



2021

Training Calendar

www.alphapartnerstrainings.com



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



info@alphapartnerstrainings.com



200, Murtala Mohammed Way,
Yaba, Lagos. Nigeria.

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BEST CATEGORIES —AWARDS—



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



**ICAN Best Performing
Training Consultant
Award 2017**



**ICAN Best Performing
Training Consultant
Award 2016**



**CITN Tax Profession
Recognition Award
2002**



**ICAN Best Performing
Training Consultant
Award 2015**



**ICAN Best Performing
Training Consultant
Award 2010**



**ICAN Best Performing
Training Consultant
Award 2014**



**ICAN Best Performing
Training Consultant
Award 2009**



**NITAD Human
Resource Development
Merit Award 2000**



**ICAN Best
Training Consultant
Award 2008**



**ICAN Best Performing
Training Consultant
Award 2011**

— CLIENTELE —



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 - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
2	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
3	IFRS MASTERCLASS	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
4	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
5	ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT	19th – 22nd Jan, 2021	6th – 9th July, 2021	N185,000
6	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
7	PAYROLL PROCEDURES AND ADMINISTRATION	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
8	EXCELLENCE IN CORPORATE CASH MANAGEMENT	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
9	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	26th – 29th Jan, 2021	13th – 16th July, 2021	N185,000
10	ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING	26th – 29th Jan, 2021	13th – 16th July, 2021	N185,000
11	ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
12	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
13	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
14	ADVANCED PAYROLL MANAGEMENT COURSE	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
15	MANAGING ACCOUNTS RECEIVABLES AND PAYABLES	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
16	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
17	EFFECTIVE TAX COMPUTATION, ACCOUNTING AND ADMINISTRATION	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
18	FUNDAMENTALS OF FINANCE AND ACCOUNTING	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
19	RECONCILIATION OF FINANCIAL TRANSACTIONS	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
20	ADVANCED FINANCIAL STATEMENT ANALYSIS	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
21	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
22	ACCOUNTS RECONCILIATION: BEST PRACTICES	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
23	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
24	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
25	FINANCIAL ANALYSIS AND REPORTING USING IFRS	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
26	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
27	BUDGETING, FORECASTING AND THE PLANNING PROCESS	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
28	BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
29	CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
30	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
31	INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
32	MASTERING SAGE 50 ACCOUNTING	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
33	NIGERIAN TAXATION SYSTEMS	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
34	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
35	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
36	IFRS COMPREHENSIVE WORKSHOP	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
37	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
38	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
39	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
40	EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
41	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
42	IFRS WORKSHOP WITH CURRENT UPDATES	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
43	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
44	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
45	TAX PLANNING AND ADMINISTRATION	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
46	BEST PRACTICES IN TREASURY MANAGEMENT	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N185,000
47	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
48	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
49	FINANCIAL PLANNING, BUDGETING AND CONTROL	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
50	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
51	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N185,000
52	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
53	EXCEL FOR ACCOUNTANTS COURSE	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
54	MANAGING CASH AND ACCOUNTS PAYABLE	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
55	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
56	BUDGET PREPARATION SKILLS	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N185,000
57	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
58	TAX ADMINISTRATION – POLICY AND PROCEDURES	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
59	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
60	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	6th – 9th April, 2021	28th – 30th Sept, 2021	N185,000
61	ADVANCED TREASURY MANAGEMENT STRATEGIES	6th – 9th April, 2021	5th – 8th Oct, 2021	N185,000
62	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
63	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
64	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
65	FOREIGN EXCHANGE TRADING TECHNIQUES AND UPDATES COURSE	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
66	CASH FLOW AND TREASURY MANAGEMENT	13th – 16th April, 2021	12th – 15th Oct, 2021	N185,000
67	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATION COURSE	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
68	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
69	DEVELOPING, ANALYZING AND MANAGING PAYROLL BENCHMARKS AND METRICS	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
70	EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
71	STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N185,000
72	TAX PLANNING, COMPLIANCE AND INCENTIVES	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
73	BUSINESS FINANCIAL AND ACCOUNTING SKILLS	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
74	BUDGETING, ACCOUNTING AND COST CONTROL	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
75	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
76	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	27th – 30th April, 2021	26th–29th Oct,2021	N185,000
77	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
78	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
79	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
80	IFRS PRESENTATION AND DISCLOSURE REQUIREMENTS	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
81	IFRS-ADVANCED COURSE	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
82	EXCEL FOR ACCOUNTING AND FINANCE PROFESSIONALS	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
83	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
84	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
85	FORENSIC ACCOUNTING AND FRAUD CONTROL COURSE	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
86	BUDGETING AND CORPORATE FINANCIAL MANAGEMENT	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
87	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
88	CASH, TREASURY AND RISK MANAGEMENT	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
89	STRATEGIC FINANCIAL AND ACCOUNTING SKILLS	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
90	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
91	THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS AND IMPROVEMENT OPPORTUNITIES	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
92	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
93	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
94	APPLYING IFRS TECHNIQUES FOR ORGANIZATIONAL GROWTH AND SUSTAINABILITY	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
95	MASTERING QUICKBOOKS ACCOUNTING	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
96	ADVANCED APPLICATION OF IFRS ELEMENTS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
97	FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
98	ACCOUNTING, DECISION MAKING, AND FINANCIAL COMMUNICATION	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
99	ADVANCED FINANCIAL ACCOUNTING WORKSHOP	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
100	ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
101	NEXT GENERATION EXCEL-ADVANCED BUSINESS AND FINANCIAL REPORTING TRAINING	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
102	DEBTOR AND WORKING CAPITAL MANAGEMENT COURSE	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
103	IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
104	ADVANCED FINANCIAL MANAGEMENT PLANNING, IMPLEMENTATION, REPORTING AND ANALYSIS FOR CORPORATE ORGANIZATIONS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
105	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
106	ADVANCED MANAGEMENT ACCOUNTING COURSE	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
107	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
108	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
109	IFRS ACCOUNTING FOR INCOME TAXES- IAS 12	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
110	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
111	EFFICIENT FINANCE AND ACCOUNTING OPERATIONS COURSE	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
112	FINANCIAL MANAGEMENT FOR PROJECTS AND CONTRACTS TRAINING	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000

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

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

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

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

INTERNAL AUDITING TRAINING CALENDAR - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	BEST PRACTICE IN INTERNAL AUDITING	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
2	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
3	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
4	CORPORATE AUDITORS EFFICIENCY COURSE	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
5	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	19th – 22nd Jan, 2021	6th – 9th July, 2021	N185,000
6	INTERNAL AUDIT TECHNIQUES, CHALLENGES AND SOLUTIONS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
7	AUDITING FOR CONTRACTS AND PROCUREMENT	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
8	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
9	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	26th – 29th Jan, 2021	13th – 16th July, 2021	N185,000
10	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	26th – 29th Jan, 2021	13th – 16th July, 2021	N185,000
11	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
12	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
13	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
14	FRAUD RISK AFTER COVID-19	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
15	INTERNAL CONTROLS POLICIES AND PROCEDURES	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
16	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
17	APPROACHES TO FINANCIAL AUDITING	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
18	FRAUD DETECTION, PREVENTION AND CONTROL	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
19	FUNDAMENTALS OF INTERNAL AUDITING	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
20	FRAUD AND FORENSIC AUDITING	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
21	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
22	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
23	REPORT WRITING FOR THE INTERNAL AUDITOR	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
24	AUDIT PLANNING AND MONITORING: BEST PRACTICE	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
25	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
26	DEVELOPING AUDIT PROCESSES AND PROCEDURES	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
27	AUDITING OF PROJECTS AND CONTRACTS	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
28	FINANCIAL AUDITING USING IFRS	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
29	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
30	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
31	EMBEDDING CRITICAL THINKING INTO THE INTERNAL AUDIT PROCESS	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
32	DATA ANALYTICS, CONTINUOUS AUDITING AND AUDIT AUTOMATION	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
33	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
34	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
35	FRAUD RISK AND THE INTERNAL AUDITOR	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
36	AUDITING TECHNIQUES FOR LEAD AUDITORS	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
37	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
38	INTERNAL AUDIT PLANNING AND MANAGEMENT	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
39	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
40	MANAGING FRAUD IN A DIGITIZED WORLD	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
41	RISK-BASED INTERNAL AUDITING TECHNIQUES	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
42	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
43	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
44	EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
45	ESSENTIALS OF INTERNAL AUDIT	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
46	FRAUD AUDITING FOR AUDITORS	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N185,000
47	ADVANCED PROFESSIONAL AUDIT SKILLS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
48	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
49	EFFECTIVE AUDITING AND INSPECTION SKILLS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
50	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
51	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N185,000
52	INTERNAL AUDIT REPORT WRITING COURSE	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
53	INTERNAL CONTROL AND FRAUD PREVENTION	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
54	EXCELLENCE IN INTERNAL AUDITING	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
55	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
56	RISK ASSESSMENTS AFTER COVID-19	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N185,000
57	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
58	ADVANCED RISK - BASED AUDITING	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
59	IT AUDITING AND THE INTERNAL AUDITOR	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
60	INTERNAL AUDIT LEADERSHIP MASTERCLASS	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
61	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	6th – 9th April, 2021	5th – 8th Oct, 2021	N185,000
62	FINANCIAL AUDITING FOR INTERNAL AUDITORS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
63	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
64	HOW TO RUN AND DELIVER SUCCESSFUL AND TIMELY AUDITS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
65	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
66	DEVELOPING, IMPROVING AND MONITORING THE INTERNAL AUDIT FUNCTION	13th – 16th April, 2021	12th – 15th Oct, 2021	N185,000
67	COSO BASED INTERNAL AUDITING FOR RESULTS	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
68	ENTERPRISE RISK MANAGEMENT STRATEGIES	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
69	MODERN INTERNAL AUDITING	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
70	MAKING YOUR AUDIT REPORTS PROFESSIONAL	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
71	ADVANCED STRATEGIC INTERNAL AUDITING	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N185,000
72	FORENSIC ACCOUNTING AND AUDITING COURSE	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
73	INTERNAL AUDITING FOR FRAUD	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
74	INTERNAL CONTROL DOCUMENTATION, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
75	INTERNAL AUDIT AND RISK ASSURANCE COURSE	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
76	FINANCIAL STATEMENT FRAUD ANALYSIS AND FORENSIC ACCOUNTING	27th – 30th April, 2021	26th–29th Oct,2021	N185,000
77	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
78	VALUE FOR MONEY AUDIT: PROJECT AUDITS	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
79	INTERNAL CONTROL AND FRAUD AWARENESS	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
80	INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
81	OPERATIONAL AUDITING: INFLUENCING POSITIVE CHANGE	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
82	INTERNAL CONTROL PRINCIPLES AND PRACTICE	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
83	INTERNAL AUDIT WORKING PAPERS	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
84	AUDIT SENIOR MANAGERS COURSE	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
85	AUDIT SKILLS WORKSHOP FOR INTERNAL AUDITORS	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
86	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
87	AUDITING IT OUTSOURCED ENVIRONMENTS	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
88	RAISING THE BAR OF INTERNAL AUDIT	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
89	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
90	FINANCIAL FRAUD INVESTIGATORS COURSE	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
91	EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
92	FRAUD TESTING: INTEGRATING FRAUD DETECTION INTO YOUR AUDIT PROGRAM	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
93	FRAUD AUDITING FOR INTERNAL AUDITORS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
94	DEVELOPING EFFECTIVE CONTINUOUS AUDITS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
95	IMPLEMENTING A FRAUD AWARENESS PROGRAM	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
96	PROJECT MANAGEMENT SKILLS FOR INTERNAL AUDITORS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
97	CONCEPT OF IT AUDITING	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
98	ESSENTIALS OF INTERNAL AUDIT TRAINING	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
99	DEVELOPING RESULTS-DRIVEN AUDIT WORK PROGRAMS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
100	INTERVIEWING SKILLS FOR INTERNAL AUDITORS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
101	EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
102	AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK COURSE	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
103	DEVELOPING, IMPROVING AND MONITORING CORPORATE AUDIT FUNCTION FOR RESULT	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
104	CREATIVE PROBLEM-SOLVING TECHNIQUES FOR INTERNAL AUDITORS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
105	AUDIT EVIDENCE AND WORK PAPERS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
106	AUDITING BUSINESS PROCESSES	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
107	AUDITING THE MANUFACTURING PROCESS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
108	HOW TO ESTABLISH EFFECTIVE INTERNAL CONTROLS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
109	WRITING EFFECTIVE AUDIT REPORTS	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
110	VALUE FOR MONEY AUDIT	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
111	ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
112	REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N185,000

