3	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	14th - 17th January, 2020	7th - 10th July, 2020	₦200,000
4	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	21st - 24th January, 2020	7th - 10th July, 2020	₦200,000
5	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	21st - 24th January, 2020	14th - 17th July, 2020	₦200,000
6	GENERATOR TESTING, INSPECTION AND MAINTENANCE	21st - 24th January, 2020	14th - 17th July, 2020	₦200,000
7	PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION	28th - 31st January, 2020	14th - 17th July, 2020	₦200,000
8	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	28th - 31st January, 2020	14th - 17th July, 2020	₦200,000
9	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	28th - 31st January, 2020	21st - 24th July, 2020	₦200,000
10	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	4th - 7th February, 2020	21st - 24th July, 2020	₦200,000
11	BEST PRACTICE IN MAINTENANCE MANAGEMENT	4th - 7th February, 2020	21st - 24th July, 2020	₦200,000
12	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	4th - 7th February, 2020	21st - 24th July, 2020	₦200,000
13	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	11th - 14th February, 2020	27th - 30th July, 2020	₦200,000
14	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	11th - 14th February, 2020	27th - 30th July, 2020	₦200,000
15	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING	11th - 14th February, 2020	27th - 30th July, 2020	₦200,000
16	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	18th - 21st February, 2020	27th - 30th July, 2020	₦200,000
17	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	18th - 21st February, 2020	5th - 7th August, 2020	₦200,000
18	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	18th - 21st February, 2020	5th - 7th August, 2020	₦200,000
19	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	25th - 28th February, 2020	5th - 7th August, 2020	₦200,000
20	DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICALLY ROTATING EQUIPMENT	25th - 28th February, 2020	5th - 7th August, 2020	₦200,000
21	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	25th - 28th February, 2020	11th - 14th August, 2020	₦200,000
22	ADVANCED GENERATOR MAINTENANCE	3rd - 6th March, 2020	11th - 14th August, 2020	₦200,000
23	SAFETY PRACTICES FOR PUBLIC BUILDINGS	3rd - 6th March, 2020	11th - 14th August, 2020	₦200,000
24	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	3rd - 6th March, 2020	11th - 14th August, 2020	₦200,000
25	HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING	10th - 13th March, 2020	18th - 21st August, 2020	₦200,000
26	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	10th - 13th March, 2020	18th - 21st August, 2020	₦200,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
27	FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT	10th - 13th March, 2020	18th– 21st August, 2020	₦200,000
28	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	17th – 20th March, 2020	18th– 21st August, 2020	₦200,000
29	BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT	17th – 20th March, 2020	25th – 28th August, 2020	₦200,000
30	CORROSION MANAGEMENT COURSE	17th – 20th March, 2020	25th – 28th August, 2020	₦200,000
31	OPERATION AND MAINTENANCE OF GENERATORS	24th – 27th March, 2020	25th – 28th August, 2020	₦200,000
32	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS	24th – 27th March, 2020	25th – 28th August, 2020	₦200,000
33	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	24th – 27th March, 2020	1st– 4th September, 2020	₦200,000
34	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	24th – 27th March, 2020	1st– 4th September, 2020	₦200,000
35	ELECTRICAL FAULTS: CAUSES ANALYSIS, DETECTION AND REMEDIES	31st Mar– 3rd April, 2020	1st– 4th September, 2020	₦200,000
36	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	31st Mar– 3rd April, 2020	1st– 4th September, 2020	₦200,000
37	MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE	31st Mar– 3rd April, 2020	8th– 11th September, 2020	₦200,000
38	PROBLEM SOLVING AND DECISION MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	31st Mar– 3rd April, 2020	8th– 11th September, 2020	₦200,000
39	BEST PRACTICE IN FACILITIES MANAGEMENT	6th – 9th April, 2020	8th– 11th September, 2020	₦200,000
40	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	6th – 9th April, 2020	8th– 11th September, 2020	₦200,000
41	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	6th – 9th April, 2020	15th – 18th September, 2020	₦200,000
42	TROUBLESHOOTING AND MAINTENANCE OF ELECTRICAL EQUIPMENT	6th – 9th April, 2020	15th – 18th September, 2020	₦200,000
43	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	14th – 17th April, 2020	15th – 18th September, 2020	₦200,000
44	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	14th – 17th April, 2020	15th – 18th September, 2020	₦200,000
45	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	14th – 17th April, 2020	22nd – 25th September, 2020	₦200,000
46	TRANSFORMER TESTING AND MAINTENANCE WORKSHOP	14th – 17th April, 2020	22nd – 25th September, 2020	₦200,000
47	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	21st - 24th April, 2020	22nd – 25th September, 2020	₦200,000
48	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	21st - 24th April, 2020	22nd – 25th September, 2020	₦200,000
49	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	21st - 24th April, 2020	28th – 30th September, 2020	₦200,000
50	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENTS	21st - 24th April, 2020	28th – 30th September, 2020	₦200,000
51	PUMPS, COMPRESSORS AND TURBINES WORKSHOP	27th – 30th April, 2020	28th – 30th September, 2020	₦200,000
52	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELING, ANALYSIS AND PROBLEM SOLVING	27th – 30th April, 2020	28th – 30th September, 2020	₦200,000
