



# 2021 **ONLINE TRAINING CALENDAR**



Alpha Partners has introduced a collection of virtual learning courses and webinars designed to help professionals of different clusters advance their knowledge and skills through remote learning solution.

Our online training courses are designed and delivered by instructors who are competency experts with vast knowledge on the subject matter.

Browse our online courses and get the skills you need to advance your career.



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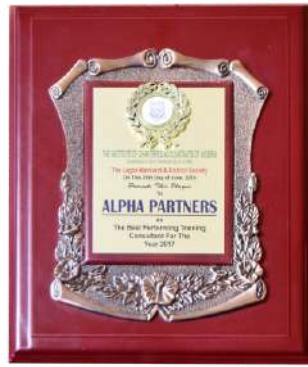
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# BEST CATEGORIES —AWARDS—



**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

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	FORENSIC ACCOUNTING AND FRAUD CONTROL COURSE	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
2	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
3	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
4	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
5	IFRS-ADVANCED COURSE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
6	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
7	CASH, TREASURY AND RISK MANAGEMENT	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
8	ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
9	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
10	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
11	IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
12	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
13	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
14	MASTERING SAGE 50 ACCOUNTING	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
15	NIGERIAN TAXATION SYSTEMS	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
16	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
17	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
18	IFRS COMPREHENSIVE WORKSHOP	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
19	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
20	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
21	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
22	FINANCIAL ANALYSIS AND REPORTING USING IFRS	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online
23	TAX PLANNING AND ADMINISTRATION	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
24	BEST PRACTICES IN TREASURY MANAGEMENT	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online
25	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
26	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
27	FINANCIAL PLANNING, BUDGETING AND CONTROL	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
28	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
29	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
30	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
31	EXCEL FOR ACCOUNTANTS COURSE	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
32	MANAGING CASH AND ACCOUNTS PAYABLE	10th – 12th May, 2021	8th – 10th Nov, 2021	\$500	Online
33	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	10th – 12th May, 2021	8th – 10th Nov, 2021	\$500	Online
34	BUDGET PREPARATION SKILLS	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
35	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
36	TAX ADMINISTRATION – POLICY AND PROCEDURES	17th – 19th May, 2021	15th – 17th Nov, 2021	\$500	Online
37	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
38	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
39	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
40	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
41	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
42	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
43	FOREIGN EXCHANGE TRADING TECHNIQUES AND UPDATES COURSE	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
44	CASH FLOW AND TREASURY MANAGEMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
45	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATION COURSE	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
46	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
47	EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
48	EXCEL FOR ACCOUNTING AND FINANCE PROFESSIONALS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
49	TAX PLANNING, COMPLIANCE AND INCENTIVES	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
50	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
51	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
52	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
53	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
54	IFRS ACCOUNTING FOR INCOME TAXES- IAS 12	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
55	MASTERING QUICKBOOKS ACCOUNTING	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
56	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
57	FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
58	FINANCIAL MANAGEMENT FOR PROJECTS AND CONTRACTS TRAINING	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
59	ADVANCED FINANCIAL ACCOUNTING WORKSHOP	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
60	ADVANCED FINANCIAL STATEMENT ANALYSIS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
61	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
62	ACCOUNTS RECONCILIATION: BEST PRACTICES	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
63	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
64	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
65	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
66	EXCELLENCE IN CORPORATE CASH MANAGEMENT	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
67	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
68	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
69	IFRS MASTERCLASS	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
70	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
71	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
72	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	9th – 11th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
73	FUNDAMENTALS OF FINANCE AND ACCOUNTING	9th – 11th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
74	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	9th – 11th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
75	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	16th – 18th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
76	BUSINESS FINANCIAL AND ACCOUNTING SKILLS	16th – 18th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
77	BUDGETING, ACCOUNTING AND COST CONTROL	16th – 18th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
78	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	23rd – 25th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
79	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	23rd – 25th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
80	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	23rd – 25th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online

The fee covers course facilitation, training materials and Certificate.

*Payment should be made and confirmed at least 3 days before the commencement date of each course.*

Special arrangements can be made to train staff of any Organisation with three (3) or more nominees on a mutually agreed date outside this calendar.

For further enquiry, please call CHRIS ONWUASIGWE, +2348033045484, +2349060002299, +2349060008877, +2349060007799.