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

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

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

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



STORES AND PROCUREMENT TRAINING CALENDAR - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	ADVANCED WAREHOUSE MANAGEMENT	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
2	STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
3	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
4	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
5	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	19th – 22nd Jan, 2021	6th – 9th July, 2021	N185,000
6	SECURITY AND SAFETY IN THE STORES DEPARTMENT	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
7	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
8	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
9	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	26th – 29th Jan, 2021	13th – 16th July, 2021	N185,000
10	PROCUREMENT BEST PRACTICES WORKSHOP	26th – 29th Jan, 2021	13th – 16th July, 2021	N185,000
11	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
12	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
13	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
14	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
15	MANAGING CHANNELS TO MARKETS THROUGH DISTRIBUTION CHANNELS	2nd – 5th Feb, 2021	27th – 30th July, 2021	N185,000
16	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
17	COMPUTERIZED STORES MANAGEMENT SYSTEMS	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
18	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
19	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
20	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N185,000
21	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
22	MODERN INVENTORY AND STORES MANAGEMENT	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
23	MANAGING AND IMPROVING WAREHOUSE OPERATIONS	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
24	STOCK FRAUD PREVENTION AND CONTROL	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
25	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N185,000
26	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
27	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
28	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
29	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
30	EXCELLENCE IN STORES MANAGEMENT	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N185,000
31	FUNDAMENTALS OF PURCHASING	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
32	BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
33	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
34	DEVELOPING PURCHASING POLICIES AND PROCESSES	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
35	ADVANCED STORES AND INVENTORY MANAGEMENT	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N185,000
36	STOCK TAKING AND STOCK RECONCILIATION	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
37	PURCHASING PRINCIPLES AND PRACTICES	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
38	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
39	MODERN PURCHASING AND CONTRACT MANAGEMENT	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
40	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
41	STOREKEEPING AND WAREHOUSE MANAGEMENT	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
42	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
43	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
44	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICE	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
45	ADVANCED PURCHASING AND STORES MANAGEMENT	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
46	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N185,000
47	ADVANCED PURCHASING AND TENDERS MANAGEMENT	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
48	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
49	IMPROVING YOUR BUYING SKILLS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
50	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
51	SELECTING, BUYING, INSTALLING AND USING A MODERN WAREHOUSE MANAGEMENT SYSTEM	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N185,000
52	STORES PROCEDURES, REGULATIONS AND PRACTICES	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
53	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
54	STOCK TAKING SKILLS AND STOCK VALUATION	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
55	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
56	WAREHOUSE AND DISTRIBUTION MANAGEMENT	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N185,000
57	STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
58	WAREHOUSE OPERATIONS AND MANAGEMENT	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
59	PROCUREMENT MANAGEMENT BEST PRACTICE	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
60	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	6th – 9th April, 2021	28th – 30h Sept, 2021	N185,000
61	PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION	6th – 9th April, 2021	5th – 8th Oct, 2021	N185,000
62	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
63	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
64	WORLD – CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
65	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
66	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	13th – 16th April, 2021	12th – 15th Oct, 2021	N185,000
67	MANAGING THE PROCUREMENT PROCESS	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
68	ENTERPRISE SUPPLY CHAIN MANAGEMENT WORKSHOP	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
69	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
70	PROCUREMENT MANAGEMENT PROFESSIONAL	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
71	ADVANCED CONTRACTS MANAGEMENT	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N185,000
72	MASTERING SUPPLY CHAIN MANAGEMENT	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
73	PURCHASING AND VENDOR MANAGEMENT SKILLS	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
74	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
75	THE EFFECTIVE BUYER	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
76	SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION	27th – 30th April, 2021	26th–29th Oct,2021	N185,000
77	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
78	LOGISTICS AND DISTRIBUTION MANAGEMENT	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
79	MASTERING WAREHOUSE MECHANICS	4th – 7th May, 2021	26th–29th Oct,2021	N185,000
80	E-PROCUREMENT STRATEGIES COURSE	4th – 7th May, 2021	2nd – 5th Nov, 2021	N185,000
81	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
82	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
83	WAREHOUSE MANAGEMENT BEST PRACTICES	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
84	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	10th – 12th May, 2021	9th – 12th Nov, 2021	N185,000
85	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
86	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
87	ACCOUNTING FOR INVENTORY MANAGEMENT COURSE	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
88	EFFECTIVE STOREKEEPING SKILLS	18th – 21st May, 2021	16th – 19th Nov, 2021	N185,000
89	STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
90	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
91	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
92	STORES MANAGEMENT AND PURCHASING PROCEDURES	25th – 28th May, 2021	23rd – 26th Nov, 2021	N185,000
93	SUPPLY CHAIN RISK MANAGEMENT WORKSHOP	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
94	ADVANCED PROCUREMENT SKILLS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
95	ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
96	STOCK CONTROL AND INVENTORY MANAGEMENT	1st – 4th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
97	MASTERING MATERIALS MANAGEMENT COURSE	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
98	NEGOTIATING AND MANAGING CONTRACTS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
99	EFFECTIVE PURCHASING MANAGEMENT	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
100	SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY	8th – 11th June, 2021	7th – 10th Dec, 2021	N185,000
101	DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
102	ADVANCED PURCHASING MANAGEMENT	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
103	FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
104	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	15th – 18th June, 2021	14th – 17th Dec, 2021	N185,000
105	WAREHOUSE AND INVENTORY BEST PRACTICE	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
106	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
107	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
108	ANALYTICAL METHODS FOR IMPROVED PURCHASING PERFORMANCE	22nd – 25th June, 2021	20th – 22nd Dec, 2021	N185,000
109	LOGISTICS AND SUPPLY CHAIN MANAGEMENT TRAINING	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
110	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
111	STOCK TAKING, VALUATION AND STOCK RECORDING	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
112	WAREHOUSING AND INVENTORY MANAGEMENT COURSE	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000

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HUMAN RESOURCES AND ADMIN TRAINING CALENDAR - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
2	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
3	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
4	PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
5	MANPOWER PLANNING, RESOURCING AND RETENTION	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
6	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
7	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL COURSE	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
8	WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
9	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
10	THE ESSENTIALS OF HUMAN RESOURCES LAWS	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
11	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
12	COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
13	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
14	PROFESSIONAL SKILLS FOR ADMINISTRATORS	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
15	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
16	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
17	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
18	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
19	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N185,000
20	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N185,000
21	HEALTH AND SAFETY IN THE WORKPLACE	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
22	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N185,000
23	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000
24	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N185,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
25	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	29th Mar – 1st April, 2021	21st – 24th Sept, 2021	N185,000
26	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	6th – 9th April, 2021	28th – 30th Sept, 2021	N185,000
27	STRATEGIC HUMAN RESOURCES MANAGEMENT	6th – 9th April, 2021	28th – 30th Sept, 2021	N185,000
28	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	6th – 9th April, 2021	28th – 30th Sept, 2021	N185,000
29	HR SKILLS FOR NON-HR PROFESSIONALS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
30	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
31	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	13th – 16th April, 2021	5th – 8th Oct, 2021	N185,000
32	MANAGING STRESS AND PRESSURE AT WORK	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
33	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
34	PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICE	20th – 23rd April, 2021	12th – 15th Oct, 2021	N185,000
35	COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
36	MANPOWER ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
37	ADVANCED HUMAN RESOURCE MANAGEMENT WORKSHOP	27th – 30th April, 2021	19th – 22nd Oct, 2021	N185,000
38	MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH	4th – 7th May, 2021	26th – 29th Oct, 2021	N185,000
39	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	4th – 7th May, 2021	26th – 29th Oct, 2021	N185,000
40	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	4th – 7th May, 2021	26th – 29th Oct, 2021	N185,000
41	ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
42	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
43	HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES	10th – 12th May, 2021	2nd – 5th Nov, 2021	N185,000
44	EMPLOYEE RELATIONS AND ENGAGEMENT: MOTIVATION, GRIEVANCES, CONFLICT AND DISCIPLINE	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
45	ADVANCED SELECTION, INTERVIEWING AND RECRUITMENT SKILLS	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
46	INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY	18th – 21st May, 2021	9th – 12th Nov, 2021	N185,000
47	RETIREMENT AND EMPLOYEE INVESTMENT PLANNING	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
48	ESSENTIALS OF HUMAN RESOURCES MANAGEMENT	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
49	INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	25th – 28th May, 2021	16th – 19th Nov, 2021	N185,000
50	HR ESSENTIALS FOR EFFECTIVE MANAGEMENT	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
51	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
52	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	1st – 4th June, 2021	23rd – 26th Nov, 2021	N185,000
53	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
54	IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
55	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
56	MANAGING DIFFICULT STAFF SITUATIONS IN ORGANIZATIONS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
57	HUMAN RESOURCES POLICIES AND PROCEDURES	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
58	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	15th – 18th June, 2021	7th – 10th Dec, 2021	N185,000
59	AUTOMATING MODERN OFFICE PRACTICE	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
60	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
61	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
62	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
63	HUMAN RESOURCES MANAGEMENT MASTER CLASS	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
64	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000

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MANAGEMENT AND LEADERSHIP TRAINING CALENDAR - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
2	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	12th – 15th Jan, 2021	6th – 9th July, 2021	N185,000
3	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
4	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N185,000
5	NEXT GENERATION LEADERSHIP	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
6	EFFECTIVELY MANAGING AND LEADING PEOPLE	26th – 29th Jan, 2021	27th – 30th July, 2021	N185,000
7	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
8	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N185,000
9	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
10	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N185,000
11	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
12	PERSONAL MASTERY AND SELF-LEADERSHIP	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N185,000
13	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
14	BEST PRACTICE IN PENSION ADMINISTRATION	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N185,000
15	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
16	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N185,000
17	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
18	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N185,000
19	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N185,000
20	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N185,000
21	UNDERSTANDING TOTAL QUALITY MANAGEMENT FOR ORGANIZATIONAL GROWTH AND STABILITY	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N185,000
22	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N185,000
23	FUNDAMENTALS OF STRATEGIC PLANNING	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N185,000
24	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N185,000
25	EVALUATION, MEASURING FOR IMPACT AND RESULT	6th – 9th April, 2021	5th – 8th Oct, 2021	N185,000
26	PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP	6th – 9th April, 2021	5th – 8th Oct, 2021	N185,000
27	BUSINESS CONTINUITY AND STRATEGY MANAGEMENT	13th – 16th April, 2021	12th – 15th Oct, 2021	N185,000
28	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	13th – 16th April, 2021	12th – 15th Oct, 2021	N185,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
29	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N185,000
30	BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N185,000
31	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	27th – 30th April, 2021	26th – 29th Oct, 2021	N185,000
32	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	27th – 30th April, 2021	26th – 29th Oct, 2021	N185,000
33	CORPORATE STRATEGY AND VALUE INNOVATION COURSE	4th – 7th May, 2021	2nd – 5th Nov, 2021	N185,000
34	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	4th – 7th May, 2021	2nd – 5th Nov, 2021	N185,000
35	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	10th – 12th May, 2021	9th – 12th Nov, 2021	N185,000
36	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	10th – 12th May, 2021	9th – 12th Nov, 2021	N185,000
37	BUILDING TEAM EXCELLENCE	18th – 21st May, 2021	16th – 19th Nov, 2021	N185,000
38	LEADERSHIP, CRITICAL THINKING AND INNOVATION	18th – 21st May, 2021	16th – 19th Nov, 2021	N185,000
39	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	25th – 28th May, 2021	23rd – 26th Nov, 2021	N185,000
40	OFFICE, FILING AND DOCUMENTATION SKILLS	25th – 28th May, 2021	23rd – 26th Nov, 2021	N185,000
41	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	1st – 4th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
42	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	1st – 4th June, 2021	30th Nov – 3rd Dec, 2021	N185,000
43	KEY PERFORMANCE INDICATORS AND OPTIMIZATION	8th – 11th June, 2021	7th – 10th Dec, 2021	N185,000
44	MANAGING REMOTE TEAMS EFFECTIVELY	8th – 11th June, 2021	7th – 10th Dec, 2021	N185,000
45	REINVENTING LEADERSHIP IN A COVID-19 WORLD	15th – 18th June, 2021	14th – 17th Dec, 2021	N185,000
46	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	15th – 18th June, 2021	14th – 17th Dec, 2021	N185,000
47	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	22nd – 25th June, 2021	14th – 17th Dec, 2021	N185,000
48	LEADERSHIP AND EMOTIONAL INTELLIGENCE	22nd – 25th June, 2021	20th – 22nd Dec, 2021	N185,000
49	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000
50	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N185,000

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ENGINEERING TRAINING CALENDAR - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	MAINTENANCE CONTRACTING AND OUTSOURCING	12th – 15th Jan, 2021	6th – 9th July, 2021	N200,000
2	BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS	12th – 15th Jan, 2021	6th – 9th July, 2021	N200,000
3	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	12th – 15th Jan, 2021	6th – 9th July, 2021	N200,000
4	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	12th – 15th Jan, 2021	6th – 9th July, 2021	N200,000
5	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	19th – 22nd Jan, 2021	6th – 9th July, 2021	N200,000
6	GENERATOR TESTING, INSPECTION AND MAINTENANCE	19th – 22nd Jan, 2021	13th – 16th July, 2021	N200,000
7	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N200,000
8	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N200,000
9	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	26th – 29th Jan, 2021	13th – 16th July, 2021	N200,000
10	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	26th – 29th Jan, 2021	13th – 16th July, 2021	N200,000
11	BEST PRACTICE IN MAINTENANCE MANAGEMENT	26th – 29th Jan, 2021	27th – 30th July, 2021	N200,000
12	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	26th – 29th Jan, 2021	27th – 30th July, 2021	N200,000
13	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	2nd – 5th Feb, 2021	27th – 30th July, 2021	N200,000
14	DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICALLY ROTATING EQUIPMENT	2nd – 5th Feb, 2021	27th – 30th July, 2021	N200,000
15	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING	2nd – 5th Feb, 2021	27th – 30th July, 2021	N200,000
16	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N200,000
17	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N200,000
18	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N200,000
19	INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N200,000
20	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N200,000
21	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N200,000
22	RISK BASED MAINTENANCE WORKSHOP	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N200,000
23	SAFETY PRACTICES FOR PUBLIC BUILDINGS	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N200,000
24	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N200,000
25	HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N200,000
26	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N200,000
27	FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N200,000
28	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N200,000
29	BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N200,000
30	CORROSION MANAGEMENT COURSE	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N200,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
31	OPERATION AND MAINTENANCE OF GENERATORS	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N200,000
32	MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N200,000
33	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N200,000
34	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N200,000
35	ELECTRICAL FAULTS: CAUSES, ANALYSIS, DETECTION AND REMEDIES	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N200,000
36	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N200,000
37	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N200,000
38	PROBLEM SOLVING AND DECISION-MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N200,000
39	BEST PRACTICE IN FACILITIES MANAGEMENT	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N200,000
40	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N200,000
41	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N200,000
42	TROUBLESHOOTING AND MAINTENANCE OF ELECTRICAL EQUIPMENT	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N200,000
43	BOILER CONTROL AND INSTRUMENTATION COURSE	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N200,000
44	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N200,000
45	PROCESS CONTROL VALVES AND ACTUATORS	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N200,000
46	TRANSFORMER TESTING AND MAINTENANCE WORKSHOP	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N200,000
47	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N200,000
48	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N200,000
49	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N200,000
50	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENT	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N200,000
51	PUMPS, COMPRESSORS AND TURBINES WORKSHOP	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N200,000
52	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELLING, ANALYSIS AND PROBLEM SOLVING	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N200,000
53	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N200,000
54	CONTRACTS AND TENDERS ADMINISTRATION	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N200,000
55	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT MAINTENANCE AND MANAGEMENT	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N200,000
56	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N200,000
57	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	6th – 9th April, 2021	28th – 30h Sept, 2021	N200,000
58	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE	6th – 9th April, 2021	28th – 30h Sept, 2021	N200,000
59	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	6th – 9th April, 2021	28th – 30h Sept, 2021	N200,000
60	ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE	6th – 9th April, 2021	28th – 30h Sept, 2021	N200,000
61	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	6th – 9th April, 2021	5th – 8th Oct, 2021	N200,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
62	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	13th – 16th April, 2021	5th – 8th Oct, 2021	N200,000
63	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	13th – 16th April, 2021	5th – 8th Oct, 2021	N200,000
64	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	13th – 16th April, 2021	5th – 8th Oct, 2021	N200,000
65	HVAC DESIGN, OPERATION, AND MAINTENANCE	13th – 16th April, 2021	5th – 8th Oct, 2021	N200,000
66	ELECTRICAL INSTALLATIONS AND MAINTENANCE	13th – 16th April, 2021	12th – 15th Oct, 2021	N200,000
67	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	20th – 23rd April, 2021	12th – 15th Oct, 2021	N200,000
68	ADVANCED GENERATOR MAINTENANCE WORKSHOP	20th – 23rd April, 2021	12th – 15th Oct, 2021	N200,000
69	DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE	20th – 23rd April, 2021	12th – 15th Oct, 2021	N200,000
70	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	20th – 23rd April, 2021	12th – 15th Oct, 2021	N200,000
71	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N200,000
72	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	27th – 30th April, 2021	19th – 22nd Oct, 2021	N200,000
73	CONSTRUCTION QUALITY CONTROL ON SITE	27th – 30th April, 2021	19th – 22nd Oct, 2021	N200,000
74	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	27th – 30th April, 2021	19th – 22nd Oct, 2021	N200,000
75	PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION	27th – 30th April, 2021	19th – 22nd Oct, 2021	N200,000
76	TRANSFORMERS OPERATION AND MAINTENANCE	27th – 30th April, 2021	26th–29th Oct,2021	N200,000
77	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	4th – 7th May, 2021	26th–29th Oct,2021	N200,000
78	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	4th – 7th May, 2021	26th–29th Oct,2021	N200,000
79	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE	4th – 7th May, 2021	26th–29th Oct,2021	N200,000
80	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	4th – 7th May, 2021	26th–29th Oct,2021	N200,000
81	PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM-SOLVING COURSE	4th – 7th May, 2021	2nd – 5th Nov, 2021	N200,000
82	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	10th – 12th May, 2021	2nd – 5th Nov, 2021	N200,000
83	MODERN POWER SYSTEM PROTECTIVE RELAYING	10th – 12th May, 2021	2nd – 5th Nov, 2021	N200,000
84	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENT	10th – 12th May, 2021	2nd – 5th Nov, 2021	N200,000
85	PROJECT SCHEDULING AND PLANNING SKILLS	10th – 12th May, 2021	2nd – 5th Nov, 2021	N200,000
86	CORROSION AND CONCRETE PROTECTION	10th – 12th May, 2021	9th – 12th Nov, 2021	N200,000
87	MAINTENANCE MANAGEMENT BEST PRACTICE: SYSTEMS, TOOLS AND TECHNIQUES	18th – 21st May, 2021	9th – 12th Nov, 2021	N200,000
88	THE COMPLETE COURSE ON PROJECT MANAGEMENT	18th – 21st May, 2021	9th – 12th Nov, 2021	N200,000
89	EFFECT OF ADDITIVES ON CONCRETE	18th – 21st May, 2021	9th – 12th Nov, 2021	N200,000
90	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	18th – 21st May, 2021	9th – 12th Nov, 2021	N200,000
91	ADVANCED ELECTRICAL TROUBLESHOOTING, REPAIRS AND ISOLATIONS TECHNIQUES	18th – 21st May, 2021	16th – 19th Nov, 2021	N200,000
92	ADVANCED GENERATOR MAINTENANCE	25th – 28th May, 2021	16th – 19th Nov, 2021	N200,000
93	ADVANCED POWER DISTRIBUTION ENGINEERING FOR UTILITIES	25th – 28th May, 2021	16th – 19th Nov, 2021	N200,000
94	ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS	25th – 28th May, 2021	16th – 19th Nov, 2021	N200,000