53	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	27th – 30th April, 2020	6th – 9th October, 2020	₦200,000
54	CONTRACTS AND TENDERS ADMINISTRATION	27th – 30th April, 2020	6th – 9th October, 2020	₦200,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
55	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENTS MAINTENANCE AND MANAGEMENT	5th – 8th May, 2020	6th – 9th October, 2020	₦200,000
56	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	5th – 8th May, 2020	6th – 9th October, 2020	₦200,000
57	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	5th – 8th May, 2020	13th – 16th October, 2020	₦200,000
58	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE	5th – 8th May, 2020	13th – 16th October, 2020	₦200,000
59	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	12th – 15th May, 2020	13th – 16th October, 2020	₦200,000
60	ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE	12th – 15th May, 2020	13th – 16th October, 2020	₦200,000
61	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	12th – 15th May, 2020	20th – 23rd October, 2020	₦200,000
62	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	12th – 15th May, 2020	20th – 23rd October, 2020	₦200,000
63	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	18th – 21st May, 2020	20th – 23rd October, 2020	₦200,000
64	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	18th – 21st May, 2020	20th – 23rd October, 2020	₦200,000
65	HVAC DESIGN, OPERATION, AND MAINTENANCE	18th – 21st May, 2020	26th – 28th October, 2020	₦200,000
66	ELECTRICAL INSTALLATIONS AND MAINTENANCE	18th – 21st May, 2020	26th – 28th October, 2020	₦200,000
67	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	27th – 29th May, 2020	26th – 28th October, 2020	₦200,000
68	CORROSION AND CONCRETE PROTECTION	27th – 29th May, 2020	26th – 28th October, 2020	₦200,000
69	DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE	27th – 29th May, 2020	3rd – 6th November, 2020	₦200,000
70	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	27th – 29th May, 2020	3rd – 6th November, 2020	₦200,000
71	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	2nd – 5th June, 2020	3rd – 6th November, 2020	₦200,000
72	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	2nd – 5th June, 2020	3rd – 6th November, 2020	₦200,000
73	CONSTRUCTION QUALITY CONTROL ON SITE	2nd – 5th June, 2020	10th – 13th November, 2020	₦200,000
74	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	2nd – 5th June, 2020	10th – 13th November, 2020	₦200,000
75	BOILER CONTROL AND INSTRUMENTATION COURSE	8th – 11th June, 2020	10th – 13th November, 2020	₦200,000
76	TRANSFORMERS OPERATION AND MAINTENANCE	8th – 11th June, 2020	17th – 20th November, 2020	₦200,000
77	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	8th – 11th June, 2020	17th – 20th November, 2020	₦200,000
78	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	8th – 11th June, 2020	17th – 20th November, 2020	₦200,000
79	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE	16th – 19th June, 2020	24th – 27th November, 2020	₦200,000
80	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	16th – 19th June, 2020	24th – 27th November, 2020	₦200,000
81	PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM SOLVING COURSE	16th – 19th June, 2020	24th – 27th November, 2020	₦200,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
82	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	16th – 19th June, 2020	1st – 4th December, 2020	₦200,000
83	MODERN POWER SYSTEM PROTECTIVE RELAYING	23rd – 26th June, 2020	1st – 4th December, 2020	₦200,000
84	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENTS	23rd – 26th June, 2020	1st – 4th December, 2020	₦200,000
85	PROJECT SCHEDULING AND PLANNING SKILLS	23rd – 26th June, 2020	8th – 11th December, 2020	₦200,000
86	RISK BASED MAINTENANCE WORKSHOP	23rd – 26th June, 2020	8th – 11th December, 2020	₦200,000
87	INSTRUMENTATION AND CALIBRATION COURSE	30th June – 3rd July, 2020	8th – 11th December, 2020	₦200,000
88	THE COMPLETE COURSE ON PROJECT MANAGEMENT	30th June – 3rd July, 2020	15th – 17th December, 2020	₦200,000
89	EFFECT OF ADDITIVES ON CONCRETE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦200,000
90	INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦200,000

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INFORMATION TECHNOLOGY TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	MANAGING ENTERPRISE STORAGE NETWORKS	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
2	CYBERSECURITY RISK ASSESSMENT & MANAGEMENT	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
3	DOCUMENT MANAGEMENT SYSTEMS	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
4	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
5	INSTALLING CONFIGURING & TROUBLESHOOTING NETWORKS: LINUX	21st - 24th January, 2020	7th - 10th July, 2020	₦250,000
6	SECURING & TROUBLESHOOTING SOFTWARE DEFINED NETWORKS	21st - 24th January, 2020	14th - 17th July, 2020	₦250,000
7	INFORMATION STORAGE AND MANAGEMENT	21st - 24th January, 2020	14th - 17th July, 2020	₦250,000
8	FOUNDATIONS OF COMPUTER TECHNICAL SUPPORT	21st - 24th January, 2020	14th - 17th July, 2020	₦250,000
9	ICT MANAGEMENT AND INFORMATION SECURITY	28th - 31st January, 2020	14th - 17th July, 2020	₦250,000
10	BUILDING FINANCIAL MODEL WITH MICROSOFT EXCEL	28th - 31st January, 2020	14th - 17th July, 2020	₦250,000
11	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	28th - 31st January, 2020	21st - 24th July, 2020	₦250,000
12	GDPR GUIDE TO DATA GOVERNANCE FOR MODERN BUSINESS	28th - 31st January, 2020	21st - 24th July, 2020	₦250,000
13	DESIGNING AND DEPLOYING MESSAGING & COMMUNICATION SYSTEMS	4th - 7th February, 2020	21st - 24th July, 2020	₦250,000