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

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	DEVELOPING EFFECTIVE CONTINUOUS AUDITS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
2	IMPLEMENTING A FRAUD AWARENESS PROGRAM	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
3	INTERVIEWING SKILLS FOR INTERNAL AUDITORS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
4	EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
5	AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK COURSE	8th – 10th Mar, 2021	30th Aug – 1st Sept, 2021	\$500	Online
6	DEVELOPING, IMPROVING AND MONITORING CORPORATE AUDIT FUNCTION FOR RESULT	8th – 10th Mar, 2021	30th Aug – 1st Sept, 2021	\$500	Online
7	CREATIVE PROBLEM-SOLVING TECHNIQUES FOR INTERNAL AUDITORS	8th – 10th Mar, 2021	30th Aug – 1st Sept, 2021	\$500	Online
8	AUDIT EVIDENCE AND WORK PAPERS	8th – 10th Mar, 2021	30th Aug – 1st Sept, 2021	\$500	Online
9	PROJECT MANAGEMENT SKILLS FOR INTERNAL AUDITORS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
10	CONCEPT OF IT AUDITING	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
11	ESSENTIALS OF INTERNAL AUDIT TRAINING	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
12	DEVELOPING RESULTS-DRIVEN AUDIT WORK PROGRAMS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
13	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
14	DEVELOPING, IMPROVING AND MONITORING THE INTERNAL AUDIT FUNCTION	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
15	COSO BASED INTERNAL AUDITING FOR RESULTS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
16	ENTERPRISE RISK MANAGEMENT STRATEGIES	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
17	FINANCIAL AUDITING FOR INTERNAL AUDITORS	29th – 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
18	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	29th – 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
19	HOW TO RUN AND DELIVER SUCCESSFUL AND TIMELY AUDITS	29th – 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
20	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	29th – 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
21	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
22	INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
23	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
24	DEVELOPING AUDIT PROCESSES AND PROCEDURES	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
25	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online
26	AUDITING FOR CONTRACTS AND PROCUREMENT	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online
27	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online
29	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
30	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
31	FRAUD AND FORENSIC AUDITING	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
32	APPROACHES TO FINANCIAL AUDITING	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
33	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
34	AUDITING TECHNIQUES FOR LEAD AUDITORS	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
35	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
36	INTERNAL AUDIT PLANNING AND MANAGEMENT	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
37	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
38	FRAUD DETECTION, PREVENTION AND CONTROL	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
39	INTERNAL CONTROL AND FRAUD AWARENESS	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
40	FINANCIAL STATEMENT FRAUD ANALYSIS AND FORENSIC ACCOUNTING	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
41	OPERATIONAL AUDITING: INFLUENCING POSITIVE CHANGE	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
42	INTERNAL CONTROL PRINCIPLES AND PRACTICE	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
43	INTERNAL AUDIT WORKING PAPERS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
44	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
45	INTERNAL CONTROLS POLICIES AND PROCEDURES	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
46	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
47	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
48	FRAUD RISK AFTER COVID-19	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
49	REPORT WRITING FOR THE INTERNAL AUDITOR	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
50	AUDIT PLANNING AND MONITORING: BEST PRACTICE	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
51	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
52	FUNDAMENTALS OF INTERNAL AUDITING	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
53	AUDITING OF PROJECTS AND CONTRACTS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
54	FINANCIAL AUDITING USING IFRS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
55	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
56	MANAGING FRAUD IN A DIGITIZED WORLD	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
57	RISK-BASED INTERNAL AUDITING TECHNIQUES	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
58	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
59	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
60	EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
61	FRAUD AUDITING FOR AUDITORS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
62	ADVANCED PROFESSIONAL AUDIT SKILLS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
63	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
64	EFFECTIVE AUDITING AND INSPECTION SKILLS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
65	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
66	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
67	INTERNAL AUDIT REPORT WRITING COURSE	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
68	EXCELLENCE IN INTERNAL AUDITING	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
69	BEST PRACTICE IN INTERNAL AUDITING	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
70	CORPORATE AUDITORS EFFICIENCY COURSE	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
71	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
72	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
73	AUDITING BUSINESS PROCESSES	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
74	INTERNAL AUDITING FOR FRAUD	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
75	AUDITING THE MANUFACTURING PROCESS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
76	MODERN INTERNAL AUDITING	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
77	HOW TO ESTABLISH EFFECTIVE INTERNAL CONTROLS	5th – 7th July, 2021	24th – 26th Jan, 2022	\$500	Online
78	INTERNAL AUDIT AND RISK ASSURANCE COURSE	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
79	WRITING EFFECTIVE AUDIT REPORTS	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
80	VALUE FOR MONEY AUDIT: PROJECT AUDITS	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
81	ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION	12th – 14th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
82	MAKING YOUR AUDIT REPORTS PROFESSIONAL	12th – 14th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
83	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
84	RISK ASSESSMENTS AFTER COVID-19	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
85	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	26th – 28th July, 2021	7th – 9th Feb, 2022	\$500	Online
86	ADVANCED RISK - BASED AUDITING	26th – 28th July, 2021	7th – 9th Feb, 2022	\$500	Online
87	IT AUDITING AND THE INTERNAL AUDITOR	26th – 28th July, 2021	7th – 9th Feb, 2022	\$500	Online
88	INTERNAL AUDIT LEADERSHIP MASTERCLASS	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
89	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
90	ADVANCED STRATEGIC INTERNAL AUDITING	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
91	FORENSIC ACCOUNTING AND AUDITING COURSE	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
92	AUDIT SENIOR MANAGERS COURSE	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
93	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
94	AUDITING IT OUTSOURCED ENVIRONMENTS	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
95	RAISING THE BAR OF INTERNAL AUDIT	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
96	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
97	FINANCIAL FRAUD INVESTIGATORS COURSE	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
98	EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
99	REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
100	FRAUD AUDITING FOR INTERNAL AUDITORS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online

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*Payment should be made and confirmed at least 3 days before the commencement date of each course.*

Special arrangements can be made to train staff of any Organisation with three (3) or more nominees on a mutually agreed date outside this calendar.

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## STORES AND PROCUREMENT

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
1	WAREHOUSE OPERATIONS AND MANAGEMENT	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
2	THE EFFECTIVE BUYER	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
3	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
4	ADVANCED CONTRACTS MANAGEMENT	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$500	Online
5	MASTERING SUPPLY CHAIN MANAGEMENT	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
6	PURCHASING AND VENDOR MANAGEMENT SKILLS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
7	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
8	LOGISTICS AND DISTRIBUTION MANAGEMENT	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
9	EFFECTIVE STOREKEEPING SKILLS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
10	E-PROCUREMENT STRATEGIES COURSE	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
11	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
12	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
13	WAREHOUSE MANAGEMENT BEST PRACTICES	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
14	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
15	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
16	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
17	STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
18	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
19	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
20	ACCOUNTING FOR INVENTORY MANAGEMENT COURSE	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
21	MASTERING MATERIALS MANAGEMENT COURSE	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
22	SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
23	DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
24	ADVANCED PURCHASING MANAGEMENT	7th – 9th April, 2021	27th – 29th Sept, 2021	\$500	Online
25	FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online
26	STORES MANAGEMENT AND PURCHASING PROCEDURES	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online
27	SUPPLY CHAIN RISK MANAGEMENT WORKSHOP	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online

## STORES AND PROCUREMENT

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	NEGOTIATING AND MANAGING CONTRACTS	12th – 14th April, 2021	4th – 6th Oct, 2021	\$500	Online
29	LOGISTICS AND SUPPLY CHAIN MANAGEMENT TRAINING	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
30	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
31	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
32	STOCK TAKING, VALUATION AND STOCK RECORDING	19th – 21st April, 2021	11th – 13th Oct, 2021	\$500	Online
33	WAREHOUSE AND INVENTORY BEST PRACTICE	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
34	WAREHOUSING AND INVENTORY MANAGEMENT COURSE	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
35	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
36	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$500	Online
37	ANALYTICAL METHODS FOR IMPROVED PURCHASING PERFORMANCE	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
38	EXCELLENCE IN STORES MANAGEMENT	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
39	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
40	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	5th – 7th May, 2021	25th–27th Oct, 2021	\$500	Online
41	MANAGING CHANNELS TO MARKETS THROUGH DISTRIBUTION CHANNELS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
42	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
43	MODERN INVENTORY AND STORES MANAGEMENT	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
44	MANAGING AND IMPROVING WAREHOUSE OPERATIONS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$500	Online
45	STOCK FRAUD PREVENTION AND CONTROL	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
46	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
47	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
48	COMPUTERIZED STORES MANAGEMENT SYSTEMS	17th – 19th May, 2021	8th – 10th Nov, 2021	\$500	Online
49	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
50	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
51	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
52	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	24th – 26th May, 2021	15th – 17th Nov, 2021	\$500	Online
53	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
54	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online