S/N	TITLE	1ST BATCH	2ND BATCH	FEE
95	CIRCUIT BREAKERS AND SWITCHGEARS INSPECTION	25th – 28th May, 2021	16th – 19th Nov, 2021	N200,000
96	ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER	25th – 28th May, 2021	23rd – 26th Nov, 2021	N200,000
97	EARTHING, BONDING, LIGHTNING AND SURGE PROTECTION OF ELECTRICAL SYSTEMS AND EQUIPMENT	1st – 4th June, 2021	23rd – 26th Nov, 2021	N200,000
98	FACILITIES MANAGEMENT STRATEGY WORKSHOP	1st – 4th June, 2021	23rd – 26th Nov, 2021	N200,000
99	DESIGN OF MODERN ELECTRICAL DISTRIBUTION SYSTEMS	1st – 4th June, 2021	23rd – 26th Nov, 2021	N200,000
100	ADVANCED CONSTRUCTION PROJECT MANAGEMENT	1st – 4th June, 2021	23rd – 26th Nov, 2021	N200,000
101	ELECTRICAL EQUIPMENT IN HAZARDOUS ENVIRONMENTS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N200,000
102	POWER SYSTEMS PROTECTION-CONTROL AND STABILITY	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N200,000
103	DISTRIBUTION TRANSFORMERS-OPERATIONS AND MAINTENANCE	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N200,000
104	HEAVY DUTY DIESEL ENGINE (HDD) OPERATION AND MAINTENANCE	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N200,000
105	OPERATION, MONITORING AND CONTROL OF ELECTRIC MACHINES AND INDUSTRIAL PROCESSES	15th – 18th June, 2021	7th – 10th Dec, 2021	N200,000
106	PROCESS EQUIPMENT AND PIPING SYSTEMS	15th – 18th June, 2021	7th – 10th Dec, 2021	N200,000
107	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	15th – 18th June, 2021	7th – 10th Dec, 2021	N200,000
108	MECHANICAL EQUIPMENT: COMPRESSORS, PUMPS, SEALS, MOTORS AND VARIABLE-SPEED DRIVES	15th – 18th June, 2021	7th – 10th Dec, 2021	N200,000
109	PUMPS AND PUMPING SYSTEMS OPTIMIZATION	22nd – 25th June, 2021	14th – 17th Dec, 2021	N200,000
110	ROOT CAUSE FAILURE ANALYSIS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N200,000
111	WRITING AN EFFECTIVE MAINTENANCE PROCEDURE	22nd – 25th June, 2021	14th – 17th Dec, 2021	N200,000
112	INSTRUMENTATION AND CALIBRATION COURSE	22nd – 25th June, 2021	14th – 17th Dec, 2021	N200,000
113	ASSET INTEGRITY AND ASSET MAINTENANCE MANAGEMENT COURSE	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N200,000
114	MAINTENANCE STRATEGY DEVELOPMENT AND COST-EFFECTIVE IMPLEMENTATION	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N200,000
115	EARTHLING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N200,000
116	HYDRAULIC SYSTEMS MAINTENANCE AND TROUBLESHOOTING	29th June – 2nd July, 2021	20th – 22nd Dec, 2021	N200,000

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OIL AND GAS TRAINING CALENDAR – 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	MASTERING FINANCE FOR NON-FINANCIAL OIL AND GAS PERSONNEL	12th – 15th Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	₦300,000
2	OIL AND GAS FIELD LIFE CYCLE, FIELD DEVELOPMENT AND PLANNING	12th – 15th Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	₦300,000
3	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	19th – 22nd Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	₦300,000
4	FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION	19th – 22nd Jan, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	₦300,000
5	NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY	26th – 29th Jan, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	₦300,000
6	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	26th – 29th Jan, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	₦300,000
7	OIL AND GAS INDUSTRY FUNDAMENTALS	2nd – 5th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	₦300,000
8	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	2nd – 5th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	₦300,000
9	EXEGESIS OF THE 2017 NIGERIAN PETROLEUM POLICY	9th – 12th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	₦300,000
10	SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY	9th – 12th Feb, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	₦300,000
11	PETROLEUM COMPANY PERFORMANCE MANAGEMENT	16th – 19th Feb, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	₦300,000
12	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	16th – 19th Feb, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	₦300,000
13	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	23rd – 26th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	₦300,000
14	FUNDAMENTALS OF OIL AND GAS PRODUCTION	23rd – 26th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	₦300,000
15	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	2nd – 5th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	₦300,000
16	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	2nd – 5th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	₦300,000
17	OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT	9th – 12th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	₦300,000
18	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	9th – 12th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	₦300,000
19	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	16th – 19th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	₦300,000
20	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	16th – 19th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	₦300,000
21	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	₦300,000
22	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	23rd – 26th Mar, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	₦300,000
23	UNDERSTANDING ENERGY CONTRACTS	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	₦300,000
24	THE OIL AND GAS VALUE CHAIN	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	₦300,000
25	MANAGING BIDS AND TENDERS FROM SUPPLIERS	29th Mar– 1st April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	₦300,000
26	PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	₦300,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
27	MANAGING UPSTREAM OIL AND GAS ASSETS	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	₦300,000
28	OIL AND GAS ACCOUNTING AND PERFORMANCE MEASUREMENT COURSE	6th – 9th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	₦300,000
29	INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS IN OIL AND GAS SECTORS	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	₦300,000
30	INTRODUCTION TO PETROLEUM EXPLORATION	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	₦300,000
31	CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA	13th – 16th April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	₦300,000
32	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	₦300,000
33	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	₦300,000
34	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	20th – 23rd April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	₦300,000
35	UPSTREAM OIL AND GAS DEVELOPMENT LIFECYCLE COSTING	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	₦300,000
36	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	₦300,000
37	OIL AND GAS BUSINESS ENVIRONMENT	27th – 30th April, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	₦300,000
38	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	₦300,000
39	OIL AND GAS FINANCE MANAGEMENT	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	₦300,000
40	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	₦300,000
41	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	₦300,000
42	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	₦300,000
43	IFRS JOINT VENTURE ACCOUNTING FOR THE OIL AND GAS SECTOR	10th – 12th May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	₦300,000
44	MAINTENANCE PLANNING AND WORK CONTROL IN THE OIL AND GAS	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	₦300,000
45	ESSENTIAL SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	₦300,000
46	HSE IN EXPLORATION AND PRODUCTION	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	₦300,000

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LEGAL TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT	12th – 15th Jan, 2021	6th – 9th July, 2021	₦250,000
2	PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION	12th – 15th Jan, 2021	6th – 9th July, 2021	₦250,000
3	COMPANY LAW - ESSENTIAL OVERVIEW	19th – 22nd Jan, 2021	13th – 16th July, 2021	₦250,000
4	RESOLVING CONTRACTUAL CLAIMS AND DISPUTES	19th – 22nd Jan, 2021	13th – 16th July, 2021	₦250,000
5	STATUTORY, LEGAL AND COMPLIANCE REQUIREMENTS	26th – 29th Jan, 2021	27th – 30th July, 2021	₦250,000
6	CONTRACT LAW UPDATES 2018	26th – 29th Jan, 2021	27th – 30th July, 2021	₦250,000
7	DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES	2nd – 5th Feb, 2021	27th – 30th July, 2021	₦250,000
8	BUSINESS LAW ADMINISTRATION COURSE	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	₦250,000
9	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	₦250,000
10	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	₦250,000
11	NIGERIAN LABOUR LAWS AND PRACTICES	9th – 12th Feb, 2021	10th – 13th Aug, 2021	₦250,000
12	THE EFFECTIVE LEGAL SECRETARY COURSE	16th – 19th Feb, 2021	10th – 13th Aug, 2021	₦250,000
13	EXCELLENCE IN CORPORATE GOVERNANCE	16th – 19th Feb, 2021	10th – 13th Aug, 2021	₦250,000
14	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	16th – 19th Feb, 2021	17th – 20th Aug, 2021	₦250,000
15	COMPANY LAW AND PRACTICE	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	₦250,000
16	COMMERCIAL AND BUSINESS CONTRACTS	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	₦250,000
17	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	₦250,000
18	EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	₦250,000
19	CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	₦250,000
20	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	₦250,000
21	LAW AND CONTRACTS TERMS AND CONDITIONS	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	₦250,000
22	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	₦250,000
23	NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS	9th – 12th Mar, 2021	7th – 10th Sept, 2021	₦250,000
24	COMMERCIAL CONTRACTS DRAFTING	16th – 19th Mar, 2021	7th – 10th Sept, 2021	₦250,000
25	CORPORATE LEGAL OFFICERS COURSE	16th – 19th Mar, 2021	7th – 10th Sept, 2021	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
26	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	16th – 19th Mar, 2021	14th – 17th Sept, 2021	₦250,000
27	SERVICE LEVEL AGREEMENTS WORKSHOP	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	₦250,000
28	EMPLOYEE RELATIONS AND THE LAW	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	₦250,000
29	LAW-MAKING AND LEGISLATIVE DRAFTING	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	₦250,000
30	FUNDAMENTALS OF EMPLOYMENT LAWS	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	₦250,000
31	IN-DEPTH COURSE ON ARBITRATION AND MEDIATION	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	₦250,000
32	CONTRACTS MANAGEMENT WORKSHOP	29th Mar– 1st April, 2021	28th – 30th Sept, 2021	₦250,000
33	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	6th – 9th April, 2021	28th – 30th Sept, 2021	₦250,000
34	BUSINESS AND CONTRACT LAW ADMINISTRATION	6th – 9th April, 2021	28th – 30th Sept, 2021	₦250,000
35	LEGAL SECRETARY DUTIES COURSE	6th – 9th April, 2021	5th – 8th Oct, 2021	₦250,000
36	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	13th – 16th April, 2021	5th – 8th Oct, 2021	₦250,000
37	MANAGING CONTRACTUAL LIABILITIES EFFECTIVELY	13th – 16th April, 2021	5th – 8th Oct, 2021	₦250,000
38	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	13th – 16th April, 2021	12th – 15th Oct, 2021	₦250,000
39	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	20th – 23rd April, 2021	12th – 15th Oct, 2021	₦250,000
40	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	20th – 23rd April, 2021	12th – 15th Oct, 2021	₦250,000
41	READING, WRITING AND NEGOTIATING OF CONTRACTS	20th – 23rd April, 2021	19th – 22nd Oct, 2021	₦250,000
42	FUNDAMENTALS OF CORPORATE LEGAL SERVICES	27th – 30th April, 2021	19th – 22nd Oct, 2021	₦250,000
43	INTERNATIONAL TRADE FINANCE AND INSTRUMENTS: OPERATIONAL: DOCUMENTATION AND LEGAL	27th – 30th April, 2021	19th – 22nd Oct, 2021	₦250,000
44	CURRENT TRENDS IN LEGISLATIVE DRAFTING	27th – 30th April, 2021	26th – 29th Oct, 2021	₦250,000
45	MEDIATION FOR LITIGATORS COURSE	4th – 7th May, 2021	26th – 29th Oct, 2021	₦250,000
46	ESSENTIAL DRAFTING TECHNIQUES FOR CIVIL LITIGATORS	4th – 7th May, 2021	26th – 29th Oct, 2021	₦250,000
47	THE LAW GOVERNING CONTRACTS AND COMMERCIAL DISPUTES	4th – 7th May, 2021	2nd – 5th Nov, 2021	₦250,000
48	BEST PRACTICE DRAFTING: STANDARD TERMS AND CONDITIONS	10th – 12th May, 2021	2nd – 5th Nov, 2021	₦250,000
49	PROJECT MANAGEMENT TECHNIQUES FOR LEGAL PRACTITIONERS: ADDING VALUE TO LEGAL PROJECTS	10th – 12th May, 2021	2nd – 5th Nov, 2021	₦250,000
50	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	10th – 12th May, 2021	9th – 12th Nov, 2021	₦250,000
51	ADVANCED ALTERNATIVE DISPUTE RESOLUTION AND MEDIATION	18th – 21st May, 2021	9th – 12th Nov, 2021	₦250,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
52	ALTERNATIVE DISPUTE RESOLUTION (ADR) IN LABOUR AND INDUSTRIAL RELATIONS	18th – 21st May, 2021	9th – 12th Nov, 2021	₦250,000
53	UNDERSTANDING GOVERNMENT LEGAL SERVICES	18th – 21st May, 2021	16th – 19th Nov, 2021	₦250,000
54	CORPORATE LEGAL ADVISERS CONFERENCE	25th – 28th May, 2021	16th – 19th Nov, 2021	₦250,000
55	FINANCE AND ACCOUNTING FOR LAWYERS	25th – 28th May, 2021	16th – 19th Nov, 2021	₦250,000
56	LEGAL ISSUES ON FRAUD PREVENTION	25th – 28th May, 2021	23rd – 26th Nov, 2021	₦250,000
57	EXCELLENCE IN CONTRACTS ADMINISTRATION	1st – 4th June, 2021	23rd – 26th Nov, 2021	₦250,000
58	PROFESSIONAL SKILLS ACQUISITION AND DEVELOPMENT FOR GOVERNMENT LAWYERS	1st – 4th June, 2021	23rd – 26th Nov, 2021	₦250,000
59	MANAGING AND LEADING AN EFFECTIVE IN-HOUSE LEGAL DEPARTMENT	1st – 4th June, 2021	30th Nov – 3rd Dec, 2021	₦250,000
60	CONSTRUCTION AND INFRASTRUCTURE LAW	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	₦250,000
61	ADVANCED NEGOTIATION AND ADVANCED DEAL MAKING	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	₦250,000
62	LEGAL ASPECTS OF BUSINESS	8th – 11th June, 2021	7th – 10th Dec, 2021	₦250,000
63	INFLUENCING, PERSUADING AND NEGOTIATING SKILLS FOR LAWYERS	15th – 18th June, 2021	7th – 10th Dec, 2021	₦250,000
64	GRIEVANCE, DISCIPLINE AND DISMISSALS	15th – 18th June, 2021	7th – 10th Dec, 2021	₦250,000
65	FUNDAMENTALS OF EMPLOYMENT CONTRACTS	15th – 18th June, 2021	14th – 17th Dec, 2021	₦250,000
66	ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS	22nd – 25th June, 2021	14th – 17th Dec, 2021	₦250,000
67	EFFECTIVE CONTRACT ADMINISTRATION CLAIMS MANAGEMENT AND NEGOTIATING WIN-WIN SETTLEMENTS	22nd – 25th June, 2021	14th – 17th Dec, 2021	₦250,000
68	CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES COURSE	22nd – 25th June, 2021	20th – 22nd Dec, 2021	₦250,000
69	AN INTRODUCTION TO TAX FOR PROPERTY LAWYERS	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	₦250,000
70	ADVANCED LEGAL ADMINISTRATORS COURSE	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	₦250,000