14	DATABASE DESIGN, TOOLS & TECHNIQUES WITH SQL SERVER	4th - 7th February, 2020	21st - 24th July, 2020	₦250,000
15	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	4th - 7th February, 2020	21st - 24th July, 2020	₦250,000
16	COMPUTER FORENSICS TECHNIQUES AND TOOLS	4th - 7th February, 2020	27th - 30th July, 2020	₦250,000
17	FIBRE OPTICS NETWORK DESIGN	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
18	DATA ANALYSIS AND MODELLING USING POWER BI	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
19	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
20	SECURING WEB & CLOUD APPLICATIONS, SERVICES AND SERVERS	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
21	INFORMATION SECURITY FOR IT PROFESSIONALS	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
22	DATA ANALYSIS AND MODELLING USING EXCEL	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
23	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
24	MANAGING SECURITY IN AN ICT (ENABLED) ENVIRONMENT	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
25	DIGITAL TRANSFORMATION FOR THE 21ST CENTURY BUSINESS	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000
26	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENT TO BUSINESS DATA	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000
27	COMPUTER & NETWORK ADMINISTRATION: FUNDAMENTALS	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000
28	DATA CENTERS DESIGN, PLANNING AND MAINTENANCE	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
29	INSTALLING CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
30	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
31	APP DEVELOPMENT WITH PHP	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
32	DIGITAL COLLABORATION USING MICROSOFT SHAREPOINT	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
33	CLOUD COMPUTING ADMINISTRATION: AMAZON WEB SERVICES	10th - 13th March, 2020	25th- 28th August, 2020	₦250,000
34	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	10th - 13th March, 2020	25th - 28th August, 2020	₦250,000
35	DATABASE DESIGN, TOOLS & TECHNIQUES WITH ORACLE DB	10th - 13th March, 2020	25th - 28th August, 2020	₦250,000
36	WORKING WITH PRODUCTIVITY TOOLS: ADVANCED EXCEL	10th - 13th March, 2020	25th- 28th August, 2020	₦250,000
37	TELECOMMUNICATION NETWORKS MANAGEMENT COURSE	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
38	DISASTER RECOVERY MANAGEMENT: HANDLING IT RISKS	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
39	APP DEVELOPMENT WITH PYTHON	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
40	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURESQL	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
41	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
42	INTRODUCTION TO CYBER AND DIGITAL FORENSIC	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
43	DATABASE DESIGN, TOOLS AND TECHNIQUES WITH MICROSOFT ACCESS	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
44	INFORMATION SECURITY FOR IT PROFESSIONALS	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
45	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
46	COMPUTER & NETWORK ADMINISTRATION: ADVANCED	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
47	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
48	WORKING WITH PRODUCTIVITY TOOLS: GETTING STARTED EXCEL	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
49	TELECOMMUNICATION SYSTEMS MAINTENANCE AND INSTALLATION	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
50	APPLICATION DEVELOPMENT HTML, CSS, JAVASCRIPT & MYSQL	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
51	INSTALLING CONFIGURING & TROUBLESHOOTING NETWORKS: CISCO	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
52	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
53	WORKING WITH PRODUCTIVITY TOOLS: PRESENTING WITH POWERPOINT	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
54	IT INFRASTRUCTURE MANAGEMENT	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
55	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
56	APP DEVELOPMENT WITH JAVA	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
57	DATA ANALYSIS AND VISUALIZATION USING MICROSOFT EXCEL	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
58	WIRELESS NETWORKS ADMINISTRATION	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000
59	IT SERVICE MANAGEMENT	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000
60	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000
61	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
62	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
63	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
64	FIBRE OPTICS INSTALLATION AND MAINTENANCE	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
65	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	27th - 30th April, 2020	20th - 23rd October, 2020	₦250,000
66	BROADBAND ACCESS AND NETWORK PLANNING	5th - 8th May, 2020	20th - 23rd October, 2020	₦250,000
67	GENERAL DATA PROTECTION, REGULATION AND ADMINISTRATION	5th - 8th May, 2020	20th - 23rd October, 2020	₦250,000
68	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	5th - 8th May, 2020	20th - 23rd October, 2020	₦250,000
69	INTERNET AND MICROSOFT OFFICE PRODUCTIVITY TOOLS	5th - 8th May, 2020	26th - 28th October, 2020	₦250,000
70	COMPUTER NETWORK ADMINISTRATION AND OPERATIONS	5th - 8th May, 2020	26th - 28th October, 2020	₦250,000
71	NETWORK FUNDAMENTALS	12th - 15th May, 2020	26th - 28th October, 2020	₦250,000
72	IT RISK MANAGEMENT	12th - 15th May, 2020	26th - 28th October, 2020	₦250,000
73	NETWORK DESIGN AND CONFIGURATION	12th - 15th May, 2020	3rd - 6th November, 2020	₦250,000
74	ADMINISTERING & TROUBLESHOOTING WINDOWS SERVER 2019	12th - 15th May, 2020	3rd - 6th November, 2020	₦250,000