## STORES AND PROCUREMENT

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
55	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
56	DEVELOPING PURCHASING POLICIES AND PROCESSES	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$500	Online
57	ADVANCED STORES AND INVENTORY MANAGEMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
58	STOCK TAKING AND STOCK RECONCILIATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
59	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
60	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
61	SECURITY AND SAFETY IN THE STORES DEPARTMENT	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
62	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
63	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
64	PROCUREMENT BEST PRACTICES WORKSHOP	16th – 18th June, 2021	6th – 8th Dec, 2021	\$500	Online
65	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
66	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
67	ADVANCED WAREHOUSE MANAGEMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
68	STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
69	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
70	MODERN PURCHASING AND CONTRACT MANAGEMENT	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
71	FUNDAMENTALS OF PURCHASING	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
72	BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
73	WORLD – CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
74	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
75	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
76	ADVANCED PURCHASING AND STORES MANAGEMENT	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
77	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	5th – 7th July, 2021	24th – 26th Jan, 2022	\$500	Online
78	SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
79	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
80	ENTERPRISE SUPPLY CHAIN MANAGEMENT WORKSHOP	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
81	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	12th – 14th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online



## STORES AND PROCUREMENT

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
82	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	12th – 14th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
83	MANAGING THE PROCUREMENT PROCESS	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
84	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
85	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	26th – 28th July, 2021	7th – 9th Feb, 2022	\$500	Online
86	ADVANCED PURCHASING AND TENDERS MANAGEMENT	26th – 28th July, 2021	7th – 9th Feb, 2022	\$500	Online
87	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	26th – 28th July, 2021	7th – 9th Feb, 2022	\$500	Online
88	SELECTING, BUYING, INSTALLING AND USING A MODERN WAREHOUSE MANAGEMENT SYSTEM	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
89	IMPROVING YOUR BUYING SKILLS	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
90	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
91	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
92	STOCK TAKING SKILLS AND STOCK VALUATION	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
93	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
94	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
95	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
96	WAREHOUSE AND DISTRIBUTION MANAGEMENT	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$500	Online
97	STOREKEEPING AND WAREHOUSE MANAGEMENT	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
98	ADVANCED PROCUREMENT SKILLS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
99	ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
100	STOCK CONTROL AND INVENTORY MANAGEMENT	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$500	Online

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1	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
2	HR SKILLS FOR NON-HR PROFESSIONALS	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
3	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
4	COMMUNICATION AND INTERPERSONAL SKILLS COURSE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
5	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
6	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
7	MANAGING STRESS AND PRESSURE AT WORK	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
8	INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
9	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
10	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
11	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
12	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
13	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
14	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
15	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online
16	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online
17	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
18	HEALTH AND SAFETY IN THE WORKPLACE	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
19	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
20	COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
21	EMPLOYEE RELATIONS AND ENGAGEMENT: MOTIVATION, GRIEVANCES, CONFLICT AND DISCIPLINE	10th – 12th May, 2021	8th – 10th Nov, 2021	\$500	Online
22	ADVANCED HUMAN RESOURCE MANAGEMENT TRAINING	10th – 12th May, 2021	8th – 10th Nov, 2021	\$500	Online
23	INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY	17th – 19th May, 2021	15th – 17th Nov, 2021	\$500	Online
24	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	17th – 19th May, 2021	15th – 17th Nov, 2021	\$500	Online
25	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	24th – 26th May, 2021	22nd – 24th Nov, 2021	\$500	Online
26	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	24th – 26th May, 2021	22nd – 24th Nov, 2021	\$500	Online
27	HUMAN RESOURCES MANAGEMENT MASTER CLASS	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
29	ADVANCED SELECTION, INTERVIEWING AND RECRUITMENT SKILLS	7th – 9th June, 2021	6th – 8th Dec, 2021	\$500	Online
30	RETIREMENT AND EMPLOYEE INVESTMENT PLANNING	7th – 9th June, 2021	6th – 8th Dec, 2021	\$500	Online
31	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT COURSE	16th – 18th June, 2021	13th – 15th Dec, 2021	\$500	Online
32	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	16th – 18th June, 2021	13th – 15th Dec, 2021	\$500	Online
33	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
34	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	21st – 23rd June, 2021	20th – 22nd Dec, 2021	\$500	Online
35	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
36	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
37	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
38	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
39	ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER	12th – 14th July, 2021	17th – 19th Jan, 2022	\$500	Online
40	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS AND ADMINISTRATORS	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
41	PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	26th – 28th July, 2021	24th – 26th Jan, 2022	\$500	Online
42	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	26th – 28th July, 2021	24th – 26th Jan, 2022	\$500	Online
43	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL COURSE	2nd – 4th Aug, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
44	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT COURSE	2nd – 4th Aug, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
45	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	9th – 11th Aug, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
46	THE ESSENTIALS OF HUMAN RESOURCES LAWS	9th – 11th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
47	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	16th – 18th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
48	COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	16th – 18th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
49	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	23rd – 25th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
50	PROFESSIONAL SKILLS FOR ADMINISTRATORS	23rd – 25th Aug, 2021	14th – 16th Feb, 2022	\$500	Online

The fee covers course facilitation, training materials and Certificate.

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1	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
2	CORPORATE STRATEGY AND VALUE INNOVATION COURSE	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$500	Online
3	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
4	BUILDING TEAM EXCELLENCE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$500	Online
5	LEADERSHIP, CRITICAL THINKING AND INNOVATION	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
6	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$500	Online
7	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
8	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$500	Online
9	NEXT GENERATION LEADERSHIP	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
10	EFFECTIVELY MANAGING AND LEADING PEOPLE	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$500	Online
11	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
12	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	7th – 9th April, 2021	4th – 6th Oct, 2021	\$500	Online
13	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
14	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	12th – 14th April, 2021	11th – 13th Oct, 2021	\$500	Online
15	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online
16	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$500	Online
17	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
18	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	26th – 28th April, 2021	25th–27th Oct, 2021	\$500	Online
19	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
20	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$500	Online
21	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	10th – 12th May, 2021	8th – 10th Nov, 2021	\$500	Online
22	PERSONAL MASTERY AND SELF-LEADERSHIP	10th – 12th May, 2021	8th – 10th Nov, 2021	\$500	Online
23	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	17th – 19th May, 2021	15th – 17th Nov, 2021	\$500	Online
24	BEST PRACTICE IN PENSION ADMINISTRATION	17th – 19th May, 2021	15th – 17th Nov, 2021	\$500	Online
25	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	24th – 26th May, 2021	22nd – 24th Nov, 2021	\$500	Online
26	PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP	24th – 26th May, 2021	22nd – 24th Nov, 2021	\$500	Online
27	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	FUNDAMENTALS OF STRATEGIC PLANNING	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	\$500	Online
29	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	7th – 9th June, 2021	6th – 8th Dec, 2021	\$500	Online
30	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	7th – 9th June, 2021	6th – 8th Dec, 2021	\$500	Online
31	EVALUATION, MEASURING FOR IMPACT AND RESULT	16th – 18th June, 2021	13th – 15th Dec, 2021	\$500	Online
32	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	16th – 18th June, 2021	13th – 15th Dec, 2021	\$500	Online
33	UNDERSTANDING TOTAL QUALITY MANAGEMENT FOR ORGANIZATIONAL GROWTH AND STABILITY	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$500	Online
34	BUSINESS CONTINUITY AND STRATEGY MANAGEMENT	21st – 23rd June, 2021	20th – 22nd Dec, 2021	\$500	Online
35	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
36	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$500	Online
37	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
38	OFFICE, FILING AND DOCUMENTATION SKILLS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$500	Online
39	BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	12th – 14th July, 2021	17th – 19th Jan, 2022	\$500	Online
40	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	12th – 14th July, 2021	24th – 26th Jan, 2022	\$500	Online
41	KEY PERFORMANCE INDICATORS AND OPTIMIZATION	26th – 28th July, 2021	24th – 26th Jan, 2022	\$500	Online
42	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	26th – 28th July, 2021	24th – 26th Jan, 2022	\$500	Online
43	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	2nd – 4th Aug, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
44	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	2nd – 4th Aug, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
45	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	9th – 11th Aug, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
46	MANAGING REMOTE TEAMS EFFECTIVELY	9th – 11th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
47	REINVENTING LEADERSHIP IN A COVID-19 WORLD	16th – 18th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
48	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	16th – 18th Aug, 2021	7th – 9th Feb, 2022	\$500	Online
49	LEADERSHIP AND EMOTIONAL INTELLIGENCE	23rd – 25th Aug, 2021	14th – 16th Feb, 2022	\$500	Online
50	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	23rd – 25th Aug, 2021	14th – 16th Feb, 2022	\$500	Online