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SALES, MARKETING & CUSTOMER SERVICE TRAINING CALENDAR – 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	SALES OUTLETS MANAGEMENT COURSE	12th – 15th Jan, 2021	15th – 18th June, 2021	28th – 30th Sept, 2021	N185,000
2	MARKETING AND PROMOTION MANAGEMENT COURSE	12th – 15th Jan, 2021	15th – 18th June, 2021	28th – 30th Sept, 2021	N185,000
3	EMAIL MARKETING FUNDAMENTALS COURSE	19th – 22nd Jan, 2021	15th – 18th June, 2021	28th – 30th Sept, 2021	N185,000
4	FINANCIAL ASPECTS OF THE SALES AND MARKETING PROCESS	19th – 22nd Jan, 2021	22nd – 25th June, 2021	5th – 8th Oct, 2021	N185,000
5	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	26th – 29th Jan, 2021	22nd – 25th June, 2021	5th – 8th Oct, 2021	N185,000
6	DIGITAL MARKETER COURSE	26th – 29th Jan, 2021	22nd – 25th June, 2021	5th – 8th Oct, 2021	N185,000
7	MARKETING STRATEGIES AND PLANNING	2nd – 5th Feb, 2021	29th June– 2nd July, 2021	5th – 8th Oct, 2021	N185,000
8	CUSTOMER SERVICE EXCELLENCE FOR MANAGERS	2nd – 5th Feb, 2021	29th June– 2nd July, 2021	12th – 15th Oct, 2021	N185,000
9	MARKET-DRIVING STRATEGIES	9th – 12th Feb, 2021	29th June– 2nd July, 2021	12th – 15th Oct, 2021	N185,000
10	FUNDAMENTALS OF MARKETING COURSE	9th – 12th Feb, 2021	6th – 9th July, 2021	12th – 15th Oct, 2021	N185,000
11	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	16th – 19th Feb, 2021	6th – 9th July, 2021	12th – 15th Oct, 2021	N185,000
12	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	16th – 19th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
13	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	23rd – 26th Feb, 2021	13th – 16th July, 2021	19th – 22nd Oct, 2021	N185,000
14	EXCEPTIONAL CUSTOMER SERVICE	23rd – 26th Feb, 2021	13th – 16th July, 2021	19th – 22nd Oct, 2021	N185,000
15	MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA	2nd – 5th Mar, 2021	13th – 16th July, 2021	19th – 22nd Oct, 2021	N185,000
16	HIGH IMPACT SALES – THE COMPLETE SALES COURSE	2nd – 5th Mar, 2021	27th – 30th July, 2021	26th – 29th Oct, 2021	N185,000
17	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	9th – 12th Mar, 2021	27th – 30th July, 2021	26th – 29th Oct, 2021	N185,000
18	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	9th – 12th Mar, 2021	27th – 30th July, 2021	26th – 29th Oct, 2021	N185,000
19	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	16th – 19th Mar, 2021	27th – 30th July, 2021	26th – 29th Oct, 2021	N185,000
20	MARKETING COMMUNICATION COURSE	16th – 19th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
21	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
22	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
23	THE EFFECTIVE MARKETING MANAGER COURSE	29th Mar– 1st April, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
24	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	29th Mar– 1st April, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
25	EXCELLENT CUSTOMER SERVICE	6th – 9th April, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
26	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	6th – 9th April, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
27	VALUE ADDED MARKETING – ADVANCED MARKETING STRATEGIES COURSE	13th – 16th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
28	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	13th – 16th April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
29	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES	20th – 23rd April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
30	SALES AND MARKETING PROFESSIONAL	20th – 23rd April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
31	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
32	DIGITAL MARKETING PLANS	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
33	PROVIDING EXTRAORDINARY CUSTOMER SERVICE	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
34	MARKETING SALES AND IMPLEMENTATION	4th – 7th May, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
35	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
36	EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT – CRM COURSE	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
37	SALES AND MARKETING MANAGEMENT	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
38	SALES NEGOTIATION STRATEGIES TRAINING	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
39	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
40	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	18th – 21st May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
41	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	18th – 21st May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
42	FUNDAMENTAL SELLING SKILLS	18th – 21st May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
43	HANDLING CUSTOMER COMPLAINTS EFFECTIVELY	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
44	TERRITORY AND TIME MANAGEMENT FOR SALES PEOPLE	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
45	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
46	MARKETING AND ADVERTISING COURSE	1st – 4th June, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
47	STRATEGIC BRAND MANAGEMENT COURSE	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
48	OFFENSIVE AND DEFENSIVE MARKET SHARE TRAINING FOR SALES AND MARKETING MANAGERS	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
49	CUSTOMER - FOCUSED SELLING STRATEGIES	8th – 11th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
50	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	8th – 11th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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ENTREPRENEURSHIP TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	LEADERSHIP, MANAGEMENT AND ENTREPRENEURSHIP IN THE 21ST CENTURY	12th – 15th Jan, 2021	1st – 4th June, 2021	19th – 22nd Oct, 2021	N185,000
2	BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT	19th – 22nd Jan, 2021	8th – 11th June, 2021	19th – 22nd Oct, 2021	N185,000
3	SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS	26th – 29th Jan, 2021	15th – 18th June, 2021	26th – 29th Oct, 2021	N185,000
4	ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE	2nd – 5th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
5	FINANCIAL SKILLS FOR BUSINESS DEVELOPMENT	9th – 12th Feb, 2021	29th June– 2nd July, 2021	2nd – 5th Nov, 2021	N185,000
6	SOCIAL ENTREPRENEURSHIP COURSE	16th – 19th Feb, 2021	6th – 9th July, 2021	2nd – 5th Nov, 2021	N185,000
7	CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP	23rd – 26th Feb, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N185,000
8	BUSINESS ANALYSIS TRAINING COURSE	2nd – 5th Mar, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
9	BODY LANGUAGE FOR ENTREPRENEURS	9th – 12th Mar, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000
10	INVESTMENT APPRAISAL AND RISK ANALYSIS	16th – 19th Mar, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
11	BUSINESS PLANNING AND STRATEGIC DECISION-MAKING	23rd – 26th Mar, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
12	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATING ENTREPRENEURSHIP	29th Mar– 1st April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
13	UNDERSTANDING FINANCE FOR THE ENTREPRENEUR	6th – 9th April, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
14	LEGAL ASPECTS OF ENTREPRENEURSHIP	13th – 16th April, 2021	7th – 10th Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
15	BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	20th – 23rd April, 2021	14th – 17th Sept, 2021	7th – 10th Dec, 2021	N185,000
16	BUSINESS FEASIBILITY AND VIABILITY APPRAISAL STRATEGIES	27th – 30th April, 2021	21st – 24th Sept, 2021	7th – 10th Dec, 2021	N185,000
17	NEW APPROACHES TO ENTREPRENEURSHIP FINANCING: PROCESS AND PROCEDURES	4th – 7th May, 2021	28th – 30h Sept, 2021	14th – 17th Dec, 2021	N185,000
18	INFLUENCE NEGOTIATION COURSE	10th – 12th May, 2021	28th – 30h Sept, 2021	14th – 17th Dec, 2021	N185,000
19	PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT COURSE	18th – 21st May, 2021	5th – 8th Oct, 2021	20th – 22nd Dec, 2021	N185,000
20	BUSINESS CONTINUITY AND COST CONTROL STRATEGIES	25th – 28th May, 2021	5th – 8th Oct, 2021	20th – 22nd Dec, 2021	N185,000

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HOTEL AND HOSPITALITY MANAGEMENT TRAINING CALENDAR – 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	INTRODUCTION TO EVENTS MANAGEMENT	12th – 15th Jan, 2021	8th – 11th June, 2021	5th – 8th Oct, 2021	N185,000
2	INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT	12th – 15th Jan, 2021	8th – 11th June, 2021	5th – 8th Oct, 2021	N185,000
3	HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING	19th – 22nd Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
4	EXCELLENCE IN HOUSEKEEPING AND CLEANING	19th – 22nd Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
5	RESTAURANT OPERATIONS MANAGEMENT	26th – 29th Jan, 2021	15th – 18th June, 2021	12th – 15th Oct, 2021	N185,000
6	FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY	26th – 29th Jan, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
7	HOTEL AND HOSPITALITY PRACTICE	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
8	HOSPITALITY INDUSTRY LAW	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
9	CONCEPTS OF BUDGETING AND FORECASTING IN HOTELS AND HOSPITALITY INDUSTRIES	9th – 12th Feb, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
10	CATERING AND EVENT MANAGEMENT	9th – 12th Feb, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
11	MODERN METHODS IN TOURISM MANAGEMENT	16th – 19th Feb, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
12	FUNDAMENTALS OF HOTEL REVENUE MANAGEMENT IN HOSPITALITY INDUSTRY	16th – 19th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
13	REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT	23rd – 26th Feb, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
14	HOSPITALITY AND TOURISM TECHNOLOGY AND INNOVATION	23rd – 26th Feb, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
15	HOSPITALITY AND HOTEL MANAGEMENT COURSE	2nd – 5th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
16	TRAVEL AND TOURISM COURSE	2nd – 5th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
17	HOTEL INVESTMENTS AND VALUATION COURSE	9th – 12th Mar, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
18	HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT	9th – 12th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
19	HOTEL AND HOSPITALITY FRONT DESK OFFICER	16th – 19th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
20	OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES	16th – 19th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
21	FOOD AND BEVERAGE MANAGEMENT COURSE	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
22	ANALYSIS OF HOTEL INCOME STATEMENTS	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
23	CUSTOMER EXPERIENCE MANAGEMENT IN HOSPITALITY PROFESSIONAL	29th Mar– 1st April, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
24	HOTEL AND HOSPITALITY MANAGEMENT	29th Mar– 1st April, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
25	BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT	6th – 9th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
26	MENU ANALYSIS WORKSHOP	6th – 9th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
27	THE HOSPITALITY BUSINESS COURSE	13th – 16th April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
28	HOSPITALITY AND EVENT MANAGEMENT FOR HOTEL MANAGERS	13th – 16th April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
29	HOTEL HUMAN RESOURCES MANAGEMENT	20th – 23rd April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
30	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	20th – 23rd April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
31	HOTEL WAREHOUSING AND STORES MANAGEMENT	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
32	MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
33	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	27th – 30th April, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
34	HOTEL FRONT DESK OPERATIONS MANAGEMENT	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
35	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
36	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	4th – 7th May, 2021	7th – 10th Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
37	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
38	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
39	BUDGETING FOR BETTER OPERATIONAL PERFORMANCE	10th – 12th May, 2021	14th – 17th Sept, 2021	7th – 10th Dec, 2021	N185,000
40	HOTEL MARKETING AND SALES	18th – 21st May, 2021	14th – 17th Sept, 2021	7th – 10th Dec, 2021	N185,000
41	HOTEL ASSETS MANAGEMENT (HAM)	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
42	HOTEL QUALITY CONTROL (HQC)	18th – 21st May, 2021	21st – 24th Sept, 2021	14th – 17th Dec, 2021	N185,000
43	HOTEL RESERVATIONS TECHNIQUES	25th – 28th May, 2021	21st – 24th Sept, 2021	14th – 17th Dec, 2021	N185,000
44	INTRODUCTION TO HOTEL REVENUE MANAGEMENT	25th – 28th May, 2021	21st – 24th Sept, 2021	14th – 17th Dec, 2021	N185,000
45	RESTAURANT REVENUE MANAGEMENT WORKSHOP	25th – 28th May, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000
46	HOSPITALITY CUSTOMER SERVICE PROFESSIONAL	1st – 4th June, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000
47	HOTEL AND CATERING MANAGEMENT COURSE	1st – 4th June, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000
48	FOOD HYGIENE AND BEVERAGE SERVICES	1st – 4th June, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000

