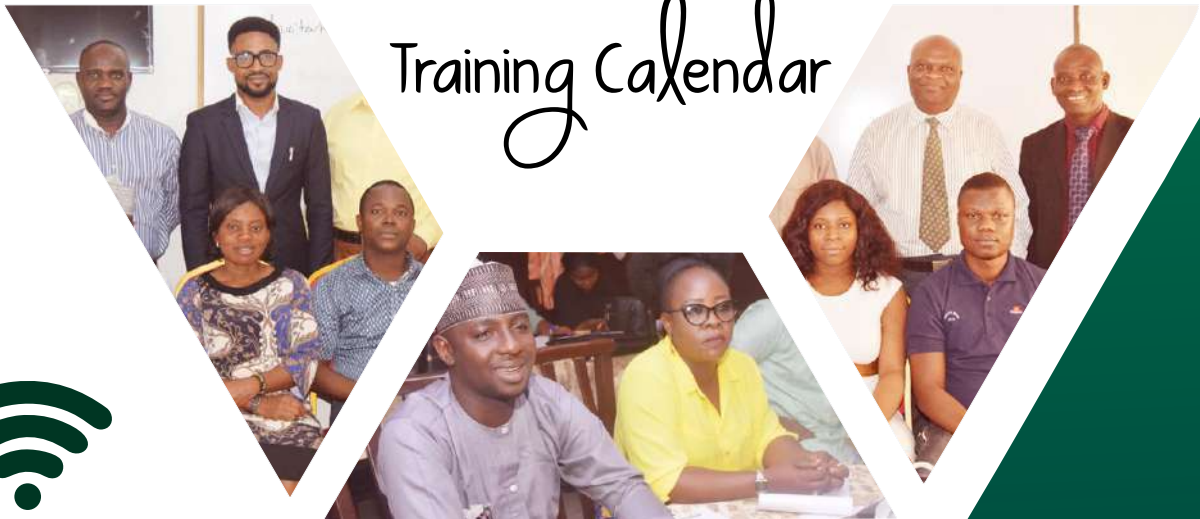




## Training Calendar



FREE Wi-Fi  
AVAILABLE



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



+2348033045484, +2349060008877,  
+2349060002299, +2349060007799.



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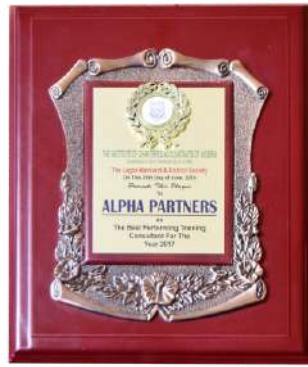
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# CONTENT

# BEST CATEGORIES —AWARDS—



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



**ICAN Best Performing  
Training Consultant  
Award 2017**



**ICAN Best Performing  
Training Consultant  
Award 2016**



**CITN Tax Profession  
Recognition Award  
2002**



**ICAN Best Performing  
Training Consultant  
Award 2015**



**ICAN Best Performing  
Training Consultant  
Award 2010**



**ICAN Best Performing  
Training Consultant  
Award 2014**



**ICAN Best Performing  
Training Consultant  
Award 2009**



**NITAD Human  
Resource Development  
Merit Award 2000**



**ICAN Best  
Training Consultant  
Award 2008**



**ICAN Best Performing  
Training Consultant  
Award 2011**



## — CLIENTELE —



# Testimonials



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

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



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

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



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

**Ladepo Edward**  
Pilgrims Africa Ltd.



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

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



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

**Uzoh Chukwuma**  
Chrome Group Ltd.



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

**Harrison OvieEbuebu**  
Continental Shipyard Ltd.



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

**Kpelai Mfehembra Grace**  
GIZ Abuja



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

**Musa Ibrahim Lamuna**  
Eunisell



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

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



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

**Ajele Oluwadurotimi Dare**  
FSDH Merchant Bank



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

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



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

**Olusola Ayeola**  
Smile Communication



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

**Olayemi Daniel**  
Sahara Group.



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

**Ugliu Anthony Adole**  
Ringardas Nigeria Ltd



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

**Ahmad Ali**  
Victims Support Fund



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

**Gbolagade Kemi**  
Bell Nigeria Staff



# Testimonials



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

Joseph Austin  
MANTRAC



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

Dickson Obanye  
Heerema Nigeria Ltd.



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

Arobani Raphael Olu  
Federal health centre, Oni



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

Joseph Paul  
Radisson Blu Anchorage Hotel.



The workshop was very satisfactory.

Dr. Nelson O. Magbagbeola  
ECOWAS Parliament.



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

Olarewaju Philip O.  
Arik Air Ltd



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

Torough Evelyn Mlumum  
Benue Investment & Property Company Ltd



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

Blessing Michael  
Income Electrix Ltd



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

Kuje Samuel  
National Judicial Council,  
Abuja.



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

Ogunremi Gabriel  
GZI, Ogun State.



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

Musibau Elewide  
Cambridge Education Nig..



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

Ozum Chukwuma  
Ebonyi State University



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

Buwoza Grace  
Central Bank of Uganda



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

Abidon Rita  
World Dove Media



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

Charles Okon Dickson  
Topfaith Int'l School



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

Osuntade Isaac  
Babcock University

...and lots more

## 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	BUSINESS FINANCIAL AND ACCOUNTING SKILLS	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	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	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	STRATEGIC FINANCIAL AND ACCOUNTING SKILLS	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, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

**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	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	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

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## STORES AND PROCUREMENT 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	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
4	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	14th - 17th January, 2020	7th - 10th July, 2020	₦175,000
5	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
6	SECURITY AND SAFETY IN THE STORES DEPARTMENT	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
7	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	21st - 24th January, 2020	14th - 17th July, 2020	₦175,000
8	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	21st - 24th 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	PROCUREMENT BEST PRACTICES WORKSHOP	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
11	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
12	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	28th - 31st January, 2020	21st - 24th July, 2020	₦175,000
13	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	4th - 7th February, 2020	27th - 30th July, 2020	₦175,000
14	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	4th - 7th February, 2020	27th - 30th July, 2020	₦175,000
15	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	4th - 7th February, 2020	27th - 30th July, 2020	₦175,000
16	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	4th - 7th February, 2020	27th - 30th July, 2020	₦175,000
17	COMPUTERIZED STORES MANAGEMENT SYSTEMS	11th - 14th February, 2020	5th - 7th August, 2020	₦175,000
18	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	11th - 14th February, 2020	5th - 7th August, 2020	₦175,000
19	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	11th - 14th February, 2020	5th - 7th August, 2020	₦175,000
20	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	11th - 14th February, 2020	5th - 7th August, 2020	₦175,000
21	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	18th - 21st February, 2020	11th - 14th August, 2020	₦175,000
22	MODERN INVENTORY AND STORES MANAGEMENT	18th - 21st February, 2020	11th - 14th August, 2020	₦175,000
23	MANAGING AND IMPROVING WAREHOUSE OPERATIONS	18th - 21st February, 2020	11th - 14th August, 2020	₦175,000
24	STOCK FRAUD PREVENTION AND CONTROL	18th - 21st February, 2020	11th - 14th August, 2020	₦175,000
25	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	25th - 28th February, 2020	18th - 21st August, 2020	₦175,000
26	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	25th - 28th February, 2020	18th - 21st August, 2020	₦175,000
27	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	25th - 28th February, 2020	18th - 21st August, 2020	₦175,000
28	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	25th - 28th February, 2020	18th - 21st August, 2020	₦175,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
29	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	3rd - 6th March, 2020	25th – 28th August, 2020	₦175,000
30	EXCELLENCE IN STORES MANAGEMENT	3rd - 6th March, 2020	25th – 28th August, 2020	₦175,000
31	FUNDAMENTALS OF PURCHASING	3rd - 6th March, 2020	25th – 28th August, 2020	₦175,000
32	BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY	3rd - 6th March, 2020	25th – 28th August, 2020	₦175,000
33	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	10th - 13th March, 2020	1st – 4th September, 2020	₦175,000
34	DEVELOPING PURCHASING POLICIES AND PROCESSES	10th - 13th March, 2020	1st – 4th September, 2020	₦175,000
35	ADVANCED STORES AND INVENTORY MANAGEMENT	10th - 13th March, 2020	1st – 4th September, 2020	₦175,000
36	STOCK TAKING AND STOCK RECONCILIATION	10th - 13th March, 2020	1st – 4th September, 2020	₦175,000
37	PURCHASING PRINCIPLES AND PRACTICES	17th – 20th March, 2020	8th– 11th September, 2020	₦175,000
38	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	17th – 20th March, 2020	8th– 11th September, 2020	₦175,000
39	MODERN PURCHASING AND CONTRACT MANAGEMENT	17th – 20th March, 2020	8th– 11th September, 2020	₦175,000
40	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	17th – 20th March, 2020	8th– 11th September, 2020	₦175,000
41	STOREKEEPING AND WAREHOUSE MANAGEMENT	24th – 27th March, 2020	15th – 18th September, 2020	₦175,000
42	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	24th – 27th March, 2020	15th – 18th September, 2020	₦175,000
43	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	24th – 27th March, 2020	15th – 18th September, 2020	₦175,000
44	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICE	24th – 27th March, 2020	15th – 18th September, 2020	₦175,000
45	ADVANCED PURCHASING AND STORES MANAGEMENT	31st Mar – 3rd April, 2020	15th – 18th September, 2020	₦175,000
46	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	31st Mar – 3rd April, 2020	22nd – 25th September, 2020	₦175,000
47	ADVANCED PURCHASING AND TENDERS MANAGEMENT	31st Mar – 3rd April, 2020	22nd – 25th September, 2020	₦175,000
48	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	31st Mar – 3rd April, 2020	22nd – 25th September, 2020	₦175,000
49	IMPROVING YOUR BUYING SKILLS	6th – 9th April, 2020	22nd – 25th September, 2020	₦175,000
50	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	6th – 9th April, 2020	22nd – 25th September, 2020	₦175,000
51	STORES PROCEDURES, REGULATIONS AND PRACTICES	6th – 9th April, 2020	28th – 30th September, 2020	₦175,000
52	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	6th – 9th April, 2020	28th – 30th September, 2020	₦175,000
53	STOCK TAKING SKILLS AND STOCK VALUATION	14th – 17th April, 2020	28th – 30th September, 2020	₦175,000
54	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	14th – 17th April, 2020	28th – 30th September, 2020	₦175,000
55	WAREHOUSE AND DISTRIBUTION MANAGEMENT	14th – 17th April, 2020	28th – 30th September, 2020	₦175,000
56	STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS	14th – 17th April, 2020	6th – 9th October, 2020	₦175,000
57	WAREHOUSE OPERATIONS AND MANAGEMENT	21st - 24th April, 2020	6th – 9th October, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
58	PROCUREMENT MANAGEMENT BEST PRACTICE	21st - 24th April, 2020	6th - 9th October, 2020	₦175,000
59	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	21st - 24th April, 2020	6th - 9th October, 2020	₦175,000
60	PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION	21st - 24th April, 2020	6th - 9th October, 2020	₦175,000
61	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	27th - 30th April, 2020	13th - 16th October, 2020	₦175,000
62	PROCUREMENT PLANNING AND INVENTORY MANAGEMENT	27th - 30th April, 2020	13th - 16th October, 2020	₦175,000
63	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	27th - 30th April, 2020	13th - 16th October, 2020	₦175,000
64	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	27th - 30th April, 2020	13th - 16th October, 2020	₦175,000
65	WORLD - CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	27th - 30th April, 2020	13th - 16th October, 2020	₦175,000
66	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	5th - 8th May, 2020	20th - 23rd October, 2020	₦175,000
67	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	5th - 8th May, 2020	20th - 23rd October, 2020	₦175,000
68	MANAGING THE PROCUREMENT PROCESS	5th - 8th May, 2020	20th - 23rd October, 2020	₦175,000
69	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	5th - 8th May, 2020	20th - 23rd October, 2020	₦175,000
70	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	5th - 8th May, 2020	20th - 23rd October, 2020	₦175,000
71	PROCUREMENT MANAGEMENT PROFESSIONAL	12th - 15th May, 2020	26th - 28th October, 2020	₦175,000
72	ADVANCED CONTRACTS MANAGEMENT	12th - 15th May, 2020	26th - 28th October, 2020	₦175,000
73	MASTERING SUPPLY CHAIN MANAGEMENT	12th - 15th May, 2020	26th - 28th October, 2020	₦175,000
74	PURCHASING AND VENDOR MANAGEMENT SKILLS	12th - 15th May, 2020	26th - 28th October, 2020	₦175,000
75	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	12th - 15th May, 2020	26th - 28th October, 2020	₦175,000
76	THE EFFECTIVE BUYER	18th - 21st May, 2020	3rd - 6th November, 2020	₦175,000
77	SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION	18th - 21st May, 2020	3rd - 6th November, 2020	₦175,000
78	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	18th - 21st May, 2020	3rd - 6th November, 2020	₦175,000
79	LOGISTICS AND DISTRIBUTION MANAGEMENT	18th - 21st May, 2020	3rd - 6th November, 2020	₦175,000
80	MASTERING WAREHOUSE MECHANICS	18th - 21st May, 2020	3rd - 6th November, 2020	₦175,000
81	E-PROCUREMENT STRATEGIES COURSE	27th - 29th May, 2020	10th - 13th November, 2020	₦175,000
82	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	27th - 29th May, 2020	10th - 13th November, 2020	₦175,000
83	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	27th - 29th May, 2020	10th - 13th November, 2020	₦175,000
84	WAREHOUSE MANAGEMENT BEST PRACTICES	27th - 29th May, 2020	10th - 13th November, 2020	₦175,000
85	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	27th - 29th May, 2020	10th - 13th November, 2020	₦175,000
86	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	2nd - 5th June, 2020	17th - 20th November, 2020	₦175,000