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1	EFFECT OF ADDITIVES ON CONCRETE	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$600	Online
2	CONSTRUCTION QUALITY CONTROL ON SITE	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$600	Online
3	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$600	Online
4	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	1st – 3rd Mar, 2021	23rd – 25th Aug, 2021	\$600	Online
5	DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$600	Online
6	ADVANCED GENERATOR MAINTENANCE WORKSHOP	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$600	Online
7	HVAC DESIGN, OPERATION, AND MAINTENANCE	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$600	Online
8	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	8th – 10th Mar, 2021	30th Aug– 1st Sept, 2021	\$600	Online
9	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$600	Online
10	MAINTENANCE CONTRACTING AND OUTSOURCING	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$600	Online
11	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$600	Online
12	BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS	15th – 17th Mar, 2021	6th – 8th Sept, 2021	\$600	Online
13	DESIGN OF MODERN ELECTRICAL DISTRIBUTION SYSTEMS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$600	Online
14	ADVANCED CONSTRUCTION PROJECT MANAGEMENT	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$600	Online
15	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$600	Online
16	ELECTRICAL EQUIPMENT IN HAZARDOUS ENVIRONMENTS	22nd – 24th Mar, 2021	13th – 15th Sept, 2021	\$600	Online
17	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$600	Online
18	PUMPS AND PUMPING SYSTEMS OPTIMIZATION	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$600	Online
19	DISTRIBUTION TRANSFORMERS-OPERATIONS AND MAINTENANCE	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$600	Online
20	GENERATOR TESTING, INSPECTION AND MAINTENANCE	29th– 31st Mar, 2021	20th – 22nd Sept, 2021	\$600	Online
21	FACILITIES MANAGEMENT STRATEGY WORKSHOP	7th – 9th April, 2021	27th – 29th Sept, 2021	\$600	Online
22	OPERATION, MONITORING AND CONTROL OF ELECTRIC MACHINES AND INDUSTRIAL PROCESSES	7th – 9th April, 2021	27th – 29th Sept, 2021	\$600	Online
23	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	7th – 9th April, 2021	27th – 29th Sept, 2021	\$600	Online
24	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	7th – 9th April, 2021	27th – 29th Sept, 2021	\$600	Online
25	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	12th – 14th April, 2021	4th – 6th Oct, 2021	\$600	Online
26	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	12th – 14th April, 2021	4th – 6th Oct, 2021	\$600	Online
27	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	12th – 14th April, 2021	4th – 6th Oct, 2021	\$600	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	12th – 14th April, 2021	4th – 6th Oct, 2021	\$600	Online
29	BEST PRACTICE IN MAINTENANCE MANAGEMENT	19th – 21st April, 2021	11th – 13th Oct, 2021	\$600	Online
30	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	19th – 21st April, 2021	11th – 13th Oct, 2021	\$600	Online
31	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING	19th – 21st April, 2021	11th – 13th Oct, 2021	\$600	Online
32	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	19th – 21st April, 2021	11th – 13th Oct, 2021	\$600	Online
33	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$600	Online
34	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$600	Online
35	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$600	Online
36	INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE	26th – 28th April, 2021	20th – 22nd Oct, 2021	\$600	Online
37	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	5th – 7th May, 2021	25th–27th Oct, 2021	\$600	Online
38	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	5th – 7th May, 2021	25th–27th Oct, 2021	\$600	Online
39	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	5th – 7th May, 2021	25th–27th Oct, 2021	\$600	Online
40	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	5th – 7th May, 2021	25th–27th Oct, 2021	\$600	Online
41	RISK BASED MAINTENANCE WORKSHOP	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$600	Online
42	SAFETY PRACTICES FOR PUBLIC BUILDINGS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$600	Online
43	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$600	Online
44	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$600	Online
45	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	17th – 19th May, 2021	8th – 10th Nov, 2021	\$600	Online
46	FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	\$600	Online
47	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	17th – 19th May, 2021	8th – 10th Nov, 2021	\$600	Online
48	BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT	17th – 19th May, 2021	8th – 10th Nov, 2021	\$600	Online
49	CORROSION MANAGEMENT COURSE	24th – 26th May, 2021	15th – 17th Nov, 2021	\$600	Online
50	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	24th – 26th May, 2021	15th – 17th Nov, 2021	\$600	Online
51	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	24th – 26th May, 2021	15th – 17th Nov, 2021	\$600	Online
52	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	24th – 26th May, 2021	15th – 17th Nov, 2021	\$600	Online
53	BEST PRACTICE IN FACILITIES MANAGEMENT	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$600	Online
54	PROBLEM SOLVING AND DECISION-MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$600	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
55	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$600	Online
56	BOILER CONTROL AND INSTRUMENTATION COURSE	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$600	Online
57	TRANSFORMER TESTING AND MAINTENANCE WORKSHOP	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$600	Online
58	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$600	Online
59	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$600	Online
60	PROCESS CONTROL VALVES AND ACTUATORS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$600	Online
61	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$600	Online
62	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT MAINTENANCE AND MANAGEMENT	16th – 18th June, 2021	6th – 8th Dec, 2021	\$600	Online
63	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	16th – 18th June, 2021	6th – 8th Dec, 2021	\$600	Online
64	OPERATION AND MAINTENANCE OF GENERATORS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$600	Online
65	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$600	Online
66	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$600	Online
67	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$600	Online
68	PUMPS, COMPRESSORS AND TURBINES WORKSHOP	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$600	Online
69	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$600	Online
70	CONTRACTS AND TENDERS ADMINISTRATION	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$600	Online
71	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELLING, ANALYSIS AND PROBLEM SOLVING	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$600	Online
72	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	28th – 30th June, 2021	20th – 22nd Dec, 2021	\$600	Online
73	TRANSFORMERS OPERATION AND MAINTENANCE	5th – 7th July, 2021	17th – 19th Jan, 2022	\$600	Online
74	PROJECT SCHEDULING AND PLANNING SKILLS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$600	Online
75	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$600	Online
76	PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM-SOLVING COURSE	5th – 7th July, 2021	17th – 19th Jan, 2022	\$600	Online
77	MODERN POWER SYSTEM PROTECTIVE RELAYING	5th – 7th July, 2021	24th – 26th Jan, 2022	\$600	Online
78	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENT	12th – 14th July, 2021	24th – 26th Jan, 2022	\$600	Online
79	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	12th – 14th July, 2021	24th – 26th Jan, 2022	\$600	Online
80	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE	12th – 14th July, 2021	24th – 26th Jan, 2022	\$600	Online
81	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	12th – 14th July, 2021	31st Jan – 2nd Feb, 2022	\$600	Online