75	ENTERPRISE APPLICATION DEVELOPMENT USING JAVA	12th - 15th May, 2020	3rd - 6th November, 2020	₦250,000
76	COMPUTER NETWORK SWITCHING & ROUTING	18th - 21st May, 2020	3rd - 6th November, 2020	₦250,000
77	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
78	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
79	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
80	BIG DATA COURSE	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
81	CREATING WINNING PRESENTATION WITH MICROSOFT POWERPOINT	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
82	CLOUD COMPUTING ADMINISTRATION: GOOGLE CLOUD	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
83	MICROSOFT EXCEL ADVANCE FORMULAS AND TECHNIQUES	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
84	DESIGNING AND MANAGING DATABASES WITH MICROSOFT ACCESS	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
85	COMPUTER HACKING FORENSIC INVESTIGATION	2nd - 5th June, 2020	24th - 27th November, 2020	₦250,000
86	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	2nd - 5th June, 2020	24th - 27th November, 2020	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
87	PROFESSIONAL NETWORK SYSTEM ADMINISTRATORS COURSE	2nd – 5th June, 2020	24th – 27th November, 2020	₦250,000
88	DATA RECOVERY TOOLS & TECHNIQUES	2nd – 5th June, 2020	24th – 27th November, 2020	₦250,000
89	BALANCE SCORECARD AND OPERATIONAL DASHBOARD USING MICROSOFT EXCEL	8th – 11th June, 2020	1st – 4th December, 2020	₦250,000
90	INSTALLING, CONFIGURING & DEPLOYING WINDOWS SERVER 2019	8th – 11th June, 2020	1st – 4th December, 2020	₦250,000
91	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	8th – 11th June, 2020	1st – 4th December, 2020	₦250,000
92	APP DEVELOPMENT WITH NODE.JS	16th – 19th June, 2020	1st – 4th December, 2020	₦250,000
93	DATABASE DESIGN, TOOLS & TECHNIQUES WITH NOSQL	16th – 19th June, 2020	8th – 11th December, 2020	₦250,000
94	SECURING WIRELESS NETWORKS AND WANS	16th – 19th June, 2020	8th – 11th December, 2020	₦250,000
95	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENT TO BUSINESS DATA	23rd – 26th June, 2020	8th – 11th December, 2020	₦250,000
96	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	23rd – 26th June, 2020	8th – 11th December, 2020	₦250,000
97	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	23rd – 26th June, 2020	15th – 17th December, 2020	₦250,000
98	BUILDING FINANCIAL MODEL WITH MICROSOFT EXCE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦250,000
99	INTRODUCTION TO CYBER AND DIGITAL FORENSIC	30th June – 3rd July, 2020	15th – 17th December, 2020	₦250,000
100	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	30th June – 3rd July, 2020	15th – 17th December, 2020	₦250,000

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SALES AND MARKETING TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	SALES OUTLETS MANAGEMENT COURSE	14th - 17th January, 2020	8th - 11th June, 2020	15th- 18th September, 2020	₦175,000
2	MARKETING AND PROMOTION MANAGEMENT COURSE	14th - 17th January, 2020	8th - 11th June, 2020	15th- 18th September, 2020	₦175,000
3	FINANCIAL ASPECTS OF THE SALES AND MARKETING PROCESS	21st - 24th January, 2020	8th - 11th June, 2020	15th- 18th September, 2020	₦175,000
4	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	21st - 24th January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
5	DIGITAL MARKETER COURSE	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
6	MARKETING STRATEGIES AND PLANNING	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
7	MARKET-DRIVING STRATEGIES	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
8	FUNDAMENTALS OF MARKETING COURSE	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
9	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	11th - 14th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
10	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	11th - 14th February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
11	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
12	MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
13	HIGH IMPACT SALES - THE COMPLETE SALES COURSE	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
14	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
15	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	3rd - 6th March, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
16	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
17	MARKETING COMMUNICATION COURSE	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
18	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
19	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
20	THE EFFECTIVE MARKETING MANAGER	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
21	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	24th - 27th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
22	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	24th - 27th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
23	VALUE ADDED MARKETING - ADVANCED MARKETING STRATEGIES COURSE	31st Mar- 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
24	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	31st Mar- 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
25	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES	6th - 9th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦175,000
26	SALES AND MARKETING PROFESSIONAL	6th - 9th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦175,000
27	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	14th - 17th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦175,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
28	DIGITAL MARKETING PLANS	14th – 17th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
29	MARKETING SALES AND IMPLEMENTATION	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