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MANUFACTURING & PRODUCTION TRAINING CALENDAR – 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	INTRODUCTION TO MANUFACTURING PROCESSES	12th – 15th Jan, 2021	18th – 21st May, 2021	28th – 30th Sept, 2021	N350,000
2	PRODUCT LIABILITY IN MANUFACTURING	19th – 22nd Jan, 2021	25th – 28th May, 2021	5th – 8th Oct, 2021	N350,000
3	UNSATURATED POLYESTER RESIN	26th – 29th Jan, 2021	1st – 4th June, 2021	19th – 22nd Oct, 2021	N350,000
4	PRODUCTION PLANNING, SCHEDULING AND CONTROL	2nd – 5th Feb, 2021	8th – 11th June, 2021	26th – 29th Oct, 2021	N350,000
5	PERSONAL DEVELOPMENT PROGRAM FOR TECHNICIANS	9th – 12th Feb, 2021	15th – 18th June, 2021	2nd – 5th Nov, 2021	N350,000
6	GOOD MANUFACTURING PRACTICES (GMP) AND HYGIENE	16th – 19th Feb, 2021	22nd – 25th June, 2021	9th – 12th Nov, 2021	N350,000
7	EFFECTIVE PRODUCTION PLANNING, SCHEDULING AND CONTROL	23rd – 26th Feb, 2021	29th June – 2nd July, 2021	16th – 19th Nov, 2021	N350,000
8	STATISTICAL PROCESS CONTROL (SPC)	2nd – 5th Mar, 2021	6th – 9th July, 2021	16th – 19th Nov, 2021	N350,000
9	OCCUPATIONAL FIRST AID AND CPR TRAINING	9th – 12th Mar, 2021	13th – 16th July, 2021	23rd – 26th Nov, 2021	N350,000
10	LEAN MANUFACTURING: WASTE REDUCTION AND PRODUCTIVITY IMPROVEMENTS	16th – 19th Mar, 2021	27th – 30th July, 2021	23rd – 26th Nov, 2021	N350,000
11	STRATEGIC PRODUCTION MANAGEMENT AND PLANNING AT WORKPLACE	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	30th Nov – 3rd Dec, 2021	N350,000
12	PRODUCT LIABILITY IN MANUFACTURING	29th Mar – 1st April, 2021	10th – 13th Aug, 2021	30th Nov – 3rd Dec, 2021	N350,000
13	FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION	6th – 9th April, 2021	17th – 20th Aug, 2021	7th – 10th Dec, 2021	N350,000
14	SCHEDULED WASTE MANAGEMENT COURSE	13th – 16th April, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N350,000
15	OCCUPATIONAL FIRST AID AND CPR TRAINING	20th – 23rd April, 2021	31st Aug – 3rd Sept, 2021	14th – 17th Dec, 2021	N350,000
16	PERFORMANCE MANAGEMENT AND MONITORING	27th – 30th April, 2021	7th – 10th Sept, 2021	14th – 17th Dec, 2021	N350,000
17	EFFECTIVE OPERATIONS AND PERFORMANCE MANAGEMENT	4th – 7th May, 2021	14th – 17th Sept, 2021	20th – 22nd Dec, 2021	N350,000
18	LABORATORY DOCUMENTATION, DATA MANAGEMENT AND REPORTING.	10th – 12th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N350,000

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INFORMATION TECHNOLOGY TRAINING CALENDAR - 2021

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS	12th – 15th Jan, 2021	6th – 9th July, 2021	N250,000
2	COMPUTER NETWORK ADMINISTRATION AND OPERATIONS	12th – 15th Jan, 2021	6th – 9th July, 2021	N250,000
3	DATABASE DESIGN, TOOLS & TECHNIQUES WITH PL/SQL	12th – 15th Jan, 2021	6th – 9th July, 2021	N250,000
4	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	12th – 15th Jan, 2021	6th – 9th July, 2021	N250,000
5	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	19th – 22nd Jan, 2021	6th – 9th July, 2021	N250,000
6	WORKING WITH THE LINUX PLATFORM AND TOOLS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N250,000
7	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	19th – 22nd Jan, 2021	13th – 16th July, 2021	N250,000
8	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	19th – 22nd Jan, 2021	13th – 16th July, 2021	N250,000
9	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	26th – 29th Jan, 2021	13th – 16th July, 2021	N250,000
10	UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING	26th – 29th Jan, 2021	13th – 16th July, 2021	N250,000
11	DATABASE DESIGN, TOOLS & TECHNIQUES WITH SQL SERVER	26th – 29th Jan, 2021	27th – 30th July, 2021	N250,000
12	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	26th – 29th Jan, 2021	27th – 30th July, 2021	N250,000
13	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	2nd – 5th Feb, 2021	27th – 30th July, 2021	N250,000
14	CREATING SPREADSHEETS WITH MICROSOFT EXCEL	2nd – 5th Feb, 2021	27th – 30th July, 2021	N250,000
15	DIGITAL COLLABORATION USING MICROSOFT SHAREPOINT	2nd – 5th Feb, 2021	27th – 30th July, 2021	N250,000
16	DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION	2nd – 5th Feb, 2021	3rd – 6th Aug, 2021	N250,000
17	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N250,000
18	DATA ANALYSIS AND MODELING USING POWER BI	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N250,000
19	APPLICATION DEVELOPMENT WITH PHP	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N250,000
20	WIRELESS NETWORKS ADMINISTRATION	9th – 12th Feb, 2021	3rd – 6th Aug, 2021	N250,000
21	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	9th – 12th Feb, 2021	10th – 13th Aug, 2021	N250,000
22	SECURING & TROUBLESHOOTING SOFTWARE DEFINED NETWORKS	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N250,000
23	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: CORELDRAW	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N250,000
24	CLOUD COMPUTING ADMINISTRATION: GOOGLE CLOUD PLATFORM	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N250,000
25	DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM	16th – 19th Feb, 2021	10th – 13th Aug, 2021	N250,000
26	DATABASE DESIGN, TOOLS & TECHNIQUES WITH NOSQL	16th – 19th Feb, 2021	17th – 20th Aug, 2021	N250,000
27	CYBER SECURITY RISK ASSESSMENT & CONTROLS	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N250,000
28	INSTALLING, CONFIGURING & DEPLOYING WINDOWS SERVER 2019	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N250,000
29	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N250,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
30	APPLICATION DEVELOPMENT WITH PYTHON	23rd – 26th Feb, 2021	17th – 20th Aug, 2021	N250,000
31	CLOUD COMPUTING ADMINISTRATION: AMAZON WEB SERVICES	23rd – 26th Feb, 2021	24th – 27th Aug, 2021	N250,000
32	DATABASE DESIGN, TOOLS & TECHNIQUES WITH ORACLE DB	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N250,000
33	DOCUMENT MANAGEMENT SYSTEMS	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N250,000
34	COMPUTER NETWORK ROUTING & SWITCHING	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N250,000
35	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	2nd – 5th Mar, 2021	24th – 27th Aug, 2021	N250,000
36	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	2nd – 5th Mar, 2021	31st Aug– 3rd Sept, 2021	N250,000
37	DOCUMENT AUTHORIZING WITH MICROSOFT WORD	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N250,000
38	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N250,000
39	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N250,000
40	SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES	9th – 12th Mar, 2021	31st Aug– 3rd Sept, 2021	N250,000
41	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	9th – 12th Mar, 2021	7th – 10th Sept, 2021	N250,000
42	GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N250,000
43	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N250,000
44	DESIGNING DATABASE-DRIVEN APPLICATIONS WITH ORACLE APEX	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N250,000
45	MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT	16th – 19th Mar, 2021	7th – 10th Sept, 2021	N250,000
46	CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES	16th – 19th Mar, 2021	14th – 17th Sept, 2021	N250,000
47	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N250,000
48	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N250,000
49	APPLICATION DEVELOPMENT WITH JAVA	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N250,000
50	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	23rd – 26th Mar, 2021	14th – 17th Sept, 2021	N250,000
51	IMPLEMENTING CISCO NETWORK SECURITY	23rd – 26th Mar, 2021	21st – 24th Sept, 2021	N250,000
52	CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N250,000
53	HYBRID CLOUD COMPUTING ADMINISTRATION	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N250,000
54	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N250,000
55	TELECOMMUNICATION NETWORKS MANAGEMENT: I	29th Mar– 1st April, 2021	21st – 24th Sept, 2021	N250,000
56	IT FUNDAMENTALS	29th Mar– 1st April, 2021	28th – 30h Sept, 2021	N250,000
57	INFORMATION STORAGE AND MANAGEMENT	6th – 9th April, 2021	28th – 30h Sept, 2021	N250,000
58	COMPUTER FORENSICS TECHNIQUES AND TOOLS	6th – 9th April, 2021	28th – 30h Sept, 2021	N250,000
59	GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS	6th – 9th April, 2021	28th – 30h Sept, 2021	N250,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
60	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	6th – 9th April, 2021	28th – 30th Sept, 2021	N250,000
61	ADMINISTERING & TROUBLESHOOTING WINDOWS 10	6th – 9th April, 2021	5th – 8th Oct, 2021	N250,000
62	IT SERVICE MANAGEMENT	13th – 16th April, 2021	5th – 8th Oct, 2021	N250,000
63	COMPUTER & NETWORK ADMINISTRATION: I	13th – 16th April, 2021	5th – 8th Oct, 2021	N250,000
64	APPLICATION DEVELOPMENT WITH NODE.JS	13th – 16th April, 2021	5th – 8th Oct, 2021	N250,000
65	SECURING WIRELESS NETWORKS AND WANS	13th – 16th April, 2021	5th – 8th Oct, 2021	N250,000
66	MANAGING ENTERPRISE STORAGE NETWORKS	13th – 16th April, 2021	12th – 15th Oct, 2021	N250,000
67	DISASTER PREVENTION & RECOVERY MANAGEMENT: HANDLING IT RISKS	20th – 23rd April, 2021	12th – 15th Oct, 2021	N250,000
68	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	20th – 23rd April, 2021	12th – 15th Oct, 2021	N250,000
69	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	20th – 23rd April, 2021	12th – 15th Oct, 2021	N250,000
70	CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM	20th – 23rd April, 2021	12th – 15th Oct, 2021	N250,000
71	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	20th – 23rd April, 2021	19th – 22nd Oct, 2021	N250,000
72	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: CISCO	27th – 30th April, 2021	19th – 22nd Oct, 2021	N250,000
73	WEB BASED INFORMATION SYSTEM MANAGEMENT	27th – 30th April, 2021	19th – 22nd Oct, 2021	N250,000
74	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	27th – 30th April, 2021	19th – 22nd Oct, 2021	N250,000
75	DATABASE DESIGN, TOOLS & TECHNIQUES WITH POSTGRESQL	27th – 30th April, 2021	19th – 22nd Oct, 2021	N250,000
76	IT INFRASTRUCTURE MANAGEMENT	27th – 30th April, 2021	26th–29th Oct,2021	N250,000
77	INFORMATION SECURITY FOR IT PROFESSIONALS	4th – 7th May, 2021	26th–29th Oct,2021	N250,000
78	NETWORKING WITH WINDOW SERVER AND CLIENTS	4th – 7th May, 2021	26th–29th Oct,2021	N250,000
79	TELECOMMUNICATION NETWORKS MANAGEMENT: II	4th – 7th May, 2021	26th–29th Oct,2021	N250,000
80	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	4th – 7th May, 2021	26th–29th Oct,2021	N250,000
81	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	4th – 7th May, 2021	2nd – 5th Nov, 2021	N250,000
82	DIGITAL TRANSFORMATION FOR THE 21 ST CENTURY BUSINESS	10th – 12th May, 2021	2nd – 5th Nov, 2021	N250,000
83	ICT MANAGEMENT AND INFORMATION SECURITY	10th – 12th May, 2021	2nd – 5th Nov, 2021	N250,000
84	COMPUTER & NETWORK ADMINISTRATION: II	10th – 12th May, 2021	2nd – 5th Nov, 2021	N250,000
85	DESIGNING WEBSITES & WEB-BASED APPS USING HTML, CSS, JAVASCRIPT & MYSQL	10th – 12th May, 2021	2nd – 5th Nov, 2021	N250,000
86	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	10th – 12th May, 2021	9th – 12th Nov, 2021	N250,000
87	MANAGING IT PROJECTS	18th – 21st May, 2021	9th – 12th Nov, 2021	N250,000
88	DATA RECOVERY TOOLS & TECHNIQUES	18th – 21st May, 2021	9th – 12th Nov, 2021	N250,000
89	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	18th – 21st May, 2021	9th – 12th Nov, 2021	N250,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
90	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	18th – 21st May, 2021	9th – 12th Nov, 2021	N250,000
91	ADMINISTERING & TROUBLESHOOTING WINDOWS SERVER 2019	18th – 21st May, 2021	16th – 19th Nov, 2021	N250,000
92	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	25th – 28th May, 2021	16th – 19th Nov, 2021	N250,000
93	SECURE SOFTWARE DEVELOPMENT LIFECYCLES (SDLC) BEST PRACTICES	25th – 28th May, 2021	16th – 19th Nov, 2021	N250,000
94	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	25th – 28th May, 2021	16th – 19th Nov, 2021	N250,000
95	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	25th – 28th May, 2021	16th – 19th Nov, 2021	N250,000
96	DESIGNING WEBSITES USING WORDPRESS CMS	25th – 28th May, 2021	23rd – 26th Nov, 2021	N250,000
97	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	1st – 4th June, 2021	23rd – 26th Nov, 2021	N250,000
98	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	1st – 4th June, 2021	23rd – 26th Nov, 2021	N250,000
99	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: LINUX	1st – 4th June, 2021	23rd – 26th Nov, 2021	N250,000
100	SECURING THE WINDOWS FILE SYSTEM	1st – 4th June, 2021	30th Nov – 3rd Dec, 2021	N250,000
101	LINUX SYSTEM ADMINISTRATION	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N250,000
102	CYBER SECURITY ANALYST	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N250,000
103	INFORMATION TECHNOLOGY ESSENTIALS	8th – 11th June, 2021	30th Nov – 3rd Dec, 2021	N250,000
104	DISASTER RECOVERY ADMINISTRATOR COURSE	8th – 11th June, 2021	7th – 10th Dec, 2021	N250,000
105	EXCELLENCE IN DATA GOVERNANCE ADMINISTRATION	15th – 18th June, 2021	7th – 10th Dec, 2021	N250,000
106	ADVANCED MANAGEMENT INFORMATION SYSTEMS EXCELLENCE	15th – 18th June, 2021	7th – 10th Dec, 2021	N250,000
107	ADVANCED INFORMATION SYSTEMS MANAGEMENT COURSE	15th – 18th June, 2021	7th – 10th Dec, 2021	N250,000
108	MANAGEMENT INFORMATION SYSTEMS COURSE	22nd – 25th June, 2021	14th – 17th Dec, 2021	N250,000
109	STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS	22nd – 25th June, 2021	14th – 17th Dec, 2021	N250,000
110	A COMPLETE GUIDE TO IT QUALITY MANAGEMENT	22nd – 25th June, 2021	14th – 17th Dec, 2021	N250,000
111	IT STRATEGY AND ARCHITECTURE PRINCIPLES AND PRACTICES	22nd – 25th June, 2021	14th – 17th Dec, 2021	N250,000
112	THE COMPLETE COURSE ON DATA SCIENCE AND BIG DATA ANALYTICS	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N250,000
113	THE COMPLETE COURSE ON CLOUD MANAGEMENT AND IT SECURITY	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N250,000
114	DATA ANALYTICS FOR MANAGERIAL DECISION MAKING	29th June– 2nd July, 2021	20th – 22nd Dec, 2021	N250,000