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82	WRITING AN EFFECTIVE MAINTENANCE PROCEDURE	12th – 14th July, 2021	31st Jan – 2nd Feb, 2022	\$600	Online
83	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$600	Online
84	INSTRUMENTATION AND CALIBRATION COURSE	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$600	Online
85	ASSET INTEGRITY AND ASSET MAINTENANCE MANAGEMENT COURSE	26th – 28th July, 2021	7th – 9th Feb, 2022	\$600	Online
86	CORROSION AND CONCRETE PROTECTION	26th – 28th July, 2021	7th – 9th Feb, 2022	\$600	Online
87	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	26th – 28th July, 2021	7th – 9th Feb, 2022	\$600	Online
88	EARTHLING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$600	Online
89	HYDRAULIC SYSTEMS MAINTENANCE AND TROUBLESHOOTING	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$600	Online
90	ROOT CAUSE FAILURE ANALYSIS	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$600	Online
91	MAINTENANCE STRATEGY DEVELOPMENT AND COST-EFFECTIVE IMPLEMENTATION	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$600	Online
92	PROCESS EQUIPMENT AND PIPING SYSTEMS	2nd – 4th Aug, 2021	14th – 16th Feb, 2022	\$600	Online
93	ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$600	Online
94	THE COMPLETE COURSE ON PROJECT MANAGEMENT	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$600	Online
95	MAINTENANCE MANAGEMENT BEST PRACTICE: SYSTEMS, TOOLS AND TECHNIQUES	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$600	Online
96	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	9th – 11th Aug, 2021	21st – 23rd Feb, 2022	\$600	Online
97	ADVANCED GENERATOR MAINTENANCE	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$600	Online
98	ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$600	Online
99	CIRCUIT BREAKERS AND SWITCHGEARS INSPECTION	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$600	Online
100	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	16th – 18th Aug, 2021	28th Feb – 2nd Mar, 2022	\$600	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$750	Online
2	IFRS JOINT VENTURE ACCOUNTING FOR THE OIL AND GAS SECTOR	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$750	Online
3	CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$750	Online
4	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$750	Online
5	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$750	Online
6	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$750	Online
7	NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$750	Online
8	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$750	Online
9	OIL AND GAS INDUSTRY FUNDAMENTALS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$750	Online
10	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$750	Online
11	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$750	Online
12	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$750	Online
13	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$750	Online
14	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$750	Online
15	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$750	Online
16	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$750	Online
17	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$750	Online
18	UNDERSTANDING ENERGY CONTRACTS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$750	Online
19	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$750	Online
20	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$750	Online
21	OIL AND GAS ACCOUNTING AND PERFORMANCE MEASUREMENT COURSE	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$750	Online
22	MANAGING BIDS AND TENDERS FROM SUPPLIERS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$750	Online
23	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$750	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$750	Online
25	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$750	Online
26	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$750	Online
27	MAINTENANCE PLANNING AND WORK CONTROL IN THE OIL AND GAS	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$750	Online
28	ESSENTIAL SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
29	HSE IN EXPLORATION AND PRODUCTION	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
30	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$750	Online

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1	FUNDAMENTALS OF CORPORATE LEGAL SERVICES	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$750	Online
2	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$750	Online
3	MEDIATION FOR LITIGATORS COURSE	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$750	Online
4	READING, WRITING AND NEGOTIATING OF CONTRACTS	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$750	Online
5	ESSENTIAL DRAFTING TECHNIQUES FOR CIVIL LITIGATORS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$750	Online
6	CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES COURSE	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$750	Online
7	ADVANCED LEGAL ADMINISTRATORS COURSE	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$750	Online
8	LEGAL ASPECTS OF BUSINESS	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$750	Online
9	FUNDAMENTALS OF EMPLOYMENT CONTRACTS	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$750	Online
10	ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$750	Online
11	MANAGING AND LEADING AN EFFECTIVE IN-HOUSE LEGAL DEPARTMENT	7th – 9th April, 2021	4th – 6th Oct, 2021	\$750	Online
12	CORPORATE LEGAL ADVISERS CONFERENCE	7th – 9th April, 2021	4th – 6th Oct, 2021	\$750	Online
13	FINANCE AND ACCOUNTING FOR LAWYERS	12th – 14th April, 2021	11th – 13th Oct, 2021	\$750	Online
14	LEGAL ISSUES ON FRAUD PREVENTION	12th – 14th April, 2021	11th – 13th Oct, 2021	\$750	Online
15	EXCELLENCE IN CONTRACTS ADMINISTRATION	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$750	Online
16	ALTERNATIVE DISPUTE RESOLUTION (ADR) IN LABOUR AND INDUSTRIAL RELATIONS	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$750	Online
17	THE LAW GOVERNING CONTRACTS AND COMMERCIAL DISPUTES	26th – 28th April, 2021	25th–27th Oct, 2021	\$750	Online
18	BEST PRACTICE DRAFTING: STANDARD TERMS AND CONDITIONS	26th – 28th April, 2021	25th–27th Oct, 2021	\$750	Online
19	THE EFFECTIVE LEGAL SECRETARY COURSE	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$750	Online
20	BUSINESS AND CONTRACT LAW ADMINISTRATION	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$750	Online
21	EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS	10th – 12th May, 2021	8th – 10th Nov, 2021	\$750	Online
22	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	10th – 12th May, 2021	8th – 10th Nov, 2021	\$750	Online
23	NIGERIAN LABOUR LAWS AND PRACTICES	17th – 19th May, 2021	15th – 17th Nov, 2021	\$750	Online
24	IN-DEPTH COURSE ON ARBITRATION AND MEDIATION	17th – 19th May, 2021	15th – 17th Nov, 2021	\$750	Online
25	DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES	24th – 26th May, 2021	22nd – 24th Nov, 2021	\$750	Online
26	EXCELLENCE IN CORPORATE GOVERNANCE	24th – 26th May, 2021	22nd – 24th Nov, 2021	\$750	Online
27	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	\$750	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
28	COMPANY LAW AND PRACTICE	31st May – 2nd June, 2021	29th Nov – 1st Dec, 2021	\$750	Online
29	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	7th – 9th June, 2021	6th – 8th Dec, 2021	\$750	Online
30	ADVANCED ALTERNATIVE DISPUTE RESOLUTION AND MEDIATION	7th – 9th June, 2021	6th – 8th Dec, 2021	\$750	Online
31	BUSINESS LAW ADMINISTRATION COURSE	16th – 18th June, 2021	13th – 15th Dec, 2021	\$750	Online
32	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	16th – 18th June, 2021	13th – 15th Dec, 2021	\$750	Online
33	COMPANY LAW - ESSENTIAL OVERVIEW	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$750	Online
34	PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION	21st – 23rd June, 2021	20th – 22nd Dec, 2021	\$750	Online
35	THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$750	Online
36	RESOLVING CONTRACTUAL CLAIMS AND DISPUTES	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$750	Online
37	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	5th – 7th July, 2021	17th – 19th Jan, 2022	\$750	Online
38	COMMERCIAL CONTRACTS DRAFTING	5th – 7th July, 2021	17th – 19th Jan, 2022	\$750	Online
39	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	12th – 14th July, 2021	17th – 19th Jan, 2022	\$750	Online
40	LAW-MAKING AND LEGISLATIVE DRAFTING	12th – 14th July, 2021	24th – 26th Jan, 2022	\$750	Online
41	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	26th – 28th July, 2021	24th – 26th Jan, 2022	\$750	Online
42	SERVICE LEVEL AGREEMENTS WORKSHOP	26th – 28th July, 2021	24th – 26th Jan, 2022	\$750	Online
43	FUNDAMENTALS OF EMPLOYMENT LAWS	2nd – 4th Aug, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
44	NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS	2nd – 4th Aug, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
45	CORPORATE LEGAL OFFICERS COURSE	9th – 11th Aug, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
46	CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS	9th – 11th Aug, 2021	7th – 9th Feb, 2022	\$750	Online
47	EMPLOYEE RELATIONS AND THE LAW	16th – 18th Aug, 2021	7th – 9th Feb, 2022	\$750	Online
48	CONTRACTS MANAGEMENT WORKSHOP	16th – 18th Aug, 2021	7th – 9th Feb, 2022	\$750	Online
49	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	23rd – 25th Aug, 2021	14th – 16th Feb, 2022	\$750	Online
50	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	23rd – 25th Aug, 2021	14th – 16th Feb, 2022	\$750	Online