S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
87	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	2nd – 5th June, 2020	17th – 20th November, 2020	₦175,000
88	ACCOUNTING FOR INVENTORY MANAGEMENT	2nd – 5th June, 2020	17th – 20th November, 2020	₦175,000
89	EFFECTIVE STOREKEEPING SKILLS	2nd – 5th June, 2020	17th – 20th November, 2020	₦175,000
90	STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING	2nd – 5th June, 2020	17th – 20th November, 2020	₦175,000
91	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	8th – 11th June, 2020	24th – 27th November, 2020	₦175,000
92	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	8th – 11th June, 2020	24th – 27th November, 2020	₦175,000
93	STORES MANAGEMENT AND PURCHASING PROCEDURES	8th – 11th June, 2020	24th – 27th November, 2020	₦175,000
94	SUPPLY CHAIN RISK MANAGEMENT	8th – 11th June, 2020	24th – 27th November, 2020	₦175,000
95	ADVANCED PROCUREMENT SKILLS	8th – 11th June, 2020	24th – 27th November, 2020	₦175,000
96	ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
97	STOCK CONTROL AND INVENTORY MANAGEMENT	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
98	BEST PRACTICE APPROACH TO PROCUREMENT CHALLENGES FOR PROCUREMENT MANAGERS	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
99	NEGOTIATING AND MANAGING CONTRACTS	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
100	EFFECTIVE PURCHASING MANAGEMENT	16th – 19th June, 2020	1st – 4th December, 2020	₦175,000
101	SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
102	DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
103	ADVANCED PURCHASING MANAGEMENT	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
104	FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
105	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	23rd – 26th June, 2020	8th – 11th December, 2020	₦175,000
106	WAREHOUSE AND INVENTORY BEST PRACTICE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
107	WAREHOUSING AND INVENTORY MANAGEMENT COURSE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
108	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
109	ANALYTICAL METHODS FOR IMPROVED PURCHASING PERFORMANCE	30th June – 3rd July, 2020	15th – 17th December, 2020	₦175,000
110	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	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



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
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





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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



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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

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, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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

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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





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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	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	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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**E-mail:** info@alphapartnerstrainings.com, **Website:** www.alphapartnerstrainings.com



## INFORMATION TECHNOLOGY TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
2	COMPUTER NETWORK ADMINISTRATION AND OPERATIONS	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
3	DATABASE DESIGN, TOOLS & TECHNIQUES WITH PL/SQL	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
4	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	14th - 17th January, 2020	7th - 10th July, 2020	₦250,000
5	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	21st - 24th January, 2020	7th - 10th July, 2020	₦250,000
6	WORKING WITH THE LINUX PLATFORM AND TOOLS	21st - 24th January, 2020	14th - 17th July, 2020	₦250,000
7	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	21st - 24th January, 2020	14th - 17th July, 2020	₦250,000
8	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	21st - 24th January, 2020	14th - 17th July, 2020	₦250,000
9	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	28th - 31st January, 2020	14th - 17th July, 2020	₦250,000
10	UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING	28th - 31st January, 2020	14th - 17th July, 2020	₦250,000
11	DATABASE DESIGN, TOOLS & TECHNIQUES WITH SQL SERVER	28th - 31st January, 2020	21st - 24th July, 2020	₦250,000
12	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	28th - 31st January, 2020	21st - 24th July, 2020	₦250,000
13	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	4th - 7th February, 2020	21st - 24th July, 2020	₦250,000
14	CREATING SPREADSHEETS WITH MICROSOFT EXCEL	4th - 7th February, 2020	21st - 24th July, 2020	₦250,000
15	DIGITAL COLLABORATION USING MICROSOFT SHAREPOINT	4th - 7th February, 2020	21st - 24th July, 2020	₦250,000
16	DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION	4th - 7th February, 2020	27th - 30th July, 2020	₦250,000
17	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
18	DATA ANALYSIS AND MODELING USING POWER BI	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
19	APPLICATION DEVELOPMENT WITH PHP	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
20	WIRELESS NETWORKS ADMINISTRATION	11th - 14th February, 2020	27th - 30th July, 2020	₦250,000
21	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
22	SECURING & TROUBLESHOOTING SOFTWARE DEFINED NETWORKS	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
23	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: CORELDRAW	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
24	CLOUD COMPUTING ADMINISTRATION: GOOGLE CLOUD PLATFORM	18th - 21st February, 2020	5th - 7th August, 2020	₦250,000
25	DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000
26	DATABASE DESIGN, TOOLS & TECHNIQUES WITH NOSQL	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000
27	CYBER SECURITY RISK ASSESSMENT & CONTROLS	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000
28	INSTALLING, CONFIGURING & DEPLOYING WINDOWS SERVER 2019	25th - 28th February, 2020	11th - 14th August, 2020	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
29	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
30	APPLICATION DEVELOPMENT WITH PYTHON	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
31	CLOUD COMPUTING ADMINISTRATION: AMAZON WEB SERVICES	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
32	DATABASE DESIGN, TOOLS & TECHNIQUES WITH ORACLE DB	3rd - 6th March, 2020	18th- 21st August, 2020	₦250,000
33	DOCUMENT MANAGEMENT SYSTEMS	10th - 13th March, 2020	25th- 28th August, 2020	₦250,000
34	COMPUTER NETWORK ROUTING & SWITCHING	10th - 13th March, 2020	25th - 28th August, 2020	₦250,000
35	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	10th - 13th March, 2020	25th - 28th August, 2020	₦250,000
36	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	10th - 13th March, 2020	25th- 28th August, 2020	₦250,000
37	DOCUMENT AUTHORIZING WITH MICROSOFT WORD	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
38	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
39	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
40	SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES	17th - 20th March, 2020	1st- 4th September, 2020	₦250,000
41	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
42	GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
43	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
44	DESIGNING DATABASE-DRIVEN APPLICATIONS WITH ORACLE APEX	24th - 27th March, 2020	8th- 11th September, 2020	₦250,000
45	MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
46	CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
47	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
48	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP	31st Mar- 3rd April, 2020	15th- 18th September, 2020	₦250,000
49	APPLICATION DEVELOPMENT WITH JAVA	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
50	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
51	IMPLEMENTING CISCO NETWORK SECURITY	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
52	CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE	6th - 9th April, 2020	22nd - 25th September, 2020	₦250,000
53	HYBRID CLOUD COMPUTING ADMINISTRATION	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
54	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
55	TELECOMMUNICATION NETWORKS MANAGEMENT: I	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
56	IT FUNDAMENTALS	14th - 17th April, 2020	28th - 30th September, 2020	₦250,000
57	INFORMATION STORAGE AND MANAGEMENT	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000