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PUBLIC RELATIONS TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	12th – 15th Jan, 2021	1st – 4th June, 2021	28th – 30th Sept, 2021	N185,000
2	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	12th – 15th Jan, 2021	1st – 4th June, 2021	28th – 30th Sept, 2021	N185,000
3	PLANNING AND MANAGING PR CAMPAIGNS	19th – 22nd Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
4	MANAGING COMMUNITY RELATIONS EFFECTIVELY	19th – 22nd Jan, 2021	8th – 11th June, 2021	5th – 8th Oct, 2021	N185,000
5	WRITING FOR SOCIAL MEDIA COURSE	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
6	INTRODUCTION TO PUBLIC RELATIONS	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
7	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
8	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
9	MEASURING AND EVALUATING PR	9th – 12th Feb, 2021	29th June– 2nd July, 2021	12th – 15th Oct, 2021	N185,000
10	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	9th – 12th Feb, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
11	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	16th – 19th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
12	PUBLIC RELATIONS AND MEDIA SKILLS	16th – 19th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
13	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	23rd – 26th Feb, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
14	PUBLIC RELATIONS CAMPAIGNS PLANNING AND EXECUTION	23rd – 26th Feb, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
15	PROTOCOL AND TRAVEL MANAGEMENT	2nd – 5th Mar, 2021	27th – 30th July, 2021	26th – 29th Oct, 2021	N185,000
16	PR IN A CHANGING DIGITAL LANDSCAPE	2nd – 5th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
17	MASTERING CORPORATE COMMUNICATIONS	9th – 12th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
18	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	9th – 12th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
19	PUBLIC RELATIONS AND SUCCESSFUL CAMPAIGNS	16th – 19th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
20	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	16th – 19th Mar, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
21	PUBLIC RELATIONS FUNDAMENTALS	23rd – 26th Mar, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
22	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	23rd – 26th Mar, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
23	MEDIA RELATIONS AND PUBLIC AFFAIRS	29th Mar– 1st April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
24	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	29th Mar– 1st April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
25	BUSINESS STRATEGY FOR PR MANAGERS	6th – 9th April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
26	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	6th – 9th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
27	INCIDENT AND CRISIS RESPONSE COMMUNICATION SKILLS	13th – 16th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
28	PUBLIC RELATIONS PROFESSIONAL COURSE	13th – 16th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
29	WRITING SKILLS FOR PR	20th – 23rd April, 2021	31st Aug – 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
30	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	20th – 23rd April, 2021	31st Aug – 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
31	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGE	27th – 30th April, 2021	31st Aug – 3rd Sept, 2021	7th – 10th Dec, 2021	N185,000
32	CUSTOMER EXPERIENCE PERFECTION	27th – 30th April, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
33	PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL: BEST PRACTICE	4th – 7th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
34	GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS	4th – 7th May, 2021	7th – 10th Sept, 2021	14th – 17th Dec, 2021	N185,000
35	ADVANCED SOCIAL MEDIA TRAINING	10th – 12th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
36	EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES	10th – 12th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
37	STRATEGIC MEDIA PLANNING	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
38	PROTOCOL AND EVENT MANAGEMENT	18th – 21st May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
39	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	25th – 28th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
40	EFFECTIVE PUBLIC RELATIONS	25th – 28th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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SECRETARIES AND PERSONAL ASSISTANTS TRAINING CALENDAR - 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT	12th – 15th Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
2	RECEPTION AND TELEPHONE ETIQUETTE	12th – 15th Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
3	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS WORKSHOP	19th – 22nd Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
4	MANAGING YOUR BOSS IN THE WORKPLACE	19th – 22nd Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
5	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
6	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
7	DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	2nd – 5th Feb, 2021	22nd – 25th June, 2021	5th – 8th Oct, 2021	N185,000
8	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
9	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	9th – 12th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
10	THE EFFECTIVE SECRETARY	9th – 12th Feb, 2021	29th June– 2nd July, 2021	12th – 15th Oct, 2021	N185,000
11	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	16th – 19th Feb, 2021	29th June– 2nd July, 2021	12th – 15th Oct, 2021	N185,000
12	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	16th – 19th Feb, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
13	EFFECTIVE MINUTE TAKING COURSE	23rd – 26th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
14	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	23rd – 26th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
15	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	2nd – 5th Mar, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
16	ADVANCED EXECUTIVE ASSISTANT COURSE	2nd – 5th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
17	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	9th – 12th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
18	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	9th – 12th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
19	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	16th – 19th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
20	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	16th – 19th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
21	ORGANISING AND BEHAVIOURAL SKILLS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	23rd – 26th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
22	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
23	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	29th Mar– 1st April, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
24	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	29th Mar– 1st April, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
25	FRONTLINE CUSTOMER SERVICE EXCELLENCE	6th – 9th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
26	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	6th – 9th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
27	PROFESSIONAL OFFICE PROCEDURES FOR ADMIN OFFICERS, SECRETARIES AND PA'S	13th – 16th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
28	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	13th – 16th April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
29	THE OFFICE PROFESSIONAL AND RECORDS MANAGEMENT	20th – 23rd April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
30	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	20th – 23rd April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
31	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
32	PERSONAL ASSISTANTS AND SECRETARIES SKILLS - ESSENTIAL	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
33	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	27th – 30th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
34	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	4th – 7th May, 2021	31st Aug – 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
35	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	4th – 7th May, 2021	31st Aug – 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
36	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	4th – 7th May, 2021	31st Aug – 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
37	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
38	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
39	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
40	OFFICE, FILING AND DOCUMENTATION SKILLS	18th – 21st May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
41	PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
42	DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
43	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
44	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
45	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	25th – 28th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
46	PERSONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
47	PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
48	MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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TRANSPORT & LOGISTICS TRAINING CALENDAR – 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	CORPORATE FLEET MANAGEMENT WORKSHOP	12th – 15th Jan, 2021	18th – 21st May, 2021	28th – 30th Sept, 2021	N175,000
2	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	12th – 15th Jan, 2021	18th – 21st May, 2021	28th – 30th Sept, 2021	N175,000
3	LOGISTICS AND TRANSPORT MANAGEMENT	19th – 22nd Jan, 2021	25th – 28th May, 2021	5th – 8th Oct, 2021	N175,000
4	ESSENTIALS OF FLEET AND TRANSPORT MANAGEMENT WORKSHOP	19th – 22nd Jan, 2021	25th – 28th May, 2021	5th – 8th Oct, 2021	N175,000
5	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	26th – 29th Jan, 2021	1st – 4th June, 2021	12th – 15th Oct, 2021	N175,000
6	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	26th – 29th Jan, 2021	1st – 4th June, 2021	12th – 15th Oct, 2021	N175,000
7	TRANSPORTATION, LOGISTICS AND THE LAW COURSE	2nd – 5th Feb, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N175,000
8	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	2nd – 5th Feb, 2021	8th – 11th June, 2021	19th – 22nd Oct, 2021	N175,000
9	LOGISTICS MANAGEMENT WORKSHOP	9th – 12th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N175,000
10	MANAGING FREIGHT AND LOGISTICS MANAGEMENT	9th – 12th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N175,000
11	TOOLS AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	16th – 19th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N175,000
12	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	16th – 19th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N175,000
13	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	23rd – 26th Feb, 2021	29th June– 2nd July, 2021	26th – 29th Oct, 2021	N175,000
14	SAFETY DRIVING TIPS IN THE ERA OF COVID-19 PANDEMIC	23rd – 26th Feb, 2021	29th June– 2nd July, 2021	2nd – 5th Nov, 2021	N175,000
15	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	2nd – 5th Mar, 2021	6th – 9th July, 2021	2nd – 5th Nov, 2021	N175,000
16	ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP	2nd – 5th Mar, 2021	6th – 9th July, 2021	2nd – 5th Nov, 2021	N175,000
17	MANAGING THE TRANSPORT DEPARTMENT OF YOUR ORGANIZATION	9th – 12th Mar, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N175,000
18	IMPORT MANAGEMENT WORKSHOP	9th – 12th Mar, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N175,000
19	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	16th – 19th Mar, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N175,000
20	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	16th – 19th Mar, 2021	27th – 30th July, 2021	16th – 19th Nov, 2021	N175,000
21	ROAD SAFETY AND DRIVERS AWARENESS COURSE	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N175,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	TRANSPORTATION MANAGEMENT SYSTEM	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N175,000
23	INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS	29th Mar– 1st April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N175,000
24	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	29th Mar– 1st April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N175,000
25	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	6th – 9th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N175,000
26	TRANSPORT AND LOGISTICS - ESSENTIALS	6th – 9th April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N175,000
27	LOGISTICS AND DISTRIBUTION MANAGEMENT	13th – 16th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N175,000
28	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	13th – 16th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N175,000
29	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	20th – 23rd April, 2021	31st Aug– 3rd Sept, 2021	7th – 10th Dec, 2021	N175,000
30	PREVENTIVE DRIVING AND SAFETY PRECAUTIONS	20th – 23rd April, 2021	31st Aug– 3rd Sept, 2021	7th – 10th Dec, 2021	N175,000
31	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	27th – 30th April, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N175,000
32	ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORT MANAGERS	27th – 30th April, 2021	7th – 10th Sept, 2021	14th – 17th Dec, 2021	N175,000
33	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	4th – 7th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N175,000
34	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	4th – 7th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N175,000
35	DEFENSIVE DRIVER SAFETY TECHNIQUES	10th – 12th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N175,000
36	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	10th – 12th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N175,000

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AVIATION AND MARITIME TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	INTRODUCTION TO FLIGHT OPERATIONS MANAGEMENT	12th – 15th Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	N300,000
2	UNDERSTANDING CYBERSECURITY IN SHIP OPERATIONS	19th – 22nd Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	N300,000
3	AIRPORT CORPORATE TRAVEL PROTOCOL MANAGEMENT	26th – 29th Jan, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	N300,000
4	AIRLINE BUSINESS FOUNDATIONS	2nd – 5th Feb, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	N300,000
5	AIRCRAFT LEASING COURSE	9th – 12th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N300,000
6	AIR TRANSPORT ECONOMICS	16th – 19th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N300,000
7	SHIPPING AND LOGISTICS SUPPLY CHAIN MANAGEMENT	23rd – 26th Feb, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N300,000
8	AIRLINE MARKETING MANAGEMENT COURSE	2nd – 5th Mar, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N300,000
9	AIRLINE CUSTOMER SERVICE: STRATEGY DESIGN AND IMPLEMENTATION	9th – 12th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N300,000
10	ADVANCED AVIATION SECURITY MANAGEMENT	9th – 12th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N300,000
11	SHIP SALE AND PURCHASE	16th – 19th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N300,000
12	AVIATION INSURANCE: LEASES, TAXATION, FINANCE AND ACCOUNTING	16th – 19th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N300,000
13	SMALL VESSEL OPERATOR PROFICIENCY (SVOP)	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N300,000
14	ADVANCED MARINE FIRST AID	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N300,000
15	PRIVATE STAFF AIRCRAFT SAFETY TRAINING	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N300,000
16	SECURITY AWARENESS FOR MARINE FACILITY PERSONNEL	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N300,000
17	AIRPORT MANAGEMENT COURSE	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N300,000
18	SHIPPING FINANCE DOCUMENTATION	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N300,000
19	MARINE EMERGENCY DUTIES FOR SENIOR OFFICERS	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N300,000
20	SHIPPING, CLEARING AND FORWARDING ADMINISTRATION	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N300,000
21	AIRPORT CUSTOMER SERVICE	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N300,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	AIR CARGO MANAGEMENT COURSE	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N300,000
23	AIRLINE REVENUE MANAGEMENT	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N300,000
24	LEGAL ASPECT OF AVIATION SECURITY AND SAFETY	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N300,000
25	LEGAL MANAGEMENT AND THE SHIPPING BUSINESS	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N300,000
26	CREW RESOURCE MANAGEMENT (CRM) IMPLEMENTATION	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N300,000
27	AVIATION FINANCE COURSE	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	N300,000
28	AIR FARES AND TICKETING ADMINISTRATION	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	N300,000
29	AIR SAFETY MANAGEMENT	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	N300,000
30	AIR CABIN CREW CONFLICT MANAGEMENT COURSE	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	N300,000