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## SALES, MARKETING & CUSTOMER SERVICE

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	FINANCIAL ASPECTS OF SALES AND MARKETING PROCESS	1st – 3rd Mar, 2021	15th – 17th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	MASTERING SALES AND MARKETING IN THE AGE OF SOCIAL MEDIA	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	HIGH IMPACT SALES – THE COMPLETE SALES COURSE	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	TERRITORY AND TIME MANAGEMENT FOR SALES PERSONNEL	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$500	Online
7	THE EFFECTIVE MARKETING MANAGER COURSE	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$500	Online
8	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	MARKETING AND ADVERTISING COURSE	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	6th – 8th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	VALUE ADDED MARKETING – ADVANCED MARKETING STRATEGIES COURSE	6th – 8th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	STRATEGIC BRAND MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	MARKETING COMMUNICATION COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	CUSTOMER RELATIONSHIP AND MARKETING SKILLS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT – CRM COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	SALES AND MARKETING PROFESSIONAL	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	SKILLS IMPROVEMENT FOR SALES AND MARKETING MANAGERS	4th – 6th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	DIGITAL MARKETING PLANS	4th – 6th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	PROVIDING EXTRAORDINARY CUSTOMER SERVICE	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	19th – 21st Dec, 2021	\$500	Online
23	FUNDAMENTAL SELLING SKILLS	17th – 19th May, 2021	6th – 8th Sept, 2021	19th – 21st Dec, 2021	\$500	Online