S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
58	COMPUTER FORENSICS TECHNIQUES AND TOOLS	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000
59	GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000
60	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	21st - 24th April, 2020	6th - 9th October, 2020	₦250,000
61	ADMINISTERING & TROUBLESHOOTING WINDOWS 10	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
62	IT SERVICE MANAGEMENT	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
63	COMPUTER & NETWORK ADMINISTRATION: I	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
64	APPLICATION DEVELOPMENT WITH NODE.JS	27th - 30th April, 2020	13th - 16th October, 2020	₦250,000
65	SECURING WIRELESS NETWORKS AND WANS	27th - 30th April, 2020	20th - 23rd October, 2020	₦250,000
66	MANAGING ENTERPRISE STORAGE NETWORKS	5th - 8th May, 2020	20th - 23rd October, 2020	₦250,000
67	DISASTER PREVENTION & RECOVERY MANAGEMENT: HANDLING IT RISKS	5th - 8th May, 2020	20th - 23rd October, 2020	₦250,000
68	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	5th - 8th May, 2020	20th - 23rd October, 2020	₦250,000
69	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	5th - 8th May, 2020	26th - 28th October, 2020	₦250,000
70	CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM	5th - 8th May, 2020	26th - 28th October, 2020	₦250,000
71	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	12th - 15th May, 2020	26th - 28th October, 2020	₦250,000
72	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: CISCO	12th - 15th May, 2020	26th - 28th October, 2020	₦250,000
73	WEB BASED INFORMATION SYSTEM MANAGEMENT	12th - 15th May, 2020	3rd - 6th November, 2020	₦250,000
74	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	12th - 15th May, 2020	3rd - 6th November, 2020	₦250,000
75	DATABASE DESIGN, TOOLS & TECHNIQUES WITH POSTGRESQL	12th - 15th May, 2020	3rd - 6th November, 2020	₦250,000
76	IT INFRASTRUCTURE MANAGEMENT	18th - 21st May, 2020	3rd - 6th November, 2020	₦250,000
77	INFORMATION SECURITY FOR IT PROFESSIONALS	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
78	NETWORKING WITH WINDOW SERVER AND CLIENTS	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
79	TELECOMMUNICATION NETWORKS MANAGEMENT: II	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
80	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	18th - 21st May, 2020	10th - 13th November, 2020	₦250,000
81	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
82	DIGITAL TRANSFORMATION FOR THE 21 <sup>ST</sup> CENTURY BUSINESS	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
83	ICT MANAGEMENT AND INFORMATION SECURITY	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
84	COMPUTER & NETWORK ADMINISTRATION: II	27th - 29th May, 2020	17th - 20th November, 2020	₦250,000
85	DESIGNING WEBSITES & WEB-BASED APPS USING HTML, CSS, JAVASCRIPT & MYSQL	2nd - 5th June, 2020	24th - 27th November, 2020	₦250,000
86	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	2nd - 5th June, 2020	24th - 27th November, 2020	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
87	MANAGING IT PROJECTS	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	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	8th – 11th June, 2020	1st – 4th December, 2020	₦250,000
90	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	8th – 11th June, 2020	1st – 4th December, 2020	₦250,000
91	ADMINISTERING & TROUBLESHOOTING WINDOWS SERVER 2019	8th – 11th June, 2020	1st – 4th December, 2020	₦250,000
92	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	16th – 19th June, 2020	1st – 4th December, 2020	₦250,000
93	SECURE SOFTWARE DEVELOPMENT LIFECYCLES (SDLC) BEST PRACTICES	16th – 19th June, 2020	8th – 11th December, 2020	₦250,000
94	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	16th – 19th June, 2020	8th – 11th December, 2020	₦250,000
95	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	23rd – 26th June, 2020	8th – 11th December, 2020	₦250,000
96	DESIGNING WEBSITES USING WORDPRESS CMS	23rd – 26th June, 2020	8th – 11th December, 2020	₦250,000
97	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	23rd – 26th June, 2020	15th – 17th December, 2020	₦250,000
98	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	30th June – 3rd July, 2020	15th – 17th December, 2020	₦250,000
99	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: LINUX	30th June – 3rd July, 2020	15th – 17th December, 2020	₦250,000
100	SECURING THE WINDOWS FILE SYSTEM	30th June – 3rd July, 2020	15th – 17th December, 2020	₦250,000

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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	12th – 15th May, 2020	25th – 28th August, 2020	1st – 4th December, 2020	₦300,000
36	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	12th – 15th May, 2020	25th – 28th August, 2020	1st – 4th December, 2020	₦300,000
37	OIL AND GAS BUSINESS ENVIRONMENT	18th – 21st May, 2020	1st – 4th September, 2020	8th – 11th December, 2020	₦300,000
38	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	18th – 21st May, 2020	1st – 4th September, 2020	8th – 11th December, 2020	₦300,000
39	OIL AND GAS FINANCE MANAGEMENT	27th – 29th May, 2020	1st – 4th September, 2020	8th – 11th December, 2020	₦300,000
40	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	27th – 29th May, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦300,000
41	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	2nd – 5th June, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦300,000
42	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	2nd – 5th June, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦300,000

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## LEGAL/LAW 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 UPDATES 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	NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS	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 WORKSHOP	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	12th – 15th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦250,000
36	LEGAL SECRETARY DUTIES COURSE	12th – 15th May, 2020	25th – 28th August, 2020	1st – 4th December, 2020	₦250,000
37	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	18th – 21st May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦250,000
38	MANAGING CONTRACTUAL LIABILITIES EFFECTIVELY	18th – 21st May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦250,000
39	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	27th – 29th May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦250,000
40	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	27th – 29th May, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦250,000
41	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	2nd – 5th June, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦250,000
42	READING, WRITING AND NEGOTIATING OF CONTRACTS	2nd – 5th June, 2020	8th – 11th September, 2020	15th – 17th December, 2020	₦250,000

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## ADMIN, SECRETARIES AND PERSONAL ASSISTANTS TRAINING CALENDAR – 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	14th – 17th January, 2020	27th – 29th May, 2020	22nd – 25th September, 2020	₦175,000
2	RECEPTION AND TELEPHONE ETIQUETTE	14th – 17th January, 2020	27th – 29th May, 2020	22nd – 25th September, 2020	₦175,000
3	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS WORKSHOP	21st – 24th January, 2020	2nd – 5th June, 2020	22nd – 25th September, 2020	₦175,000
4	MANAGING YOUR BOSS IN THE WORKPLACE	21st – 24th January, 2020	2nd – 5th June, 2020	28th – 30th September, 2020	₦175,000
5	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	28th – 31st January, 2020	8th – 11th June, 2020	28th – 30th September, 2020	₦175,000
6	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	28th – 31st January, 2020	8th – 11th June, 2020	28th – 30th September, 2020	₦175,000
7	DEVELOPING SELF ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	4th – 7th February, 2020	16th – 19th June, 2020	6th – 9th October, 2020	₦175,000
8	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	4th – 7th February, 2020	16th – 19th June, 2020	6th – 9th October, 2020	₦175,000
9	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	11th – 14th February, 2020	23rd – 26th June, 2020	6th – 9th October, 2020	₦175,000
10	THE EFFECTIVE SECRETARY	11th – 14th February, 2020	23rd – 26th June, 2020	13th – 16th October, 2020	₦175,000
11	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	18th – 21st February, 2020	30th June – 3rd July, 2020	13th – 16th October, 2020	₦175,000
12	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	18th – 21st February, 2020	30th June – 3rd July, 2020	13th – 16th October, 2020	₦175,000
13	EFFECTIVE MINUTE TAKING COURSE	25th – 28th February, 2020	7th – 10th July, 2020	20th – 23rd October, 2020	₦175,000
14	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	25th – 28th February, 2020	7th – 10th July, 2020	20th – 23rd October, 2020	₦175,000
15	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	3rd – 6th March, 2020	14th – 17th July, 2020	20th – 23rd October, 2020	₦175,000
16	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	3rd – 6th March, 2020	14th – 17th July, 2020	26th – 28th October, 2020	₦175,000
17	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	10th – 13th March, 2020	21st – 24th July, 2020	26th – 28th October, 2020	₦175,000
18	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	10th – 13th March, 2020	21st – 24th July, 2020	26th – 28th October, 2020	₦175,000
19	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	17th – 20th March, 2020	27th – 30th July, 2020	3rd – 6th November, 2020	₦175,000
20	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	17th – 20th March, 2020	27th – 30th July, 2020	3rd – 6th November, 2020	₦175,000
21	ORGANISING AND BEHAVIOURAL SKILLS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	24th – 27th March, 2020	5th – 7th August, 2020	3rd – 6th November, 2020	₦175,000
22	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	24th – 27th March, 2020	5th – 7th August, 2020	10th – 13th November, 2020	₦175,000
23	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	31st Mar– 3rd April, 2020	11th – 14th August, 2020	10th – 13th November, 2020	₦175,000
24	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	31st Mar– 3rd April, 2020	11th – 14th August, 2020	10th – 13th November, 2020	₦175,000
25	FRONTLINE CUSTOMER SERVICE EXCELLENCE	6th – 9th April, 2020	18th – 21st August, 2020	17th – 20th November, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
26	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	6th – 9th April, 2020	18th – 21st August, 2020	17th – 20th November, 2020	₦175,000
27	PROFESSIONAL OFFICE PROCEDURES FOR ADMIN OFFICERS, SECRETARIES AND PA'S	14th – 17th April, 2020	25th– 28th August, 2020	17th – 20th November, 2020	₦175,000
28	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	14th – 17th April, 2020	25th– 28th August, 2020	24th – 27th November, 2020	₦175,000
29	THE OFFICE PROFESSIONAL AND RECORDS MANAGEMENT	21st – 24th April, 2020	25th– 28th August, 2020	24th – 27th November, 2020	₦175,000
30	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	21st – 24th April, 2020	1st– 4th September, 2020	24th – 27th November, 2020	₦175,000
31	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	27th – 30th April, 2020	1st – 4th September, 2020	1st – 4th December, 2020	₦175,000
32	PERSONAL ASSISTANTS AND SECRETARIES SKILLS – ESSENTIAL	27th – 30th April, 2020	1st – 4th September, 2020	1st – 4th December, 2020	₦175,000
33	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	5th – 8th May, 2020	8th – 11th September, 2020	1st – 4th December, 2020	₦175,000
34	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	5th – 8th May, 2020	8th – 11th September, 2020	8th – 11th December, 2020	₦175,000
35	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	12th – 15th May, 2020	8th – 11th September, 2020	8th – 11th December, 2020	₦175,000
36	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	12th – 15th May, 2020	15th – 18th September, 2020	8th – 11th December, 2020	₦175,000
37	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	18th – 21st May, 2020	15th – 18th September, 2020	15th – 17th December, 2020	₦175,000
38	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	18th – 21st May, 2020	15th – 18th September, 2020	15th – 17th December, 2020	₦175,000