30	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
31	SALES AND MARKETING MANAGEMENT	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
32	EFFECTIVE NEGOTIATION STRATEGIES COURSE	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
33	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	5th – 8th May, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
34	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	5th – 8th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
35	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
36	FUNDAMENTAL SELLING SKILLS	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
37	TERRITORY AND TIME MANAGEMENT FOR SALES PEOPLE	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
38	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
39	SALES MANAGEMENT TECHNIQUES AND STRATEGIES	27th – 30th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
40	OFFENSIVE AND DEFENSIVE MARKET SHARE TRAINING FOR SALES AND MARKETING MANAGERS	27th – 30th April, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
41	CUSTOMER - FOCUSED SELLING STRATEGIES	5th – 8th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
42	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	5th – 8th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000

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PUBLIC RELATIONS TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	14th - 17th January, 2020	27th - 30th April, 2020	11th- 14th August, 2020	₦175,000
2	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	14th - 17th January, 2020	27th - 30th April, 2020	11th- 14th August, 2020	₦175,000
3	PLANNING AND MANAGING PR CAMPAIGNS	21st - 24th January, 2020	5th - 8th May, 2020	18th - 21st August, 2020	₦175,000
4	MANAGING COMMUNITY RELATIONS EFFECTIVELY	21st - 24th January, 2020	5th - 8th May, 2020	18th - 21st August, 2020	₦175,000
5	WRITING FOR SOCIAL MEDIA COURSE	28th - 31st January, 2020	14th - 17th April, 2020	25th- 28th August, 2020	₦175,000
6	INTRODUCTION TO PUBLIC RELATIONS	28th - 31st January, 2020	14th - 17th April, 2020	25th- 28th August, 2020	₦175,000
7	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	4th - 7th February, 2020	21st - 24th April, 2020	1st- 4th September, 2020	₦175,000
8	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	4th - 7th February, 2020	21st - 24th April, 2020	1st- 4th September, 2020	₦175,000
9	MEASURING AND EVALUATING PR	11th - 14th February, 2020	27th - 30th April, 2020	8th- 11th September, 2020	₦175,000
10	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	11th - 14th February, 2020	27th - 30th April, 2020	8th- 11th September, 2020	₦175,000
11	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	18th - 21st February, 2020	5th - 8th May, 2020	15th- 18th September, 2020	₦175,000
12	PUBLIC RELATIONS AND MEDIA SKILLS	18th - 21st February, 2020	5th - 8th May, 2020	15th- 18th September, 2020	₦175,000
13	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	25th - 28th February, 2020	8th - 11th June, 2020	22nd - 25th September, 2020	₦175,000
14	PUBLIC RELATIONS CAMPAIGNS PLANNING AND EXECUTION	25th - 28th February, 2020	8th - 11th June, 2020	22nd - 25th September, 2020	₦175,000
15	PROTOCOL AND TRAVEL MANAGEMENT	3rd - 6th March, 2020	16th - 19th June, 2020	28th - 30th September, 2020	₦175,000
16	PR IN A CHANGING DIGITAL LANDSCAPE	3rd - 6th March, 2020	16th - 19th June, 2020	28th - 30th September, 2020	₦175,000
17	MASTERING CORPORATE COMMUNICATIONS	10th - 13th March, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
18	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	10th - 13th March, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
19	PUBLIC RELATIONS AND SUCCESSFUL CAMPAIGNS	17th - 20th March, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
20	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	17th - 20th March, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
21	PUBLIC RELATIONS FUNDAMENTALS	24th - 27th March, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
22	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	24th - 27th March, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
23	MEDIA RELATIONS AND PUBLIC AFFAIRS	31st Mar- 3rd April, 2020	14th - 17th July, 2020	26th - 28th October, 2020	₦175,000
24	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	31st Mar- 3rd April, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
25	BUSINESS STRATEGY FOR PR	6th - 9th April, 2020	21st - 24th July, 2020	10th - 13th November, 2020	₦175,000
26	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	6th - 9th April, 2020	21st - 24th July, 2020	17th - 20th November, 2020	₦175,000
27	INCIDENT AND CRISIS RESPONSE COMMUNICATION SKILLS	14th - 17th April, 2020	27th - 30th July, 2020	24th - 27th November, 2020	₦175,000
28	PUBLIC RELATIONS PROFESSIONALS	14th - 17th April, 2020	27th - 30th July, 2020	1st - 4th December, 2020	₦175,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	WRITING SKILLS FOR PR	21st - 24th April, 2020	5th- 7th August, 2020	8th – 11th December, 2020	₦175,000
30	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	21st - 24th April, 2020	5th- 7th August, 2020	15th – 17th December, 2020	₦175,000

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OIL AND GAS TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	MASTERING FINANCE FOR NON-FINANCIAL OIL AND GAS PERSONNEL	14th - 17th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦300,000
2	OIL AND GAS FIELD LIFE CYCLE, FIELD DEVELOPMENT AND PLANNING	14th - 17th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦300,000
3	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	21st - 24th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦300,000