## SALES, MARKETING & CUSTOMER SERVICE

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	MARKETING AND PROMOTION MANAGEMENT COURSE	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	FUNDAMENTALS OF MARKETING COURSE	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	SALES OUTLETS MANAGEMENT COURSE	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	MARKETING STRATEGIES AND PLANNING	15th – 17th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	INFLUENCE NEGOTIATION COURSE	1st – 3rd Mar, 2021	2nd – 4th Aug, 2021	8th – 10th Nov, 2021	\$500	Online
2	BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	8th – 10th Mar, 2021	9th – 11th Aug, 2021	8th – 10th Nov, 2021	\$500	Online
3	PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT COURSE	15th – 17th Mar, 2021	9th – 11th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
4	NEW APPROACHES TO ENTREPRENEURSHIP FINANCING: PROCESS AND PROCEDURES	22nd – 24th Mar, 2021	16th – 18th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
5	BUSINESS CONTINUITY AND COST CONTROL STRATEGIES	29th – 31st Mar, 2021	16th – 18th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
6	BUSINESS FEASIBILITY AND VIABILITY APPRAISAL STRATEGIES	7th – 9th April, 2021	23rd – 25th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
7	ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE	12th – 14th April, 2021	23rd – 25th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
8	LEADERSHIP, MANAGEMENT AND ENTREPRENEURSHIP IN THE 21ST CENTURY	19th – 21st April, 2021	30th Aug – 1st Sept, 2021	6th – 8th Dec, 2021	\$500	Online
9	FINANCIAL SKILLS FOR BUSINESS DEVELOPMENT	26th – 28th April, 2021	30th Aug – 1st Sept, 2021	6th – 8th Dec, 2021	\$500	Online
10	BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT	10th – 12th May, 2021	6th – 8th Sept, 2021	13th – 15th Dec, 2021	\$500	Online
11	CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP	17th – 19th May, 2021	6th – 8th Sept, 2021	13th – 15th Dec, 2021	\$500	Online
12	SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS	24th – 26th May, 2021	13th – 15th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
13	SOCIAL ENTREPRENEURSHIP COURSE	31st May – 2nd June, 2021	13th – 15th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
14	INVESTMENT APPRAISAL AND RISK ANALYSIS	7th – 9th June, 2021	20th – 22nd Sept, 2021	17th – 19th Jan, 2022	\$500	Online
15	UNDERSTANDING FINANCE FOR THE ENTREPRENEUR	16th – 18th June, 2021	27th – 29th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
16	BUSINESS ANALYSIS TRAINING COURSE	21st – 23rd June, 2021	4th – 6th Oct, 2021	24th – 26th Jan, 2022	\$500	Online
17	BODY LANGUAGE FOR ENTREPRENEURS	28th – 30th June, 2021	11th – 13th Oct, 2021	24th – 26th Jan, 2022	\$500	Online
18	BUSINESS PLANNING AND STRATEGIC DECISION-MAKING	5th – 7th July, 2021	20th – 22nd Oct, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
19	LEGAL ASPECTS OF ENTREPRENEURSHIP	12th – 14th July, 2021	25th – 27th Oct, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
20	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATING ENTREPRENEURSHIP	26th – 28th July, 2021	1st – 3rd Nov, 2021	7th – 9th Feb, 2022	\$500	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	HOTEL HUMAN RESOURCES MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	HOTEL AND CATERING MANAGEMENT COURSE	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	HOTEL FRONT DESK OPERATIONS MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	FOOD HYGIENE AND BEVERAGE SERVICES	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	HOSPITALITY CUSTOMER SERVICE PROFESSIONAL	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	HOTEL QUALITY CONTROL (HQC)	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	INTRODUCTION TO EVENTS MANAGEMENT	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	EXCELLENCE IN HOUSEKEEPING AND CLEANING	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	RESTAURANT OPERATIONS MANAGEMENT	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	CATERING AND EVENT MANAGEMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	HOSPITALITY AND HOTEL MANAGEMENT COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	TRAVEL AND TOURISM COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	HOTEL AND HOSPITALITY MANAGEMENT	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	MENU ANALYSIS WORKSHOP	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	ANALYSIS OF HOTEL INCOME STATEMENTS	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	FOOD AND BEVERAGE MANAGEMENT COURSE	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	HOTEL AND HOSPITALITY FRONT DESK OFFICER	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	THE HOSPITALITY BUSINESS COURSE	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	PRODUCTION PLANNING, SCHEDULING AND CONTROL	1st – 3rd Mar, 2021	28th– 30th June, 2021	25th–27th Oct, 2021	\$750	Online
2	PERFORMANCE MANAGEMENT AND MONITORING	8th – 10th Mar, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	\$750	Online
3	GOOD MANUFACTURING PRACTICES (GMP) AND HYGIENE	15th – 17th Mar, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	\$750	Online
4	INTRODUCTION TO MANUFACTURING PROCESSES	22nd – 24th Mar, 2021	26th – 28th July, 2021	15th – 17th Nov, 2021	\$750	Online
5	STATISTICAL PROCESS CONTROL (SPC)	29th– 31st Mar, 2021	2nd – 4th Aug, 2021	22nd – 24th Nov, 2021	\$750	Online
6	OCCUPATIONAL FIRST AID AND CPR TRAINING	7th – 9th April, 2021	9th – 11th Aug, 2021	29th Nov – 1st Dec, 2021	\$750	Online
7	FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION	12th – 14th April, 2021	16th – 18th Aug, 2021	6th – 8th Dec, 2021	\$750	Online
8	PERSONAL DEVELOPMENT PROGRAM FOR TECHNICIANS	19th – 21st April, 2021	23rd – 25th Aug, 2021	13th – 15th Dec, 2021	\$750	Online
9	PRODUCT LIABILITY IN MANUFACTURING	26th – 28th April, 2021	30th Aug– 1st Sept, 2021	20th – 22nd Dec, 2021	\$750	Online
10	EFFECTIVE OPERATIONS AND PERFORMANCE MANAGEMENT	10th – 12th May, 2021	6th – 8th Sept, 2021	17th – 19th Jan, 2022	\$750	Online
11	LABORATORY DOCUMENTATION, DATA MANAGEMENT AND REPORTING	17th – 19th May, 2021	13th – 15th Sept, 2021	24th – 26th Jan, 2022	\$750	Online
12	LEAN MANUFACTURING: WASTE REDUCTION AND PRODUCTIVITY IMPROVEMENTS	24th – 26th May, 2021	20th – 22nd Sept, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
13	STRATEGIC PRODUCTION MANAGEMENT AND PLANNING AT WORKPLACE	31st May – 2nd June, 2021	27th – 29th Sept, 2021	7th – 8th Feb, 2022	\$750	Online
14	EFFECTIVE PRODUCTION PLANNING, SCHEDULING AND CONTROL	7th – 9th June, 2021	4th – 6th Oct, 2021	14th – 16th Feb, 2022	\$750	Online
15	SCHEDULED WASTE MANAGEMENT COURSE	16th – 18th June, 2021	11th – 13th Oct, 2021	21st – 23rd Feb, 2022	\$750	Online
16	UNSATURATED POLYESTER RESIN	21st – 23rd June, 2021	20th – 22nd Oct, 2021	28th Feb – 2nd Mar, 2022	\$750	Online