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

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COMMUNICATION TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	DEVELOPING POSITIVE RELATIONSHIPS AT WORK	12th – 15th Jan, 2021	18th – 21st May, 2021	28th – 30th Sept, 2021	N185,000
2	BUSINESS RELATIONSHIP MANAGEMENT FUNDAMENTALS	12th – 15th Jan, 2021	18th – 21st May, 2021	28th – 30th Sept, 2021	N185,000
3	PROJECT TEAM LEADERSHIP: BUILDING COMMITMENT THROUGH SUPERIOR COMMUNICATION	19th – 22nd Jan, 2021	25th – 28th May, 2021	5th – 8th Oct, 2021	N185,000
4	STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS	19th – 22nd Jan, 2021	25th – 28th May, 2021	5th – 8th Oct, 2021	N185,000
5	PRODUCTIVE COMMUNICATION AND INFLUENCING SKILLS	26th – 29th Jan, 2021	1st – 4th June, 2021	12th – 15th Oct, 2021	N185,000
6	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	26th – 29th Jan, 2021	1st – 4th June, 2021	12th – 15th Oct, 2021	N185,000
7	ADVANCED COMMUNICATION AND PRESENTATION SKILLS	2nd – 5th Feb, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N185,000
8	SPEECH WRITING WORKSHOP	2nd – 5th Feb, 2021	8th – 11th June, 2021	19th – 22nd Oct, 2021	N185,000
9	CRISIS COMMUNICATION PROGRAMME	9th – 12th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N185,000
10	MEETINGS MANAGEMENT WORKSHOP	9th – 12th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N185,000
11	EFFECTIVE PRESS RELEASE WRITING	16th – 19th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
12	EFFECTIVE COMMUNICATIONS MASTERCLASS	16th – 19th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
13	CRISIS MANAGEMENT IN SOCIAL MEDIA	23rd – 26th Feb, 2021	29th June – 2nd July, 2021	26th – 29th Oct, 2021	N185,000
14	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS	23rd – 26th Feb, 2021	29th June – 2nd July, 2021	2nd – 5th Nov, 2021	N185,000
15	ADVANCED COMMUNICATION STRATEGY	2nd – 5th Mar, 2021	6th – 9th July, 2021	2nd – 5th Nov, 2021	N185,000
16	INTERNAL COMMUNICATION STRATEGIES	2nd – 5th Mar, 2021	6th – 9th July, 2021	2nd – 5th Nov, 2021	N185,000
17	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	9th – 12th Mar, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N185,000
18	CUSTOMER RELATIONSHIP MANAGEMENT	9th – 12th Mar, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N185,000
19	SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR	16th – 19th Mar, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
20	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	16th – 19th Mar, 2021	27th – 30th July, 2021	16th – 19th Nov, 2021	N185,000
21	LEADERSHIP DEVELOPMENT: EFFECTIVE COMMUNICATION	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	EFFECTIVE COMMUNICATION AND INSPIRATIONAL PRESENTATIONS	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000
23	DEVELOPING YOUR ANALYTICAL SKILLS: HOW TO RESEARCH AND PRESENT INFORMATION	29th Mar– 1st April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N185,000
24	GENERATIONAL DIVERSITY: BRIDGING THE GAP THROUGH EFFECTIVE COMMUNICATION	29th Mar– 1st April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N185,000
25	BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS	6th – 9th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
26	PERSUASION: INFLUENCING WITHOUT AUTHORITY	6th – 9th April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
27	FACILITATION AND INFLUENCING SKILLS FOR IMPROVED RESULTS	13th – 16th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
28	STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS	13th – 16th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
29	DEVELOPING EFFECTIVE BUSINESS CONVERSATION SKILLS	20th – 23rd April, 2021	31st Aug– 3rd Sept, 2021	7th – 10th Dec, 2021	N185,000
30	INTERACTION SKILLS FOR IMPACT AND INFLUENCE	20th – 23rd April, 2021	31st Aug– 3rd Sept, 2021	7th – 10th Dec, 2021	N185,000
31	COMMUNICATING WITH CONFIDENCE	27th – 30th April, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
32	STORYTELLING POWER: SECRETS FOR EXCEPTIONAL COMMUNICATION	27th – 30th April, 2021	7th – 10th Sept, 2021	14th – 17th Dec, 2021	N185,000
33	ADVANCED COMMUNICATION FRAMEWORK IN THE ORGANIZATION	4th – 7th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
34	BUILDING BETTER WORK RELATIONSHIPS: NEW TECHNIQUES FOR RESULTS-ORIENTED COMMUNICATION	4th – 7th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
35	COMMUNICATION AND INTERPERSONAL SKILLS FOR TECHNICAL PROFESSIONALS	10th – 12th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
36	OVERCOMING FEAR OF PUBLIC SPEAKING	10th – 12th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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REAL ESTATE TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	REAL ESTATE VALUATION AND FINANCING COURSE	12th – 15th Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	N185,000
2	FUNDAMENTALS OF INVESTMENT ANALYSIS COURSE	19th – 22nd Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	N185,000
3	REAL ESTATE DEVELOPMENT, INVESTMENT AND MANAGEMENT COURSE	26th – 29th Jan, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	N185,000
4	RESIDENTIAL BUILDING SYSTEMS AND MAINTENANCE COURSE	2nd – 5th Feb, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	N185,000
5	FACILITY OPERATIONS AND MAINTENANCE MANAGEMENT COURSE	9th – 12th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
6	COMMERCIAL REAL ESTATE LENDING COURSE	16th – 19th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
7	FACILITY FINANCIAL MANAGEMENT COURSE	23rd – 26th Feb, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
8	REAL ESTATE ENVIRONMENTAL HEALTH AND SAFETY COURSE	2nd – 5th Mar, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
9	FACILITY CONSTRUCTION AND PROJECT MANAGEMENT COURSE	9th – 12th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
10	REAL ESTATE PROJECT ACCOUNTING COURSE	9th – 12th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
11	SUSTAINABILITY AND REAL ESTATE MANAGEMENT COURSE	16th – 19th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
12	REAL ESTATE PRIVATE EQUITY MODELLING IN EXCEL	16th – 19th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
13	IFRS FOR THE REAL ESTATE SECTOR	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
14	LEGAL DIMENSIONS IN REAL ESTATE INVESTMENT CONTRACTS	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
15	REAL ESTATE MARKETING TRAINING COURSE	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
16	REAL ESTATE FINANCIAL MODELLING	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
17	REAL ESTATE VALUATION AND MODELING	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
18	REAL ESTATE ANALYST COURSE	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
19	REAL ESTATE FINANCE AND INVESTMENT	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000
20	REAL ESTATE CASHFLOW AND FINANCIAL MODELLING	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
21	REAL ESTATE DEVELOPMENT COURSE	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N185,000
22	INTRODUCTION TO REAL ESTATE FUND MANAGEMENT	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N185,000
23	RETAIL PROPERTY APPRAISALS COURSE	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
24	TAXATION ISSUES IN REAL ESTATE MANAGEMENT	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
25	REAL ESTATE DEBT STRUCTURES AND FINANCIAL MODELLING COURSE	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N185,000
26	TAXES ON LAND, PROPERTY AND CONSTRUCTION	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N185,000
27	PUBLIC SECTOR PROPERTY ASSET MANAGEMENT	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	N185,000
28	CONSTRUCTION PROJECTS – POST CONTRACT MANAGEMENT	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	N185,000
29	ADVANCED REAL ESTATE MANAGEMENT COURSE	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	N185,000
30	REAL ESTATE FUNDING AND FINANCE	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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BANKING AND INSURANCE TRAINING CALENDAR - 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	12th – 15th Jan, 2021	10th – 12th May, 2021	14th – 17th Sept, 2021	N185,000
2	BASIC PRINCIPLES OF BANKING	12th – 15th Jan, 2021	10th – 12th May, 2021	14th – 17th Sept, 2021	N185,000
3	LIABILITY INSURANCE COURSE	12th – 15th Jan, 2021	10th – 12th May, 2021	14th – 17th Sept, 2021	N185,000
4	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	12th – 15th Jan, 2021	10th – 12th May, 2021	14th – 17th Sept, 2021	N185,000
5	BUSINESS INTERRUPTION INSURANCE COURSE	19th – 22nd Jan, 2021	18th – 21st May, 2021	21st – 24th Sept, 2021	N185,000
6	ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS	19th – 22nd Jan, 2021	18th – 21st May, 2021	21st – 24th Sept, 2021	N185,000
7	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	19th – 22nd Jan, 2021	18th – 21st May, 2021	21st – 24th Sept, 2021	N185,000
8	LENDING METHODS AND PROCEDURES	19th – 22nd Jan, 2021	18th – 21st May, 2021	21st – 24th Sept, 2021	N185,000
9	FOUNDATION COURSE IN INSURANCE	26th – 29th Jan, 2021	25th – 28th May, 2021	28th – 30th Sept, 2021	N185,000
10	BANKING MANAGEMENT SKILLS	26th – 29th Jan, 2021	25th – 28th May, 2021	28th – 30th Sept, 2021	N185,000
11	INSURANCE COMPANY ANALYSIS COURSE	26th – 29th Jan, 2021	25th – 28th May, 2021	28th – 30th Sept, 2021	N185,000
12	ELECTRONIC BANKING WORKSHOP	26th – 29th Jan, 2021	25th – 28th May, 2021	28th – 30th Sept, 2021	N185,000
13	FIDELITY GUARANTEE ADMINISTRATION	2nd – 5th Feb, 2021	1st – 4th June, 2021	5th – 8th Oct, 2021	N185,000
14	BANKING OPERATIONS MANAGEMENT	2nd – 5th Feb, 2021	1st – 4th June, 2021	5th – 8th Oct, 2021	N185,000
15	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	2nd – 5th Feb, 2021	1st – 4th June, 2021	5th – 8th Oct, 2021	N185,000
16	INTRODUCTION TO BANKING	2nd – 5th Feb, 2021	1st – 4th June, 2021	5th – 8th Oct, 2021	N185,000
17	COMMERCIAL INSURANCE COURSE	9th – 12th Feb, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N185,000
18	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	9th – 12th Feb, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N185,000
19	EMPLOYER'S LIABILITY INSURANCE	9th – 12th Feb, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N185,000
20	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	9th – 12th Feb, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N185,000
21	UNDERSTANDING GENERAL INSURANCE FINANCE	16th – 19th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N185,000
22	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	16th – 19th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	ENGINEERING INSURANCE AND INSPECTION COURSE	16th – 19th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N185,000
24	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/ INTERBRANCH/UNIT DIFFERENCES IN BANKS	16th – 19th Feb, 2021	15th – 18th June, 2021	19th – 22nd Oct, 2021	N185,000
25	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	23rd – 26th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
26	EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS	23rd – 26th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
27	INSURANCE ACCOUNTING FOR UNDERWRITERS	23rd – 26th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
28	CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS	23rd – 26th Feb, 2021	22nd – 25th June, 2021	26th – 29th Oct, 2021	N185,000
29	PROTECTION AND INDEMNITY INSURANCE	2nd – 5th Mar, 2021	29th June– 2nd July, 2021	2nd – 5th Nov, 2021	N185,000
30	EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS	2nd – 5th Mar, 2021	29th June– 2nd July, 2021	2nd – 5th Nov, 2021	N185,000
31	COMMERCIAL PROPERTY INSURANCE	2nd – 5th Mar, 2021	29th June– 2nd July, 2021	2nd – 5th Nov, 2021	N185,000
32	REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS	2nd – 5th Mar, 2021	29th June– 2nd July, 2021	2nd – 5th Nov, 2021	N185,000
33	GROUP LIFE INSURANCE ADMINISTRATION	9th – 12th Mar, 2021	6th – 9th July, 2021	2nd – 5th Nov, 2021	N185,000
34	STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS	9th – 12th Mar, 2021	6th – 9th July, 2021	9th – 12th Nov, 2021	N185,000
35	MARINE CARGO INSURANCE MANAGEMENT	9th – 12th Mar, 2021	6th – 9th July, 2021	9th – 12th Nov, 2021	N185,000
36	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	9th – 12th Mar, 2021	6th – 9th July, 2021	9th – 12th Nov, 2021	N185,000
37	EFFECTIVE NEGOTIATION IN INSURANCE	16th – 19th Mar, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N185,000
38	IT AUDITING FOR BANKS	16th – 19th Mar, 2021	13th – 16th July, 2021	9th – 12th Nov, 2021	N185,000
39	INSURANCE AND RISK MANAGEMENT PRINCIPLES AND PRACTICES	16th – 19th Mar, 2021	13th – 16th July, 2021	16th – 19th Nov, 2021	N185,000
40	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	16th – 19th Mar, 2021	13th – 16th July, 2021	16th – 19th Nov, 2021	N185,000
41	INSURANCE ACCOUNTING TECHNIQUES	23rd – 26th Mar, 2021	27th – 30th July, 2021	16th – 19th Nov, 2021	N185,000
42	LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH	23rd – 26th Mar, 2021	27th – 30th July, 2021	16th – 19th Nov, 2021	N185,000
43	PROPERTY OWNERS INSURANCE COURSE	23rd – 26th Mar, 2021	27th – 30th July, 2021	23rd – 26th Nov, 2021	N185,000
44	PRODUCT DEVELOPMENT IN BANKS	23rd – 26th Mar, 2021	27th – 30th July, 2021	23rd – 26th Nov, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
45	COMMERCIAL INSURANCE PACKAGES	29th Mar- 1st April, 2021	3rd - 6th Aug, 2021	23rd - 26th Nov, 2021	N185,000
46	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	29th Mar- 1st April, 2021	3rd - 6th Aug, 2021	23rd - 26th Nov, 2021	N185,000
47	INTRODUCTION TO INSURANCE BASICS	29th Mar- 1st April, 2021	3rd - 6th Aug, 2021	30th Nov - 3rd Dec, 2021	N185,000
48	MOTOR INSURANCE ADMINISTRATION COURSE	6th - 9th April, 2021	10th - 13th Aug, 2021	30th Nov - 3rd Dec, 2021	N185,000
49	EFFECTIVE APPROACHES TO AVIATION INSURANCE COURSE	6th - 9th April, 2021	10th - 13th Aug, 2021	30th Nov - 3rd Dec, 2021	N185,000
50	SECURITY DOCUMENTATION	6th - 9th April, 2021	10th - 13th Aug, 2021	30th Nov - 3rd Dec, 2021	N185,000
51	INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS	13th - 16th April, 2021	17th - 20th Aug, 2021	7th - 10th Dec, 2021	N185,000
52	SYNDICATED LOANS DOCUMENTATION COURSE	13th - 16th April, 2021	17th - 20th Aug, 2021	7th - 10th Dec, 2021	N185,000
53	GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE	13th - 16th April, 2021	17th - 20th Aug, 2021	7th - 10th Dec, 2021	N185,000
54	LOAN SYNDICATION: LAWS, PROCEDURE AND DOCUMENTATION	20th - 23rd April, 2021	24th - 27th Aug, 2021	7th - 10th Dec, 2021	N185,000
55	MOTOR FLEET INSURANCE ADMINISTRATION COURSE	20th - 23rd April, 2021	24th - 27th Aug, 2021	14th - 17th Dec, 2021	N185,000
56	SECURITISATION AND ASSET BACKED LENDING	20th - 23rd April, 2021	24th - 27th Aug, 2021	14th - 17th Dec, 2021	N185,000
57	CONSTRUCTION INSURANCE AND ADMINISTRATION	27th - 30th April, 2021	31st Aug- 3rd Sept, 2021	14th - 17th Dec, 2021	N185,000
58	ELECTRONIC BANKING: PRACTICAL, OPERATIONAL AND LEGAL ISSUES	27th - 30th April, 2021	31st Aug- 3rd Sept, 2021	14th - 17th Dec, 2021	N185,000
59	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	27th - 30th April, 2021	31st Aug- 3rd Sept, 2021	20th - 22nd Dec, 2021	N185,000
60	LAW RELATING TO RETAIL BANKING OPERATIONS	4th - 7th May, 2021	7th - 10th Sept, 2021	20th - 22nd Dec, 2021	N185,000
61	LOAN ADMINISTRATION AND TROUBLED CREDIT WORKOUTS	4th - 7th May, 2021	7th - 10th Sept, 2021	20th - 22nd Dec, 2021	N185,000
62	PRACTICAL DEBT RECOVERY COURSE	4th - 7th May, 2021	7th - 10th Sept, 2021	20th - 22nd Dec, 2021	N185,000