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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	EMAIL MARKETING FUNDAMENTALS COURSE	21st - 24th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦175,000
4	FINANCIAL ASPECTS OF THE SALES AND MARKETING PROCESS	21st - 24th January, 2020	8th - 11th June, 2020	15th - 18th September, 2020	₦175,000
5	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	21st - 24th January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
6	DIGITAL MARKETER COURSE	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
7	MARKETING STRATEGIES AND PLANNING	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
8	CUSTOMER SERVICE EXCELLENCE FOR MANAGERS	28th - 31st January, 2020	16th - 19th June, 2020	22nd - 25th September, 2020	₦175,000
9	MARKET-DRIVING STRATEGIES	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
10	FUNDAMENTALS OF MARKETING COURSE	4th - 7th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
11	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	11th - 14th February, 2020	23rd - 26th June, 2020	28th - 30th September, 2020	₦175,000
12	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	11th - 14th February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
13	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
14	EXCEPTIONAL CUSTOMER SERVICE	18th - 21st February, 2020	30th June - 3rd July, 2020	6th - 9th October, 2020	₦175,000
15	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
16	HIGH IMPACT SALES - THE COMPLETE SALES COURSE	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
17	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	25th - 28th February, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
18	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	3rd - 6th March, 2020	7th - 10th July, 2020	13th - 16th October, 2020	₦175,000
19	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
20	MARKETING COMMUNICATION COURSE	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
21	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	10th - 13th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
22	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
23	THE EFFECTIVE MARKETING MANAGER	17th - 20th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
24	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	24th - 27th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
25	EXCELLENT CUSTOMER SERVICE	24th - 27th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
26	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	24th - 27th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
27	VALUE ADDED MARKETING - ADVANCED MARKETING STRATEGIES COURSE	31st Mar- 3rd April, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
28	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	31st Mar– 3rd April, 2020	27th –30th July, 2020	3rd – 6th November, 2020	₦175,000
29	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES	6th – 9th April, 2020	5th– 7th August, 2020	10th – 13th November, 2020	₦175,000
30	SALES AND MARKETING PROFESSIONAL	6th – 9th April, 2020	5th– 7th August, 2020	10th – 13th November, 2020	₦175,000
31	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	14th – 17th April, 2020	5th– 7th August, 2020	10th – 13th November, 2020	₦175,000
32	DIGITAL MARKETING PLANS	14th – 17th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
33	PROVIDING EXTRAORDINARY CUSTOMER SERVICE	14th – 17th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
34	MARKETING SALES AND IMPLEMENTATION	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
35	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	21st - 24th April, 2020	11th– 14th August, 2020	17th – 20th November, 2020	₦175,000
36	EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT – CRM COURSE	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
37	SALES AND MARKETING MANAGEMENT	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
38	EFFECTIVE NEGOTIATION STRATEGIES COURSE	27th – 30th April, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
39	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	5th – 8th May, 2020	18th – 21st August, 2020	24th – 27th November, 2020	₦175,000
40	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	5th – 8th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
41	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	12th – 15th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
42	FUNDAMENTAL SELLING SKILLS	12th – 15th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
43	HANDLING CUSTOMER COMPLAINTS EFFECTIVELY	12th – 15th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
44	TERRITORY AND TIME MANAGEMENT FOR SALES PEOPLE	18th – 21st May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
45	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	18th – 21st May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
46	MARKETING AND ADVERTISING COURSE	27th – 29th May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
47	SALES MANAGEMENT TECHNIQUES AND STRATEGIES	27th – 29th May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
48	OFFENSIVE AND DEFENSIVE MARKET SHARE TRAINING FOR SALES AND MARKETING MANAGERS	27th – 29th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
49	CUSTOMER - FOCUSED SELLING STRATEGIES	2nd – 5th June, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
50	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	2nd – 5th June, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000

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## HOTEL AND HOSPITALITY MANAGEMENT TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	INTRODUCTION TO EVENTS MANAGEMENT	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
2	INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
3	HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
4	EXCELLENCE IN HOUSEKEEPING AND CLEANING	21st - 24th January, 2020	2nd - 5th June, 2020	22nd - 25th September, 2020	₦175,000
5	RESTAURANT OPERATIONS MANAGEMENT	21st - 24th January, 2020	2nd - 5th June, 2020	28th - 30th September, 2020	₦175,000
6	FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY	21st - 24th January, 2020	2nd - 5th June, 2020	28th - 30th September, 2020	₦175,000
7	HOTEL AND HOSPITALITY PRACTICE	28th - 31st January, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
8	HOSPITALITY INDUSTRY LAW	28th - 31st January, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
9	CONCEPTS OF BUDGETING AND FORECASTING IN HOTELS AND HOSPITALITY INDUSTRIES	28th - 31st January, 2020	8th - 11th June, 2020	6th - 9th October, 2020	₦175,000
10	CATERING AND EVENT MANAGEMENT	4th - 7th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
11	MODERN METHODS IN TOURISM MANAGEMENT	4th - 7th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
12	FUNDAMENTALS OF HOTEL REVENUE MANAGEMENT IN HOSPITALITY INDUSTRY	11th - 14th February, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
13	REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT	11th - 14th February, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
14	HOSPITALITY AND TOURISM TECHNOLOGY AND INNOVATION	11th - 14th February, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
15	HOSPITALITY AND HOTEL MANAGEMENT COURSE	18th - 21st February, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
16	TRAVEL AND TOURISM COURSE	18th - 21st February, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
17	HOTEL INVESTMENTS AND VALUATION COURSE	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
18	HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
19	HOTEL AND HOSPITALITY FRONT DESK OFFICER	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
20	OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
21	HOSPITALITY CUSTOMER SERVICE PROFESSIONAL	3rd - 6th March, 2020	14th - 17th July, 2020	26th - 28th October, 2020	₦175,000
22	ANALYSIS OF HOTEL INCOME STATEMENTS	3rd - 6th March, 2020	14th - 17th July, 2020	26th - 28th October, 2020	₦175,000
23	CUSTOMER EXPERIENCE MANAGEMENT IN HOSPITALITY PROFESSIONAL	10th - 13th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
24	HOTEL AND HOSPITALITY MANAGEMENT	10th - 13th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
25	BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT	17th - 20th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
26	HOTEL ACCOUNTING	17th - 20th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
27	THE HOSPITALITY BUSINESS COURSE	24th - 27th March, 2020	5th - 7th August, 2020	3rd - 6th November, 2020	₦175,000
28	HOSPITALITY AND EVENT MANAGEMENT FOR HOTEL MANAGERS	24th - 27th March, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦175,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	HOTEL HUMAN RESOURCES MANAGEMENT	31st Mar– 3rd April, 2020	11th – 14th August, 2020	10th – 13th November, 2020	₦175,000
30	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	31st Mar– 3rd April, 2020	11th – 14th August, 2020	10th – 13th November, 2020	₦175,000
31	HOTEL WAREHOUSING AND STORES MANAGEMENT	6th – 9th April, 2020	18th – 21st August, 2020	17th – 20th November, 2020	₦175,000
32	MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION	6th – 9th April, 2020	18th – 21st August, 2020	17th – 20th November, 2020	₦175,000
33	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	14th – 17th April, 2020	25th– 28th August, 2020	17th – 20th November, 2020	₦175,000
34	HOTEL FRONT DESK OPERATIONS MANAGEMENT	14th – 17th April, 2020	25th– 28th August, 2020	24th – 27th November, 2020	₦175,000
35	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	21st – 24th April, 2020	25th– 28th August, 2020	24th – 27th November, 2020	₦175,000
36	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	21st – 24th April, 2020	1st– 4th September, 2020	24th – 27th November, 2020	₦175,000
37	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	27th – 30th April, 2020	1st – 4th September, 2020	1st – 4th December, 2020	₦175,000
38	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	27th – 30th April, 2020	1st – 4th September, 2020	1st – 4th December, 2020	₦175,000
39	BUDGETING FOR BETTER OPERATIONAL PERFORMANCE	5th – 8th May, 2020	8th – 11th September, 2020	1st – 4th December, 2020	₦175,000
40	HOTEL MARKETING AND SALES	5th – 8th May, 2020	8th – 11th September, 2020	8th – 11th December, 2020	₦175,000
41	HOTEL ASSETS MANAGEMENT (HAM)	12th – 15th May, 2020	8th – 11th September, 2020	8th – 11th December, 2020	₦175,000
42	HOTEL QUALITY CONTROL (HQC)	12th – 15th May, 2020	15th– 18th September, 2020	8th – 11th December, 2020	₦175,000
43	HOTEL RESERVATIONS TECHNIQUES	18th – 21st May, 2020	15th– 18th September, 2020	15th – 17th December, 2020	₦175,000
44	INTRODUCTION TO HOTEL REVENUE MANAGEMENT	18th – 21st May, 2020	15th– 18th September, 2020	15th – 17th December, 2020	₦175,000