4	FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION	21st - 24th January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦300,000
5	NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦300,000
6	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦300,000
7	OIL AND GAS INDUSTRY FUNDAMENTALS	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦300,000
8	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦300,000
9	EXEGESIS OF THE 2017 NIGERIAN PETROLEUM POLICY	11th - 14th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦300,000
10	SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY	11th - 14th February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦300,000
11	PETROLEUM COMPANY PERFORMANCE MANAGEMENT	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦300,000
12	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦300,000
13	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦300,000
14	FUNDAMENTALS OF OIL AND GAS PRODUCTION	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦300,000
15	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	3rd - 6th March, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦300,000
16	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦300,000
17	OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦300,000
18	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦300,000
19	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦300,000
20	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦300,000
21	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	24th - 27th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦300,000
22	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	24th - 27th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦300,000
23	UNDERSTANDING ENERGY CONTRACTS	31st Mar - 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦300,000
24	THE OIL AND GAS VALUE CHAIN	31st Mar - 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦300,000
25	MANAGING BIDS AND TENDERS FROM SUPPLIERS	6th - 9th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦300,000
26	PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR	6th - 9th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦300,000
27	MANAGING UPSTREAM OIL AND GAS ASSETS	14th - 17th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦300,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
28	INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS IN OIL AND GAS SECTORS	14th – 17th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦300,000
29	INTRODUCTION TO PETROLEUM EXPLORATION	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦300,000
30	CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦300,000
31	HSE IN EXPLORATION AND PRODUCTION	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦300,000
32	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦300,000
33	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	5th – 8th May, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦300,000
34	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	5th – 8th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦300,000
35	UPSTREAM OIL AND GAS DEVELOPMENT LIFECYCLE COSTING	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦300,000
36	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦300,000
37	OIL AND GAS BUSINESS ENVIRONMENT	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦300,000
38	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦300,000
39	OIL AND GAS FINANCE MANAGEMENT	27th – 30th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦300,000
40	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	27th – 30th April, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦300,000
41	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	5th – 8th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦300,000
42	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	5th – 8th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦300,000

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LEGAL TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT	14th - 17th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦250,000
2	PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION	14th - 17th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦250,000
3	COMPANY LAW - ESSENTIAL OVERVIEW	21st - 24th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦250,000
4	RESOLVING CONTRACTUAL CLAIMS AND DISPUTES	21st - 24th January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦250,000
5	STATUTORY, LEGAL AND COMPLIANCE REQUIREMENTS	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦250,000
6	CONTRACT LAW UPDATE 2018	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦250,000
7	DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦250,000
8	BUSINESS LAW ADMINISTRATION COURSE	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦250,000
9	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	11th - 14th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦250,000
10	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	11th - 14th February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦250,000
11	NIGERIAN LABOUR LAWS AND PRACTICES	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦250,000
12	THE EFFECTIVE LEGAL SECRETARY	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦250,000
13	EXCELLENCE IN CORPORATE GOVERNANCE	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦250,000
14	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦250,000
15	COMPANY LAW AND PRACTICE	3rd - 6th March, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦250,000
16	COMMERCIAL AND BUSINESS CONTRACTS	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦250,000
17	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦250,000