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

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SECURITY AND SAFETY TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	CORPORATE INVESTIGATION SKILLS TRAINING	12th – 15th Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
2	ADVANCED FIRST AID COURSE	12th – 15th Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
3	RISK, CRISIS AND DISASTER MANAGEMENT	19th – 22nd Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
4	ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS	19th – 22nd Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
5	DEVELOPING THE SKILLS OF LEADERSHIP AND SUPERVISION FOR SECURITY LEADERS	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
6	RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
7	TEAM BUILDING STRATEGIES IN SECURITY PROFESSION	2nd – 5th Feb, 2021	22nd – 25th June, 2021	5th – 8th Oct, 2021	N185,000
8	SAFETY AUDIT AND SITE INSPECTION	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
9	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	9th – 12th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
10	CONDUCTING EFFECTIVE SECURITY SURVEYS	9th – 12th Feb, 2021	29th June – 2nd July, 2021	12th – 15th Oct, 2021	N185,000
11	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	16th – 19th Feb, 2021	29th June – 2nd July, 2021	12th – 15th Oct, 2021	N185,000
12	PRINCIPLES OF SECURITY	16th – 19th Feb, 2021	29th June – 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
13	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	23rd – 26th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
14	ENVIRONMENTAL MONITORING AND MODELLING – ENVIRONMENTAL MANAGEMENT SYSTEMS	23rd – 26th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
15	CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS	2nd – 5th Mar, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
16	STRATEGIC SECURITY MANAGEMENT	2nd – 5th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
17	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	9th – 12th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
18	SECURITY MANAGEMENT PROGRAMME	9th – 12th Mar, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
19	FIRE AND ARSON MANAGEMENT AND CONTROL	16th – 19th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
20	ADVANCED HEALTH AND SAFETY MANAGEMENT	16th – 19th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
21	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE	23rd – 26th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
22	INVESTIGATING FRAUD IN THE WORKPLACE	23rd – 26th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
23	FRAUD DETECTION, PREVENTION AND CONTROL	29th Mar – 1st April, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
24	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	29th Mar – 1st April, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
25	BEST PRACTICES IN SAFETY MANAGEMENT	6th – 9th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
26	WORKPLACE SECURITY AND SAFETY COURSE	6th – 9th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
27	SECURITY SKILLS IMPROVEMENT COURSE	13th – 16th April, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
28	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	13th – 16th April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
29	THE EFFECTIVE SECURITY OFFICER	20th – 23rd April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
30	PROFESSIONAL SECURITY DEVELOPMENT COURSE	20th – 23rd April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
31	ENVIRONMENTAL MANAGEMENT SYSTEMS, MONITORING AND MODELLING	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
32	ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES	27th – 30th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
33	PROCESS SAFETY MANAGEMENT COMPLIANCE	27th – 30th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
34	SAFETY IN PROCESS AND DESIGN OPERATION	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
35	SECURITY RISK ANALYSIS AND MANAGEMENT	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
36	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	4th – 7th May, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
37	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER TOP LEADERS	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
38	ADVANCED PROCESS HAZOP	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
39	ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT	10th – 12th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
40	WORKPLACE INVESTIGATIONS AND INTERVIEWING	18th – 21st May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
41	SECURITY COORDINATION AND DESIGN	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
42	FUNDAMENTAL SECURITY MANAGEMENT	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
43	EXCELLENCE IN CRIME MANAGEMENT	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
44	DEVELOPING AN EFFECTIVE SAFETY CULTURE	25th – 28th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
45	OPERATIONAL SECURITY MANAGEMENT COURSE	25th – 28th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
46	THE SECURITY OFFICER DEVELOPMENT PROGRAMME: DEVELOPING PRACTICAL SKILLS AND TECHNIQUES	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
47	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
48	SAFETY TECHNOLOGY AND RISK MANAGEMENT	1st – 4th June, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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PUBLIC SECTOR TRAINING CALENDAR - 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PUBLIC ADMINISTRATION AND MANAGEMENT	12th – 15th Jan, 2021	1st – 4th June, 2021	28th – 30th Sept, 2021	N185,000
2	INTERPRETATION AND APPLICATION OF IPSAS	12th – 15th Jan, 2021	1st – 4th June, 2021	28th – 30th Sept, 2021	N185,000
3	HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR	19th – 22nd Jan, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
4	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	19th – 22nd Jan, 2021	8th – 11th June, 2021	5th – 8th Oct, 2021	N185,000
5	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
6	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	26th – 29th Jan, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
7	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
8	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	2nd – 5th Feb, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
9	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	9th – 12th Feb, 2021	29th June – 2nd July, 2021	12th – 15th Oct, 2021	N185,000
10	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	9th – 12th Feb, 2021	29th June – 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
11	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	16th – 19th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
12	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	16th – 19th Feb, 2021	6th – 9th July, 2021	19th – 22nd Oct, 2021	N185,000
13	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS	23rd – 26th Feb, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
14	ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT	23rd – 26th Feb, 2021	13th – 16th July, 2021	26th – 29th Oct, 2021	N185,000
15	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	2nd – 5th Mar, 2021	27th – 30th July, 2021	26th – 29th Oct, 2021	N185,000
16	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	2nd – 5th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
17	CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA	9th – 12th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
18	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	9th – 12th Mar, 2021	3rd – 6th Aug, 2021	2nd – 5th Nov, 2021	N185,000
19	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	16th – 19th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
20	PUBLIC SECTOR LEADERSHIP AND MANAGEMENT	16th – 19th Mar, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
21	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	23rd – 26th Mar, 2021	10th – 13th Aug, 2021	9th – 12th Nov, 2021	N185,000
22	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	23rd – 26th Mar, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	29th Mar– 1st April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
24	THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES	29th Mar– 1st April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
25	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	6th – 9th April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
26	ADVANCED ACCRUAL-BASED IPSAS	6th – 9th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
27	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	13th – 16th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
28	PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES	13th – 16th April, 2021	24th – 27th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
29	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	20th – 23rd April, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
30	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	20th – 23rd April, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
31	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR – PLANNING, IMPLEMENTATION, REPORTING AND ANALYSES	27th – 30th April, 2021	31st Aug– 3rd Sept, 2021	7th – 10th Dec, 2021	N185,000
32	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	27th – 30th April, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
33	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	4th – 7th May, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
34	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	4th – 7th May, 2021	7th – 10th Sept, 2021	14th – 17th Dec, 2021	N185,000
35	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	10th – 12th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
36	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	10th – 12th May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
37	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	18th – 21st May, 2021	14th – 17th Sept, 2021	14th – 17th Dec, 2021	N185,000
38	CRITICAL THINKING AND PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS	18th – 21st May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
39	FINANCIAL ANALYSIS, MODELLING AND FORECASTING IN THE PUBLIC SECTOR	25th – 28th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000
40	ANTI-MONEY LAUNDERING (AML) COMPLIANCE MASTERCLASS	25th – 28th May, 2021	21st – 24th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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EDUCATION TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	12th – 15th Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	N185,000
2	PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS	19th – 22nd Jan, 2021	25th – 28th May, 2021	14th – 17th Sept, 2021	N185,000
3	LIBRARY MANAGEMENT COURSE FOR LIBRARIANS	26th – 29th Jan, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	N185,000
4	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	2nd – 5th Feb, 2021	1st – 4th June, 2021	21st – 24th Sept, 2021	N185,000
5	SECURITY MANAGEMENT IN SCHOOLS	9th – 12th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
6	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT	16th – 19th Feb, 2021	8th – 11th June, 2021	28th – 30th Sept, 2021	N185,000
7	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR	23rd – 26th Feb, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
8	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	2nd – 5th Mar, 2021	15th – 18th June, 2021	5th – 8th Oct, 2021	N185,000
9	ORIENTATION MANAGEMENT STRATEGIES FOR RESULTS	9th – 12th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
10	BEST PRACTICE IN CURRICULUM MANAGEMENT	9th – 12th Mar, 2021	22nd – 25th June, 2021	12th – 15th Oct, 2021	N185,000
11	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	16th – 19th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
12	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	16th – 19th Mar, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
13	EFFECTIVE HOSTEL MANAGEMENT	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
14	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	23rd – 26th Mar, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
15	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
16	STRATEGIC EDUCATION PLANNING	29th Mar– 1st April, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
17	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
18	GUIDANCE AND COUNSELLING ADMINISTRATION IN SCHOOLS	6th – 9th April, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
19	INTERNAL AUDITING IN HIGHER INSTITUTIONS	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000
20	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	13th – 16th April, 2021	3rd – 6th Aug, 2021	16th – 19th Nov, 2021	N185,000
21	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N185,000

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	20th – 23rd April, 2021	10th – 13th Aug, 2021	23rd – 26th Nov, 2021	N185,000
23	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
24	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	27th – 30th April, 2021	17th – 20th Aug, 2021	30th Nov – 3rd Dec, 2021	N185,000
25	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N185,000
26	ACCREDITATION PLANNING AND MANAGEMENT	4th – 7th May, 2021	24th – 27th Aug, 2021	7th – 10th Dec, 2021	N185,000
27	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	N185,000
28	EDUCATION DATA MANAGEMENT	10th – 12th May, 2021	31st Aug– 3rd Sept, 2021	14th – 17th Dec, 2021	N185,000
29	EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	N185,000
30	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	18th – 21st May, 2021	7th – 10th Sept, 2021	20th – 22nd Dec, 2021	N185,000

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HEALTHCARE TRAINING CALENDAR 2021

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	12th – 15th Jan, 2021	25th – 28th May, 2021	28th – 30h Sept, 2021	N185,000
2	QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS	12th – 15th Jan, 2021	25th – 28th May, 2021	28th – 30h Sept, 2021	N185,000
3	BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT	19th – 22nd Jan, 2021	1st – 4th June, 2021	5th – 8th Oct, 2021	N185,000
4	NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE	19th – 22nd Jan, 2021	1st – 4th June, 2021	5th – 8th Oct, 2021	N185,000
5	HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	26th – 29th Jan, 2021	8th – 11th June, 2021	5th – 8th Oct, 2021	N185,000
6	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	26th – 29th Jan, 2021	8th – 11th June, 2021	12th – 15th Oct, 2021	N185,000
7	THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE	2nd – 5th Feb, 2021	15th – 18th June, 2021	12th – 15th Oct, 2021	N185,000
8	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	2nd – 5th Feb, 2021	15th – 18th June, 2021	12th – 15th Oct, 2021	N185,000
9	BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS	9th – 12th Feb, 2021	22nd – 25th June, 2021	19th – 22nd Oct, 2021	N185,000
10	PROFESSIONAL INDEMNITY GUARANTEE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONALS	9th – 12th Feb, 2021	22nd – 25th June, 2021	19th – 22nd Oct, 2021	N185,000
11	HOSPITAL REVENUE MANAGEMENT	16th – 19th Feb, 2021	29th June– 2nd July, 2021	19th – 22nd Oct, 2021	N185,000
12	HEALTHCARE LIABILITY MANAGEMENT	16th – 19th Feb, 2021	29th June– 2nd July, 2021	26th – 29th Oct, 2021	N185,000
13	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	23rd – 26th Feb, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
14	WORK LIFE BALANCE AND STRESS MANAGEMENT	23rd – 26th Feb, 2021	6th – 9th July, 2021	26th – 29th Oct, 2021	N185,000
15	BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL	2nd – 5th Mar, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
16	MAINTENANCE OF HOSPITAL EQUIPMENT	2nd – 5th Mar, 2021	13th – 16th July, 2021	2nd – 5th Nov, 2021	N185,000
17	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	9th – 12th Mar, 2021	27th – 30th July, 2021	2nd – 5th Nov, 2021	N185,000
18	LEGAL ISSUES IN HOSPITAL ADMINISTRATION	9th – 12th Mar, 2021	27th – 30th July, 2021	9th – 12th Nov, 2021	N185,000
19	SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS	16th – 19th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
20	PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY	16th – 19th Mar, 2021	3rd – 6th Aug, 2021	9th – 12th Nov, 2021	N185,000
21	THE SUCCESSFUL HEALTHCARE SUPERVISOR	23rd – 26th Mar, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000
22	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	23rd – 26th Mar, 2021	10th – 13th Aug, 2021	16th – 19th Nov, 2021	N185,000



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
23	BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS	29th Mar– 1st April, 2021	17th – 20th Aug, 2021	16th – 19th Nov, 2021	N185,000
24	HOSPITAL SERVICES MANAGEMENT COURSE	29th Mar– 1st April, 2021	17th – 20th Aug, 2021	23rd – 26th Nov, 2021	N185,000
25	EXCELLENCE IN HEALTHCARE MANAGEMENT	6th – 9th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
26	HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS	6th – 9th April, 2021	24th – 27th Aug, 2021	23rd – 26th Nov, 2021	N185,000
27	DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE	13th – 16th April, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
28	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	13th – 16th April, 2021	31st Aug– 3rd Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
29	HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	20th – 23rd April, 2021	7th – 10th Sept, 2021	30th Nov – 3rd Dec, 2021	N185,000
30	RESILIENCE AND EMOTIONAL INTELLIGENCE: COMBATING STRESS IN THE HEALTHCARE WORKPLACE	20th – 23rd April, 2021	7th – 10th Sept, 2021	7th – 10th Dec, 2021	N185,000
31	HEALTH STATISTICS MANAGEMENT	27th – 30th April, 2021	14th – 17th Sept, 2021	7th – 10th Dec, 2021	N185,000
32	COMPUTERIZED MEDICAL OFFICE MANAGEMENT	27th – 30th April, 2021	14th – 17th Sept, 2021	7th – 10th Dec, 2021	N185,000
33	HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT	4th – 7th May, 2021	21st – 24th Sept, 2021	14th – 17th Dec, 2021	N185,000
34	THE COMPLETE COURSE ON LEGAL ASPECTS OF HEALTH CARE	4th – 7th May, 2021	21st – 24th Sept, 2021	14th – 17th Dec, 2021	N185,000
35	HEALTHCARE INFORMATION SYSTEMS MANAGEMENT	10th – 12th May, 2021	21st – 24th Sept, 2021	14th – 17th Dec, 2021	N185,000
36	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	10th – 12th May, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000
37	HOSPITAL MANAGEMENT AND HEALTH ECONOMICS	18th – 21st May, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000
38	BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT	18th – 21st May, 2021	28th – 30h Sept, 2021	20th – 22nd Dec, 2021	N185,000

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

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

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

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