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## COMMUNICATION TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	OVERCOMING FEAR OF PUBLIC SPEAKING	14th - 17th January, 2020	12th - 15th May, 2020	8th - 11th September, 2020	₦175,000
2	BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS	21st - 24th January, 2020	18th - 21st May, 2020	15th - 18th September, 2020	₦175,000
3	PRODUCTIVE COMMUNICATION AND INFLUENCING SKILLS	28th - 31st January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
4	STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS	4th - 7th February, 2020	2nd - 5th June, 2020	28th - 30th September, 2020	₦175,000
5	STRATEGIC THINKING AND BUSINESS PLANNING	11th - 14th February, 2020	8th - 11th June, 2020	6th - 9th October, 2020	₦175,000
6	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	18th - 21st February, 2020	16th - 19th June, 2020	13th - 16th October, 2020	₦175,000
7	ADVANCED COMMUNICATION AND PRESENTATION SKILLS	25th - 28th February, 2020	23rd - 26th June, 2020	20th - 23rd October, 2020	₦175,000
8	SPEECH WRITING WORKSHOP	3rd - 6th March, 2020	30th June - 3rd July, 2020	26th - 28th October, 2020	₦175,000
9	CRISIS COMMUNICATION PROGRAMME	10th - 13th March, 2020	7th - 10th July, 2020	3rd - 6th November, 2020	₦175,000
10	MEETINGS MANAGEMENT WORKSHOP	17th - 20th March, 2020	14th - 17th July, 2020	10th - 13th November, 2020	₦175,000
11	EFFECTIVE PRESS RELEASE WRITING	24th - 27th March, 2020	21st - 24th July, 2020	17th - 20th November, 2020	₦175,000
12	EFFECTIVE COMMUNICATIONS MASTERCLASS	31st Mar - 3rd April, 2020	27th - 30th July, 2020	17th - 20th November, 2020	₦175,000
13	CRISIS MANAGEMENT IN SOCIAL MEDIA	6th - 9th April, 2020	5th - 7th August, 2020	24th - 27th November, 2020	₦175,000
14	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS	14th - 17th April, 2020	11th - 14th August, 2020	24th - 27th November, 2020	₦175,000
15	ADVANCED COMMUNICATION STRATEGY	21st - 24th April, 2020	18th - 21st August, 2020	1st - 4th December, 2020	₦175,000
16	INTERNAL COMMUNICATION STRATEGIES	21st - 24th April, 2020	18th - 21st August, 2020	1st - 4th December, 2020	₦175,000
17	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	27th - 30th April, 2020	25th - 28th August, 2020	8th - 11th December, 2020	₦175,000
18	CUSTOMER RELATIONSHIP MANAGEMENT	27th - 30th April, 2020	25th - 28th August, 2020	8th - 11th December, 2020	₦175,000
19	SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR	5th - 8th May, 2020	1st - 4th September, 2020	15th - 17th December, 2020	₦175,000
20	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	5th - 8th May, 2020	1st - 4th 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	12th - 15th May, 2020	25th - 28th August, 2020	₦175,000
6	INTRODUCTION TO PUBLIC RELATIONS	28th - 31st January, 2020	12th - 15th May, 2020	25th - 28th August, 2020	₦175,000
7	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	4th - 7th February, 2020	18th - 21st May, 2020	1st - 4th September, 2020	₦175,000
8	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	4th - 7th February, 2020	18th - 21st May, 2020	1st - 4th September, 2020	₦175,000
9	MEASURING AND EVALUATING PR	11th - 14th February, 2020	27th - 29th May, 2020	8th - 11th September, 2020	₦175,000
10	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	11th - 14th February, 2020	27th - 29th May, 2020	8th - 11th September, 2020	₦175,000
11	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	18th - 21st February, 2020	2nd - 5th June, 2020	15th - 18th September, 2020	₦175,000
12	PUBLIC RELATIONS AND MEDIA SKILLS	18th - 21st February, 2020	2nd - 5th June, 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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## LOGISTICS, TRANSPORTATION & DRIVERS TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	LOGISTICS AND DISTRIBUTION MANAGEMENT	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
2	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
3	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	21st - 24th January, 2020	2nd - 5th June, 2020	22nd - 25th September, 2020	₦175,000
4	PREVENTIVE DRIVING AND SAFETY PRECAUTIONS	21st - 24th January, 2020	2nd - 5th June, 2020	28th - 30th September, 2020	₦175,000
5	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	28th - 31st January, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
6	ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORT MANAGERS	28th - 31st January, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
7	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	4th - 7th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
8	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	4th - 7th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
9	DEFENSIVE DRIVER SAFETY TECHNIQUES	11th - 14th February, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
10	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	11th - 14th February, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
11	IMPORT MANAGEMENT WORKSHOP	18th - 21st February, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
12	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	18th - 21st February, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
13	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
14	ROAD SAFETY AND DRIVERS AWARENESS COURSE	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
15	TRANSPORTATION MANAGEMENT SYSTEM	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
16	INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS	3rd - 6th March, 2020	14th - 17th July, 2020	26th - 28th October, 2020	₦175,000
17	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	10th - 13th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
18	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	10th - 13th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
19	TRANSPORT AND LOGISTICS - ESSENTIALS	17th - 20th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
20	MANAGING FREIGHT AND LOGISTICS MANAGEMENT	17th - 20th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
21	TOOL AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	24th - 27th March, 2020	5th - 7th August, 2020	3rd - 6th November, 2020	₦175,000
22	CORPORATE FLEET MANAGEMENT	24th - 27th March, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦175,000
23	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	31st Mar- 3rd April, 2020	11th - 14th August, 2020	10th - 13th November, 2020	₦175,000
24	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	31st Mar- 3rd April, 2020	11th - 14th August, 2020	10th - 13th November, 2020	₦175,000
25	MANAGING LOGISTICS	6th - 9th April, 2020	18th - 21st August, 2020	17th - 20th November, 2020	₦175,000
26	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	6th - 9th April, 2020	18th - 21st August, 2020	17th - 20th November, 2020	₦175,000
27	ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP	14th - 17th April, 2020	25th - 28th August, 2020	17th - 20th November, 2020	₦175,000
28	MANAGING THE TRANSPORT DEPARTMENT OF YOUR ORGANIZATION	14th - 17th April, 2020	25th - 28th August, 2020	24th - 27th November, 2020	₦175,000





S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	SHIPPING, CLEARING AND FORWARDING MANAGEMENT	21st - 24th April, 2020	25th- 28th August, 2020	24th - 27th November, 2020	₦175,000
30	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	21st - 24th April, 2020	1st- 4th September, 2020	24th - 27th November, 2020	₦175,000
31	LOGISTICS AND TRANSPORT MANAGEMENT	27th - 30th April, 2020	1st - 4th September, 2020	1st - 4th December, 2020	₦175,000
32	ESSENTIALS OF FLEET AND TRANSPORT MANAGEMENT WORKSHOP	27th - 30th April, 2020	1st - 4th September, 2020	1st - 4th December, 2020	₦175,000
33	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	5th - 8th May, 2020	8th - 11th September, 2020	1st - 4th December, 2020	₦175,000
34	BUSINESS LOGISTICS SYSTEMS ANALYSIS	5th - 8th May, 2020	8th - 11th September, 2020	8th - 11th December, 2020	₦175,000
35	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	12th - 15th May, 2020	8th - 11th September, 2020	8th - 11th December, 2020	₦175,000
36	TRANSPORTATION, LOGISTICS AND THE LAW COURSE	12th - 15th May, 2020	15th- 18th September, 2020	8th - 11th December, 2020	₦175,000
37	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	18th - 21st May, 2020	15th- 18th September, 2020	15th - 17th December, 2020	₦175,000
38	LOGISTICS MANAGEMENT WORKSHOP	18th - 21st May, 2020	15th- 18th September, 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, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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## 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



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
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	12th – 15th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
36	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	12th – 15th May, 2020	25th– 28th August, 2020	1st – 4th December, 2020	₦175,000
37	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER TOP LEADERS	18th – 21st May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
38	FUNDAMENTAL SECURITY MANAGEMENT	18th – 21st May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
39	ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT	27th – 29th May, 2020	1st– 4th September, 2020	8th – 11th December, 2020	₦175,000
40	WORKPLACE INVESTIGATIONS AND INTERVIEWING	27th – 29th May, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
41	PROCESS SAFETY MANAGEMENT COMPLIANCE	2nd – 5th June, 2020	8th– 11th September, 2020	15th – 17th December, 2020	₦175,000
42	DEVELOPING AN EFFECTIVE SAFETY CULTURE	2nd – 5th June, 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	12th - 15th May, 2020	1st - 4th September, 2020	₦175,000
4	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	21st - 24th January, 2020	12th - 15th May, 2020	1st - 4th September, 2020	₦175,000
5	FOUNDATION COURSE IN INSURANCE	28th - 31st January, 2020	18th - 21st May, 2020	8th - 11th September, 2020	₦175,000
6	INSURANCE COMPANY ANALYSIS COURSE	28th - 31st January, 2020	18th - 21st May, 2020	8th - 11th September, 2020	₦175,000
7	FIDELITY GUARANTEE ADMINISTRATION	4th - 7th February, 2020	27th - 29th May, 2020	15th - 18th September, 2020	₦175,000
8	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	4th - 7th February, 2020	27th - 29th May, 2020	15th - 18th September, 2020	₦175,000
9	COMMERCIAL INSURANCE COURSE	11th - 14th February, 2020	2nd - 5th June, 2020	22nd - 25th September, 2020	₦175,000
10	EMPLOYER'S LIABILITY INSURANCE	11th - 14th February, 2020	2nd - 5th June, 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