18	EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦250,000
19	CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦250,000
20	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦250,000
21	LAW AND CONTRACTS TERMS AND CONDITIONS	24th - 27th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦250,000
22	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	24th - 27th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦250,000
23	LEGAL ASPECTS OF DEBT COLLECTIONS	31st Mar - 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦250,000
24	COMMERCIAL CONTRACTS DRAFTING	31st Mar - 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦250,000
25	CORPORATE LEGAL OFFICERS COURSE	6th - 9th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦250,000
26	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	6th - 9th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦250,000
27	CONSTRUCTION AND INFRASTRUCTURE LAW	14th - 17th April, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
28	SERVICE LEVEL AGREEMENTS WORKSHOP	14th – 17th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦250,000
29	EMPLOYEE RELATIONS AND THE LAW	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦250,000
30	LAW-MAKING AND LEGISLATIVE DRAFTING	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦250,000
31	FUNDAMENTALS OF EMPLOYMENT LAWS	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦250,000
32	IN-DEPTH COURSE ON ARBITRATION AND MEDIATION	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦250,000
33	CONTRACTS MANAGEMENT	5th – 8th May, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦250,000
34	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	5th – 8th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦250,000
35	BUSINESS AND CONTRACT LAW ADMINISTRATION	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦250,000
36	LEGAL SECRETARY DUTIES COURSE	14th – 17th April, 2020	25th – 28th August, 2020	1st – 4th December, 2020	₦250,000
37	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦250,000
38	MANAGING CONTRACTUAL LIABILITIES EFFECTIVELY	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦250,000
39	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	27th – 30th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦250,000
40	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	27th – 30th April, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦250,000
41	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	5th – 8th May, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦250,000
42	READING, WRITING AND NEGOTIATING OF CONTRACTS	5th – 8th May, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦250,000

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SECURITY AND SAFETY TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	CORPORATE INVESTIGATION SKILLS TRAINING	14th - 17th January, 2020	8th - 11th June, 2020	15th- 18th September, 2020	₦175,000
2	RISK, CRISIS AND DISASTER MANAGEMENT	14th - 17th January, 2020	8th - 11th June, 2020	15th- 18th September, 2020	₦175,000
3	THE EFFECTIVE SECURITY OFFICER	21st - 24th January, 2020	8th - 11th June, 2020	15th- 18th September, 2020	₦175,000
4	ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS	21st - 24th January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
5	DEVELOPING THE SKILLS OF LEADERSHIP AND SUPERVISION FOR SECURITY LEADERS	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
6	THE SECURITY OFFICER DEVELOPMENT PROGRAMME: DEVELOPING PRACTICAL SKILLS AND TECHNIQUES	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
7	TEAM BUILDING STRATEGIES IN SECURITY PROFESSION	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
8	MANAGING SECURITY RISKS IN THE OIL AND GAS SECTOR	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
9	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	11th - 14th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
10	CONDUCTING EFFECTIVE SECURITY SURVEYS	11th - 14th February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
11	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
12	PRINCIPLES OF SECURITY	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
13	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
14	OPERATIONAL SECURITY MANAGEMENT COURSE	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
15	CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS	3rd - 6th March, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
16	STRATEGIC SECURITY MANAGEMENT	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
17	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
18	SECURITY MANAGEMENT PROGRAMME	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
19	FIRE AND ARSON MANAGEMENT AND CONTROL	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
20	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
21	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE	24th - 27th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
22	INVESTIGATING FRAUD IN THE WORKPLACE	24th - 27th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
23	FRAUD DETECTION, PREVENTION AND CONTROL	31st Mar- 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
24	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	31st Mar- 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
25	BEST PRACTICES IN SAFETY MANAGEMENT	6th - 9th April, 2020	5th- 7th August, 2020	10th - 13th November, 2020	₦175,000
26	WORKPLACE SECURITY AND SAFETY COURSE	6th - 9th April, 2020	5th- 7th August, 2020	10th - 13th November, 2020	₦175,000
27	SECURITY SKILLS IMPROVEMENT COURSE	14th - 17th April, 2020	5th- 7th August, 2020	10th - 13th November, 2020	₦175,000

28	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	14th – 17th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
29	ADVANCED HEALTH AND SAFETY MANAGEMENT	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
30	PROFESSIONAL SECURITY DEVELOPMENT COURSE	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
31	ENVIRONMENTAL MANAGEMENT SYSTEMS, MONITORING AND MODELLING	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
32	ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
33	SECURITY COORDINATION AND DESIGN	5th – 8th May, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
34	EXCELLENCE IN CRIME MANAGEMENT	5th – 8th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
35	SECURITY RISK ANALYSIS AND MANAGEMENT	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
36	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	14th – 17th April, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
37	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER TOP LEADERS	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
38	FUNDAMENTAL SECURITY MANAGEMENT	21st - 24th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
39	ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT	27th – 30th April, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
40	WORKPLACE INVESTIGATIONS AND INTERVIEWING	27th – 30th April, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
41	PROCESS SAFETY MANAGEMENT COMPLIANCE	5th – 8th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
42	DEVELOPING AN EFFECTIVE SAFETY CULTURE	5th – 8th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000

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INSURANCE TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	14th - 17th January, 2020	5th - 8th May, 2020	25th- 28th August, 2020	₦175,000
2	LIABILITY INSURANCE COURSE	14th - 17th January, 2020	5th - 8th May, 2020	25th- 28th August, 2020	₦175,000
3	BUSINESS INTERRUPTION INSURANCE COURSE	21st - 24th January, 2020	14th - 17th April, 2020	1st- 4th September, 2020	₦175,000
4	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	21st - 24th January, 2020	14th - 17th April, 2020	1st- 4th September, 2020	₦175,000
5	FOUNDATION COURSE IN INSURANCE	28th - 31st January, 2020	21st - 24th April, 2020	8th- 11th September, 2020	₦175,000
6	INSURANCE COMPANY ANALYSIS COURSE	28th - 31st January, 2020	21st - 24th April, 2020	8th- 11th September, 2020	₦175,000
7	FIDELITY GUARANTEE ADMINISTRATION	4th - 7th February, 2020	27th - 30th April, 2020	15th- 18th September, 2020	₦175,000
8	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	4th - 7th February, 2020	27th - 30th April, 2020	15th- 18th September, 2020	₦175,000
9	COMMERCIAL INSURANCE COURSE	11th - 14th February, 2020	5th - 8th May, 2020	22nd - 25th September, 2020	₦175,000
10	EMPLOYER'S LIABILITY INSURANCE	11th - 14th February, 2020	5th - 8th May, 2020	22nd - 25th September, 2020	₦175,000
11	UNDERSTANDING GENERAL INSURANCE FINANCE	18th - 21st February, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
12	ENGINEERING INSURANCE AND INSPECTION COURSE	18th - 21st February, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
13	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	25th - 28th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
14	INSURANCE ACCOUNTING FOR UNDERWRITERS	25th - 28th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
15	PROTECTION AND INDEMNITY INSURANCE	3rd - 6th March, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
16	COMMERCIAL PROPERTY INSURANCE	3rd - 6th March, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
17	GROUP LIFE INSURANCE ADMINISTRATION	10th - 13th March, 2020	30th June - 3rd July, 2020	20th - 23rd October, 2020	₦175,000
18	MARINE CARGO INSURANCE MANAGEMENT	10th - 13th March, 2020	30th June - 3rd July, 2020	20th - 23rd October, 2020	₦175,000
19	EFFECTIVE NEGOTIATION IN INSURANCE	17th - 20th March, 2020	7th - 10th July, 2020	26th - 28th October, 2020	₦175,000
20	INSURANCE AND RISK MANAGEMENT PRINCIPLES AND PRACTICES	17th - 20th March, 2020	7th - 10th July, 2020	26th - 28th October, 2020	₦175,000
21	INSURANCE ACCOUNTING TECHNIQUES	24th - 27th March, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
22	PROPERTY OWNERS INSURANCE COURSE	24th - 27th March, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
23	COMMERCIAL INSURANCE PACKAGES	31st Mar- 3rd April, 2020	21st -24th July, 2020	10th - 13th November, 2020	₦175,000
24	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	31st Mar- 3rd April, 2020	21st -24th July, 2020	10th - 13th November, 2020	₦175,000
25	INTRODUCTION TO INSURANCE BASICS	6th - 9th April, 2020	27th -30th July, 2020	17th - 20th November, 2020	₦175,000
26	MOTOR INSURANCE ADMINISTRATION	6th - 9th April, 2020	27th -30th July, 2020	17th - 20th November, 2020	₦175,000
27	EFFECTIVE APPROACHES TO AVIATION INSURANCE COURSE	14th - 17th April, 2020	5th- 7th August, 2020	24th - 27th November, 2020	₦175,000
28	INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS	14th - 17th April, 2020	5th- 7th August, 2020	24th - 27th November, 2020	₦175,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE	21st - 24th April, 2020	11th- 14th August, 2020	1st - 4th December, 2020	₦175,000
30	MOTOR FLEET INSURANCE ADMINISTRATION	21st - 24th April, 2020	11th- 14th August, 2020	1st - 4th December, 2020	₦175,000
31	CONSTRUCTION INSURANCE AND ADMINISTRATION	27th - 30th April, 2020	18th - 21st August, 2020	8th - 11th December, 2020	₦175,000
32	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	27th - 30th April, 2020	18th - 21st August, 2020	15th - 17th December, 2020	₦175,000

The Fee for each course is One Hundred and Seventy-Five Thousand Naira Only (N175,000.00) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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

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