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## BANKING AND FINANCE TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	BASIC PRINCIPLES OF BANKING	14th - 17th January, 2020	12th - 15th May, 2020	8th - 11th September, 2020	₦175,000
2	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	21st - 24th January, 2020	18th - 21st May, 2020	15th - 18th September, 2020	₦175,000
3	ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS	28th - 31st January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
4	LENDING METHODS AND PROCEDURES	4th - 7th February, 2020	2nd - 5th June, 2020	28th - 30th September, 2020	₦175,000
5	BANKING MANAGEMENT SKILLS	11th - 14th February, 2020	8th - 11th June, 2020	6th - 9th October, 2020	₦175,000
6	ELECTRONIC BANKING WORKSHOP	18th - 21st February, 2020	16th - 19th June, 2020	13th - 16th October, 2020	₦175,000
7	INTRODUCTION TO BANKING	25th - 28th February, 2020	23rd - 26th June, 2020	20th - 23rd October, 2020	₦175,000
8	BANKING OPERATIONS MANAGEMENT	3rd - 6th March, 2020	30th June - 3rd July, 2020	26th - 28th October, 2020	₦175,000
9	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	10th - 13th March, 2020	7th - 10th July, 2020	3rd - 6th November, 2020	₦175,000
10	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	17th - 20th March, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
11	CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS	24th - 27th March, 2020	21st - 24th July, 2020	10th - 13th November, 2020	₦175,000
12	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	31st Mar - 3rd April, 2020	27th - 30th July, 2020	10th - 13th November, 2020	₦175,000
13	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/ INTERBRANCH/UNIT DIFFERENCES IN BANKS	6th - 9th April, 2020	5th - 7th August, 2020	17th - 20th November, 2020	₦175,000
14	EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS	6th - 9th April, 2020	5th - 7th August, 2020	17th - 20th November, 2020	₦175,000
15	EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS	14th - 17th April, 2020	11th - 14th August, 2020	24th - 27th November, 2020	₦175,000
16	REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS	14th - 17th April, 2020	11th - 14th August, 2020	24th - 27th November, 2020	₦175,000
17	STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS	21st - 24th April, 2020	18th - 21st August, 2020	1st - 4th December, 2020	₦175,000
18	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	21st - 24th April, 2020	18th - 21st August, 2020	1st - 4th December, 2020	₦175,000
19	IT AUDITING FOR BANKS	27th - 30th April, 2020	25th - 28th August, 2020	8th - 11th December, 2020	₦175,000
20	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	27th - 30th April, 2020	25th - 28th August, 2020	8th - 11th December, 2020	₦175,000
21	LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH	5th - 8th May, 2020	1st - 4th September, 2020	15th - 17th December, 2020	₦175,000
22	PRODUCT DEVELOPMENT IN BANKS	5th - 8th May, 2020	1st - 4th September, 2020	15th - 17th December, 2020	₦175,000

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## PUBLIC SECTOR TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PUBLIC ADMINISTRATION AND MANAGEMENT	14th - 17th January, 2020	5th - 8th May, 2020	25th - 28th August, 2020	₦175,000
2	INTERPRETATION AND APPLICATION OF IPSAS	14th - 17th January, 2020	5th - 8th May, 2020	25th - 28th August, 2020	₦175,000
3	HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR	21st - 24th January, 2020	12th - 15th May, 2020	1st - 4th September, 2020	₦175,000
4	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	21st - 24th January, 2020	12th - 15th May, 2020	1st - 4th September, 2020	₦175,000
5	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	28th - 31st January, 2020	18th - 21st May, 2020	8th - 11th September, 2020	₦175,000
6	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	28th - 31st January, 2020	18th - 21st May, 2020	8th - 11th September, 2020	₦175,000
7	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	4th - 7th February, 2020	27th - 29th May, 2020	15th - 18th September, 2020	₦175,000
8	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	4th - 7th February, 2020	27th - 29th May, 2020	15th - 18th September, 2020	₦175,000
9	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	11th - 14th February, 2020	2nd - 5th June, 2020	22nd - 25th September, 2020	₦175,000
10	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	11th - 14th February, 2020	2nd - 5th June, 2020	22nd - 25th September, 2020	₦175,000
11	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	18th - 21st February, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
12	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	18th - 21st February, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
13	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS	25th - 28th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
14	ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT	25th - 28th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
15	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	3rd - 6th March, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
16	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	3rd - 6th March, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
17	CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA	10th - 13th March, 2020	30th June - 3rd July, 2020	20th - 23rd October, 2020	₦175,000
18	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	10th - 13th March, 2020	30th June - 3rd July, 2020	20th - 23rd October, 2020	₦175,000
19	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	17th - 20th March, 2020	7th - 10th July, 2020	26th - 28th October, 2020	₦175,000
20	PUBLIC SECTOR LEADERSHIP AND MANAGEMENT	17th - 20th March, 2020	7th - 10th July, 2020	26th - 28th October, 2020	₦175,000
21	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	24th - 27th March, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
22	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	24th - 27th March, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
23	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	31st Mar- 3rd April, 2020	21st - 24th July, 2020	10th - 13th November, 2020	₦175,000
24	THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES	31st Mar- 3rd April, 2020	21st - 24th July, 2020	10th - 13th November, 2020	₦175,000
25	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	6th - 9th April, 2020	27th - 30th July, 2020	17th - 20th November, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
26	ADVANCED ACCRUAL-BASED IPSAS	6th – 9th April, 2020	27th – 30th July, 2020	17th – 20th November, 2020	₦175,000
27	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	14th – 17th April, 2020	5th – 7th August, 2020	24th – 27th November, 2020	₦175,000
28	ADVANCED PUBLIC SECTOR STRATEGY	14th – 17th April, 2020	5th – 7th August, 2020	24th – 27th November, 2020	₦175,000
29	PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES	21st – 24th April, 2020	11th – 14th August, 2020	1st – 4th December, 2020	₦175,000
30	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	21st – 24th April, 2020	11th – 14th August, 2020	1st – 4th December, 2020	₦175,000
31	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	27th – 30th April, 2020	18th – 21st August, 2020	8th – 11th December, 2020	₦175,000
32	FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	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, Bank Draft or Transfer in favour of Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Murtala Mohammed Way (3rd Floor) Yaba - Lagos.

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## EDUCATION TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	14th - 17th January, 2020	27th - 30th April, 2020	11th- 14th August, 2020	₦175,000
2	PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS	14th - 17th January, 2020	27th - 30th April, 2020	11th- 14th August, 2020	₦175,000
3	LIBRARY MANAGEMENT COURSE FOR LIBRARIANS	21st - 24th January, 2020	5th - 8th May, 2020	18th - 21st August, 2020	₦175,000
4	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	21st - 24th January, 2020	5th - 8th May, 2020	18th - 21st August, 2020	₦175,000
5	SECURITY MANAGEMENT IN SCHOOLS	28th - 31st January, 2020	12th - 15th May, 2020	25th- 28th August, 2020	₦175,000
6	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT	28th - 31st January, 2020	12th - 15th May, 2020	25th- 28th August, 2020	₦175,000
7	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR	4th - 7th February, 2020	18th - 21st May, 2020	1st- 4th September, 2020	₦175,000
8	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	4th - 7th February, 2020	18th - 21st May, 2020	1st- 4th September, 2020	₦175,000
9	ORIENTATION MANAGEMENT STRATEGIES FOR RESULTS	11th - 14th February, 2020	27th - 29th May, 2020	8th- 11th September, 2020	₦175,000
10	BEST PRACTICE IN CURRICULUM MANAGEMENT	11th - 14th February, 2020	27th - 29th May, 2020	8th- 11th September, 2020	₦175,000
11	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	18th - 21st February, 2020	2nd - 5th June, 2020	15th- 18th September, 2020	₦175,000
12	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	18th - 21st February, 2020	2nd - 5th June, 2020	15th- 18th September, 2020	₦175,000
13	EFFECTIVE HOSTEL MANAGEMENT	25th - 28th February, 2020	8th - 11th June, 2020	22nd - 25th September, 2020	₦175,000
14	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	25th - 28th February, 2020	8th - 11th June, 2020	22nd - 25th September, 2020	₦175,000
15	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	3rd - 6th March, 2020	16th - 19th June, 2020	28th - 30th September, 2020	₦175,000
16	STRATEGIC EDUCATION PLANNING	3rd - 6th March, 2020	16th - 19th June, 2020	28th - 30th September, 2020	₦175,000
17	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	10th - 13th March, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
18	GUIDANCE AND COUNSELING ADMINISTRATION IN SCHOOLS	10th - 13th March, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
19	INTERNAL AUDITING IN HIGHER INSTITUTIONS	17th - 20th March, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
20	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	17th - 20th March, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
21	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	24th - 27th March, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
22	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	24th - 27th March, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
23	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	31st Mar- 3rd April, 2020	14th - 17th July, 2020	26th - 28th October, 2020	₦175,000
24	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	31st Mar- 3rd April, 2020	14th - 17th July, 2020	3rd - 6th November, 2020	₦175,000
25	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	6th - 9th April, 2020	21st - 24th July, 2020	10th - 13th November, 2020	₦175,000
26	ACCREDITATION PLANNING AND MANAGEMENT	6th - 9th April, 2020	21st - 24th July, 2020	17th - 20th November, 2020	₦175,000
27	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	14th - 17th April, 2020	27th - 30th July, 2020	24th - 27th November, 2020	₦175,000
28	EDUCATION DATA MANAGEMENT	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	EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING	21st - 24th April, 2020	5th – 7th August, 2020	8th – 11th December, 2020	₦175,000
30	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	21st - 24th April, 2020	5th – 7th August, 2020	15th – 17th December, 2020	₦175,000

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## HEALTHCARE TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
2	QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS	14th - 17th January, 2020	27th - 29th May, 2020	22nd - 25th September, 2020	₦175,000
3	BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT	21st - 24th January, 2020	2nd - 5th June, 2020	22nd - 25th September, 2020	₦175,000
4	NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE	21st - 24th January, 2020	2nd - 5th June, 2020	28th - 30th September, 2020	₦175,000
5	HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	28th - 31st January, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
6	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	28th - 31st January, 2020	8th - 11th June, 2020	28th - 30th September, 2020	₦175,000
7	THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE	4th - 7th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
8	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	4th - 7th February, 2020	16th - 19th June, 2020	6th - 9th October, 2020	₦175,000
9	BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS	11th - 14th February, 2020	23rd - 26th June, 2020	6th - 9th October, 2020	₦175,000
10	PROFESSIONAL INDEMNITY GUARANTEE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONALS	11th - 14th February, 2020	23rd - 26th June, 2020	13th - 16th October, 2020	₦175,000
11	HOSPITAL REVENUE MANAGEMENT	18th - 21st February, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
12	HEALTHCARE LIABILITY MANAGEMENT	18th - 21st February, 2020	30th June - 3rd July, 2020	13th - 16th October, 2020	₦175,000
13	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
14	WORK LIFE BALANCE AND STRESS MANAGEMENT	25th - 28th February, 2020	7th - 10th July, 2020	20th - 23rd October, 2020	₦175,000
15	BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL	3rd - 6th March, 2020	14th - 17th July, 2020	20th - 23rd October, 2020	₦175,000
16	MAINTENANCE OF HOSPITAL EQUIPMENT	3rd - 6th March, 2020	14th - 17th July, 2020	26th - 28th October, 2020	₦175,000
17	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	10th - 13th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
18	LEGAL ISSUES IN HOSPITAL ADMINISTRATION	10th - 13th March, 2020	21st - 24th July, 2020	26th - 28th October, 2020	₦175,000
19	SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS	17th - 20th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
20	PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY	17th - 20th March, 2020	27th - 30th July, 2020	3rd - 6th November, 2020	₦175,000
21	THE SUCCESSFUL HEALTHCARE SUPERVISOR	24th - 27th March, 2020	5th - 7th August, 2020	3rd - 6th November, 2020	₦175,000
22	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	24th - 27th March, 2020	5th - 7th August, 2020	10th - 13th November, 2020	₦175,000
23	BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS	31st Mar- 3rd April, 2020	11th - 14th August, 2020	10th - 13th November, 2020	₦175,000
24	HOSPITAL SERVICES MANAGEMENT COURSE	31st Mar- 3rd April, 2020	11th - 14th August, 2020	10th - 13th November, 2020	₦175,000
25	EXCELLENCE IN HEALTHCARE MANAGEMENT	6th - 9th April, 2020	18th - 21st August, 2020	17th - 20th November, 2020	₦175,000
26	HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS	6th - 9th April, 2020	18th - 21st August, 2020	17th - 20th November, 2020	₦175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
27	DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE	14th – 17th April, 2020	25th– 28th August, 2020	17th – 20th November, 2020	₦175,000
28	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	14th – 17th April, 2020	25th– 28th August, 2020	24th – 27th November, 2020	₦175,000
29	HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	21st - 24th April, 2020	25th– 28th August, 2020	24th – 27th November, 2020	₦175,000
30	RESILIENCE AND EMOTIONAL INTELLIGENCE: COMBATING STRESS IN THE HEALTHCARE WORKPLACE	21st - 24th April, 2020	1st– 4th September, 2020	24th – 27th November, 2020	₦175,000
31	HEALTH STATISTICS MANAGEMENT	27th – 30th April, 2020	1st – 4th September, 2020	1st – 4th December, 2020	₦175,000
32	COMPUTERIZED MEDICAL OFFICE MANAGEMENT	27th – 30th April, 2020	1st – 4th September, 2020	1st – 4th December, 2020	₦175,000
33	HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT	5th – 8th May, 2020	8th – 11th September, 2020	1st – 4th December, 2020	₦175,000
34	THE COMPLETE COURSE ON LEGAL ASPECTS OF HEALTH CARE	5th – 8th May, 2020	8th – 11th September, 2020	8th – 11th December, 2020	₦175,000
35	HEALTHCARE INFORMATION SYSTEMS MANAGEMENT	12th – 15th May, 2020	8th – 11th September, 2020	8th – 11th December, 2020	₦175,000
36	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	12th – 15th May, 2020	15th– 18th September, 2020	8th – 11th December, 2020	₦175,000
37	HOSPITAL MANAGEMENT AND HEALTH ECONOMICS	18th – 21st May, 2020	15th– 18th September, 2020	15th – 17th December, 2020	₦175,000
38	BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT	18th – 21st May, 2020	15th– 18th September, 2020	15th – 17th December, 2020	₦175,000

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## GHANA TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORTS	14th - 17th January, 2020	7th - 10th July, 2020	\$3,000
2	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	14th - 17th January, 2020	7th - 10th July, 2020	\$3,000
3	STRATEGIC PLANNING USING THE BALANCED SCORECARD: TURNING STRATEGY INTO REALITY	21st - 24th January, 2020	14th - 17th July, 2020	\$3,000
4	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	21st - 24th January, 2020	14th - 17th July, 2020	\$3,000
5	IMPLEMENTING A CORPORATE GOVERNANCE FRAMEWORK	28th - 31st January, 2020	21st - 24th July, 2020	\$3,000
6	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	28th - 31st January, 2020	21st - 24th July, 2020	\$3,000
7	SETTING PRIORITIES, TIME MANAGEMENT AND STRESS REDUCTION	4th - 7th February, 2020	27th - 30th July, 2020	\$3,000
8	THE EFFECTIVE MARKETING MANAGER	4th - 7th February, 2020	27th - 30th July, 2020	\$3,000
9	RISK BASED INTERNAL AUDITING TECHNIQUES	11th - 14th February, 2020	5th - 7th August, 2020	\$3,000
10	STRATEGIC HUMAN RESOURCES MANAGEMENT	11th - 14th February, 2020	5th - 7th August, 2020	\$3,000
11	EXCELLENCE IN CONTRACT ADMINISTRATION	18th - 21st February, 2020	11th - 14th August, 2020	\$3,000
12	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	18th - 21st February, 2020	11th - 14th August, 2020	\$3,000
13	DOCUMENT MANAGEMENT SYSTEMS	25th - 28th February, 2020	18th - 21st August, 2020	\$3,000
14	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	25th - 28th February, 2020	18th - 21st August, 2020	\$3,000
15	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	3rd - 6th March, 2020	25th - 28th August, 2020	\$3,000
16	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	3rd - 6th March, 2020	25th - 28th August, 2020	\$3,000
17	PRIORITY MANAGEMENT: OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	10th - 13th March, 2020	1st - 4th September, 2020	\$3,000
18	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	10th - 13th March, 2020	1st - 4th September, 2020	\$3,000
19	HOW TO OPTIMIZE THE EFFECTIVENESS OF YOUR BOARD OF DIRECTORS	17th - 20th March, 2020	8th - 11th September, 2020	\$3,000
20	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	17th - 20th March, 2020	8th - 11th September, 2020	\$3,000
21	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	24th - 27th March, 2020	15th - 18th September, 2020	\$3,000
22	BEST PRACTICES ON ETHICS AND INTEGRITY MANAGEMENT	24th - 27th March, 2020	15th - 18th September, 2020	\$3,000
23	PROBLEM SOLVING AND DECISION-MAKING SKILLS	31st Mar - 3rd April, 2020	22nd - 25th September, 2020	\$3,000
24	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	31st Mar - 3rd April, 2020	22nd - 25th September, 2020	\$3,000
25	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	6th - 9th April, 2020	28th - 30th September, 2020	\$3,000
26	MAKING YOUR AUDIT REPORT PROFESSIONAL	6th - 9th April, 2020	28th - 30th September, 2020	\$3,000
27	THE PRINCIPLES AND PRACTICES OF CORPORATE GOVERNANCE	14th - 17th April, 2020	6th - 9th October, 2020	\$3,000
28	HOSPITALITY AND HOTEL MANAGEMENT COURSE	14th - 17th April, 2020	6th - 9th October, 2020	\$3,000
29	HUMAN RESOURCES POLICIES AND PROCEDURES	21st - 24th April, 2020	13th - 16th October, 2020	\$3,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
30	BOARD OF DIRECTORS DOCUMENTATION AND PROCESSES	21st - 24th April, 2020	13th - 16th October, 2020	\$3,000
31	PRE-RETIREMENT PLANNING: LIFE AFTER RETIREMENT	27th - 30th April, 2020	20th - 23rd October, 2020	\$3,000
32	CORPORATE GOVERNANCE: EFFECTIVENESS AND ACCOUNTABILITY IN THE BOARDROOM	27th - 30th April, 2020	20th - 23rd October, 2020	\$3,000
33	ADVANCED STRATEGIC PLANNING AND BUSINESS DEVELOPMENT	5th - 8th May, 2020	26th - 28th October, 2020	\$3,000
34	ADVANCED SUPERVISORY SKILLS AND STRATEGIES	5th - 8th May, 2020	26th - 28th October, 2020	\$3,000
35	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	12th - 15th May, 2020	26th - 28th October, 2020	\$3,000
36	BEST PRACTICES IN ADMINISTRATION AND OFFICE PROCEDURES	12th - 15th May, 2020	3rd - 6th November, 2020	\$3,000
37	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	18th - 21st May, 2020	3rd - 6th November, 2020	\$3,000
38	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	18th - 21st May, 2020	3rd - 6th November, 2020	\$3,000
39	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	27th - 29th May, 2020	10th - 13th November, 2020	\$3,000
40	DIGITAL TRANSFORMATION IN THE 21ST CENTURY	27th - 29th May, 2020	10th - 13th November, 2020	\$3,000
41	SENIOR MANAGEMENT EXCELLENCE WORKSHOP	27th - 29th May, 2020	10th - 13th November, 2020	\$3,000
42	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	2nd - 5th June, 2020	17th - 20th November, 2020	\$3,000
43	INFORMATION SECURITY FOR IT PROFESSIONALS	2nd - 5th June, 2020	17th - 20th November, 2020	\$3,000
44	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	2nd - 5th June, 2020	17th - 20th November, 2020	\$3,000
45	WORLD-CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	8th - 11th June, 2020	24th - 27th November, 2020	\$3,000
46	MANAGING YOUR BOSS: THE EFFECTIVE SECRETARY/PERSONAL ASSISTANT	8th - 11th June, 2020	24th - 27th November, 2020	\$3,000
47	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	8th - 11th June, 2020	24th - 27th November, 2020	\$3,000
48	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	16th - 19th June, 2020	1st - 4th December, 2020	\$3,000
49	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	16th - 19th June, 2020	1st - 4th December, 2020	\$3,000
50	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	16th - 19th June, 2020	1st - 4th December, 2020	\$3,000
51	CUSTOMER RELATIONSHIP MANAGEMENT	23rd - 26th June, 2020	8th - 11th December, 2020	\$3,000
52	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	23rd - 26th June, 2020	8th - 11th December, 2020	\$3,000
53	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICE	23rd - 26th June, 2020	8th - 11th December, 2020	\$3,000
54	LEADERSHIP, CRITICAL THINKING AND INNOVATION	30th June - 3rd July, 2020	15th - 17th December, 2020	\$3,000
55	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	30th June - 3rd July, 2020	15th - 17th December, 2020	\$3,000
56	PUBLIC RELATIONS PROFESSIONALS	30th June - 3rd July, 2020	15th - 17th December, 2020	\$3,000

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## DUBAI TRAINING CALENDAR - 2020

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	14th - 17th January, 2020	7th - 10th July, 2020	\$5,000
2	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	14th - 17th January, 2020	7th - 10th July, 2020	\$5,000
3	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	21st - 24th January, 2020	14th - 17th July, 2020	\$5,000
4	STRATEGIC HUMAN RESOURCES MANAGEMENT	21st - 24th January, 2020	14th - 17th July, 2020	\$5,000
5	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	28th - 31st January, 2020	21st - 24th July, 2020	\$5,000
6	THE EFFECTIVE MARKETING MANAGER	28th - 31st January, 2020	21st - 24th July, 2020	\$5,000
7	ADVANCED SUPERVISORY SKILLS AND STRATEGIES	4th - 7th February, 2020	27th - 30th July, 2020	\$5,000
8	DIGITAL TRANSFORMATION IN THE 21ST CENTURY	4th - 7th February, 2020	27th - 30th July, 2020	\$5,000
9	THE PRINCIPLES AND PRACTICES OF CORPORATE GOVERNANCE	11th - 14th February, 2020	5th - 7th August, 2020	\$5,000
10	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	11th - 14th February, 2020	5th - 7th August, 2020	\$5,000
11	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	18th - 21st February, 2020	11th - 14th August, 2020	\$5,000
12	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	18th - 21st February, 2020	11th - 14th August, 2020	\$5,000
13	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	25th - 28th February, 2020	18th - 21st August, 2020	\$5,000
14	DOCUMENT MANAGEMENT SYSTEMS	25th - 28th February, 2020	18th - 21st August, 2020	\$5,000
15	MAKING YOUR AUDIT REPORT PROFESSIONAL	3rd - 6th March, 2020	25th - 28th August, 2020	\$5,000
16	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	3rd - 6th March, 2020	25th - 28th August, 2020	\$5,000
17	CUSTOMER RELATIONSHIP MANAGEMENT	10th - 13th March, 2020	1st - 4th September, 2020	\$5,000
18	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	10th - 13th March, 2020	1st - 4th September, 2020	\$5,000
19	CORPORATE GOVERNANCE: EFFECTIVENESS AND ACCOUNTABILITY IN THE BOARDROOM	17th - 20th March, 2020	8th - 11th September, 2020	\$5,000
20	BEST PRACTICES ON ETHICS AND INTEGRITY MANAGEMENT	17th - 20th March, 2020	8th - 11th September, 2020	\$5,000
21	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	24th - 27th March, 2020	15th - 18th September, 2020	\$5,000
22	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	24th - 27th March, 2020	15th - 18th September, 2020	\$5,000
23	EXCELLENCE IN CONTRACT ADMINISTRATION	31st Mar - 3rd April, 2020	22nd - 25th September, 2020	\$5,000
24	SETTING PRIORITIES, TIME MANAGEMENT AND STRESS REDUCTION	31st Mar - 3rd April, 2020	22nd - 25th September, 2020	\$5,000
25	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	6th - 9th April, 2020	28th - 30th September, 2020	\$5,000
26	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	6th - 9th April, 2020	28th - 30th September, 2020	\$5,000
27	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORTS	14th - 17th April, 2020	6th - 9th October, 2020	\$5,000
28	MANAGING YOUR BOSS: THE EFFECTIVE SECRETARY/PERSONAL ASSISTANT	14th - 17th April, 2020	6th - 9th October, 2020	\$5,000
29	PRIORITY MANAGEMENT: OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	21st - 24th April, 2020	13th - 16th October, 2020	\$5,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
30	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	21st - 24th April, 2020	13th - 16th October, 2020	\$5,000
31	SENIOR MANAGEMENT EXCELLENCE WORKSHOP	27th - 30th April, 2020	20th - 23rd October, 2020	\$5,000
32	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	27th - 30th April, 2020	20th - 23rd October, 2020	\$5,000
33	HOSPITALITY AND HOTEL MANAGEMENT COURSE	5th - 8th May, 2020	26th - 28th October, 2020	\$5,000
34	BEST PRACTICES IN ADMINISTRATION AND OFFICE PROCEDURES	5th - 8th May, 2020	26th - 28th October, 2020	\$5,000
35	LEADERSHIP, CRITICAL THINKING AND INNOVATION	12th - 15th May, 2020	26th - 28th October, 2020	\$5,000
36	STRATEGIC PLANNING USING THE BALANCED SCORECARD: TURNING STRATEGY INTO REALITY	12th - 15th May, 2020	3rd - 6th November, 2020	\$5,000
37	WORLD-CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	18th - 21st May, 2020	3rd - 6th November, 2020	\$5,000
38	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	18th - 21st May, 2020	3rd - 6th November, 2020	\$5,000
39	ADVANCED STRATEGIC PLANNING AND BUSINESS DEVELOPMENT	27th - 29th May, 2020	10th - 13th November, 2020	\$5,000
40	PUBLIC RELATIONS PROFESSIONALS	27th - 29th May, 2020	10th - 13th November, 2020	\$5,000
41	INFORMATION SECURITY FOR IT PROFESSIONALS	27th - 29th May, 2020	10th - 13th November, 2020	\$5,000
42	PRE-RETIREMENT PLANNING: LIFE AFTER RETIREMENT	2nd - 5th June, 2020	17th - 20th November, 2020	\$5,000
43	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	2nd - 5th June, 2020	17th - 20th November, 2020	\$5,000
44	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	2nd - 5th June, 2020	17th - 20th November, 2020	\$5,000
45	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICE	8th - 11th June, 2020	24th - 27th November, 2020	\$5,000
46	BOARD OF DIRECTORS DOCUMENTATION AND PROCESSES	8th - 11th June, 2020	24th - 27th November, 2020	\$5,000
47	RISK BASED INTERNAL AUDITING TECHNIQUES	8th - 11th June, 2020	24th - 27th November, 2020	\$5,000
48	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	16th - 19th June, 2020	1st - 4th December, 2020	\$5,000
49	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	16th - 19th June, 2020	1st - 4th December, 2020	\$5,000
50	IMPLEMENTING A CORPORATE GOVERNANCE FRAMEWORK	16th - 19th June, 2020	1st - 4th December, 2020	\$5,000
51	HOW TO OPTIMIZE THE EFFECTIVENESS OF YOUR BOARD OF DIRECTORS	23rd - 26th June, 2020	8th - 11th December, 2020	\$5,000
52	HUMAN RESOURCES POLICIES AND PROCEDURES	23rd - 26th June, 2020	8th - 11th December, 2020	\$5,000
53	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	23rd - 26th June, 2020	8th - 11th December, 2020	\$5,000
54	PROBLEM SOLVING AND DECISION-MAKING SKILLS	30th June - 3rd July, 2020	15th - 17th December, 2020	\$5,000
55	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	30th June - 3rd July, 2020	15th - 17th December, 2020	\$5,000
56	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	30th June - 3rd July, 2020	15th - 17th December, 2020	\$5,000

The Fee for each course is Five Thousand USD Only (\$5,000.00) 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, Bank Draft or Transfer in favour of Alpha Partners. Courses will hold at Arabian Courtyard Hotel, Opposite Dubai Museum, Dubai, U.A.E.

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

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