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1	MANAGEMENT INFORMATION SYSTEMS COURSE	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$750	Online
2	CYBER SECURITY ANALYST	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$750	Online
3	ADVANCED MANAGEMENT INFORMATION SYSTEMS EXCELLENCE	1st – 3rd Mar, 2021	30th Aug– 1st Sept, 2021	\$750	Online
4	SECURING THE WINDOWS FILE SYSTEM	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$750	Online
5	THE COMPLETE COURSE ON CLOUD MANAGEMENT AND IT SECURITY	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$750	Online
6	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	8th – 10th Mar, 2021	6th – 8th Sept, 2021	\$750	Online
7	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$750	Online
8	DESIGNING WEBSITES USING WORDPRESS CMS	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$750	Online
9	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	15th – 17th Mar, 2021	13th – 15th Sept, 2021	\$750	Online
10	DISASTER RECOVERY ADMINISTRATOR COURSE	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$750	Online
11	EXCELLENCE IN DATA GOVERNANCE ADMINISTRATION	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$750	Online
12	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	22nd – 24th Mar, 2021	20th – 22nd Sept, 2021	\$750	Online
13	ADMINISTERING & TROUBLESHOOTING WINDOWS SERVER 2019	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$750	Online
14	DATA RECOVERY TOOLS & TECHNIQUES	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$750	Online
15	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	29th– 31st Mar, 2021	27th – 29th Sept, 2021	\$750	Online
16	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	7th – 9th April, 2021	4th – 6th Oct, 2021	\$750	Online
17	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	7th – 9th April, 2021	4th – 6th Oct, 2021	\$750	Online
18	DIGITAL TRANSFORMATION FOR THE 21 <sup>ST</sup> CENTURY BUSINESS	7th – 9th April, 2021	4th – 6th Oct, 2021	\$750	Online
19	ICT MANAGEMENT AND INFORMATION SECURITY	12th – 14th April, 2021	11th – 13th Oct, 2021	\$750	Online
20	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	12th – 14th April, 2021	11th – 13th Oct, 2021	\$750	Online
21	DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS	12th – 14th April, 2021	11th – 13th Oct, 2021	\$750	Online
22	NETWORKING WITH WINDOW SERVER AND CLIENTS	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$750	Online
23	IT INFRASTRUCTURE MANAGEMENT	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$750	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
24	INFORMATION SECURITY FOR IT PROFESSIONALS	19th – 21st April, 2021	20th – 22nd Oct, 2021	\$750	Online
25	WEB BASED INFORMATION SYSTEM MANAGEMENT	26th – 28th April, 2021	25th–27th Oct, 2021	\$750	Online
26	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	26th – 28th April, 2021	25th–27th Oct, 2021	\$750	Online
27	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	26th – 28th April, 2021	25th–27th Oct, 2021	\$750	Online
28	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$750	Online
29	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$750	Online
30	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	5th – 7th May, 2021	1st – 3rd Nov, 2021	\$750	Online
31	WORKING WITH THE LINUX PLATFORM AND TOOLS	10th – 12th May, 2021	1st – 3rd Nov, 2021	\$750	Online
32	WIRELESS NETWORKS ADMINISTRATION	10th – 12th May, 2021	8th – 10th Nov, 2021	\$750	Online
33	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	10th – 12th May, 2021	8th – 10th Nov, 2021	\$750	Online
34	DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION	17th – 19th May, 2021	8th – 10th Nov, 2021	\$750	Online
35	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	17th – 19th May, 2021	8th – 10th Nov, 2021	\$750	Online
36	DATA ANALYSIS AND MODELING USING POWER BI	17th – 19th May, 2021	15th – 17th Nov, 2021	\$750	Online
37	DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM	24th – 26th May, 2021	15th – 17th Nov, 2021	\$750	Online
38	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	24th – 26th May, 2021	15th – 17th Nov, 2021	\$750	Online
39	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	24th – 26th May, 2021	15th – 17th Nov, 2021	\$750	Online
40	UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$750	Online
41	APPLICATION DEVELOPMENT WITH PYTHON	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$750	Online
42	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$750	Online
43	CYBER SECURITY RISK ASSESSMENT & CONTROLS	31st May – 2nd June, 2021	22nd – 24th Nov, 2021	\$750	Online
44	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$750	Online
45	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$750	Online
46	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$750	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
47	DOCUMENT MANAGEMENT SYSTEMS	7th – 9th June, 2021	29th Nov – 1st Dec, 2021	\$750	Online
48	APPLICATION DEVELOPMENT WITH NODE.JS	16th – 18th June, 2021	6th – 8th Dec, 2021	\$750	Online
49	DOCUMENT AUTHORIZING WITH MICROSOFT WORD	16th – 18th June, 2021	6th – 8th Dec, 2021	\$750	Online
50	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL	16th – 18th June, 2021	6th – 8th Dec, 2021	\$750	Online
51	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	16th – 18th June, 2021	6th – 8th Dec, 2021	\$750	Online
52	ADMINISTERING & TROUBLESHOOTING WINDOWS 10	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$750	Online
53	IT SERVICE MANAGEMENT	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$750	Online
54	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$750	Online
55	SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES	21st – 23rd June, 2021	13th – 15th Dec, 2021	\$750	Online
56	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$750	Online
57	GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$750	Online
58	CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$750	Online
59	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	28th– 30th June, 2021	20th – 22nd Dec, 2021	\$750	Online
60	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$750	Online
61	CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE	5th – 7th July, 2021	17th – 19th Jan, 2022	\$750	Online
62	COMPUTER FORENSICS TECHNIQUES AND TOOLS	5th – 7th July, 2021	17th – 19th Jan, 2022	\$750	Online
63	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	12th – 14th July, 2021	24th – 26th Jan, 2022	\$750	Online
64	IMPLEMENTING CISCO NETWORK SECURITY	12th – 14th July, 2021	24th – 26th Jan, 2022	\$750	Online
65	INFORMATION STORAGE AND MANAGEMENT	12th – 14th July, 2021	24th – 26th Jan, 2022	\$750	Online
66	GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
67	IT FUNDAMENTALS	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
68	HYBRID CLOUD COMPUTING ADMINISTRATION	26th – 28th July, 2021	31st Jan – 2nd Feb, 2022	\$750	Online
69	APPLICATION DEVELOPMENT WITH JAVA	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$750	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE	VENUE
70	ADVANCED INFORMATION SYSTEMS MANAGEMENT COURSE	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$750	Online
71	CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES	2nd – 4th Aug, 2021	7th – 9th Feb, 2022	\$750	Online
72	STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS	9th – 11th Aug, 2021	14th – 16th Feb, 2022	\$750	Online
73	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	9th – 11th Aug, 2021	14th – 16th Feb, 2022	\$750	Online
74	A COMPLETE GUIDE TO IT QUALITY MANAGEMENT	9th – 11th Aug, 2021	14th – 16th Feb, 2022	\$750	Online
75	IT STRATEGY AND ARCHITECTURE PRINCIPLES AND PRACTICES	16th – 18th Aug, 2021	21st – 23rd Feb, 2022	\$750	Online
76	MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT	16th – 18th Aug, 2021	21st – 23rd Feb, 2022	\$750	Online
77	DATA ANALYTICS FOR MANAGERIAL DECISION MAKING	16th – 18th Aug, 2021	21st – 23rd Feb, 2022	\$750	Online
78	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP	23rd – 25th Aug, 2021	28th Feb – 2nd Mar, 2022	\$750	Online
79	LINUX SYSTEM ADMINISTRATION	23rd – 25th Aug, 2021	28th Feb – 2nd Mar, 2022	\$750	Online
80	INFORMATION TECHNOLOGY ESSENTIALS	23rd – 25th Aug, 2021	28th Feb – 2nd Mar, 2022	\$750	Online

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1	MASTERING CORPORATE COMMUNICATIONS	1st – 3rd Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
2	GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS	8th – 10th Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
3	EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES	15th – 17th Mar, 2021	9th – 11th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
4	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGE	22nd – 24th Mar, 2021	16th – 18th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
5	PUBLIC RELATIONS AND MEDIA SKILLS	29th – 31st Mar, 2021	23rd – 25th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
6	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	6th – 8th April, 2021	30th Aug– 1st Sept, 2021	29th Nov – 1st Dec, 2021	\$500	Online
7	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	12th – 14th April, 2021	30th Aug– 1st Sept, 2021	29th Nov – 1st Dec, 2021	\$500	Online
8	MEDIA RELATIONS AND PUBLIC AFFAIRS	19th – 21st April, 2021	6th – 8th Sept, 2021	6th – 8th Dec, 2021	\$500	Online
9	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	26th – 28th April, 2021	6th – 8th Sept, 2021	6th – 8th Dec, 2021	\$500	Online
10	PUBLIC RELATIONS PROFESSIONAL COURSE	4th – 6th May, 2021	13th – 15th Sept, 2021	13th – 15th Dec, 2021	\$500	Online
11	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	10th – 12th May, 2021	13th – 15th Sept, 2021	13th – 15th Dec, 2021	\$500	Online
12	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	17th – 19th May, 2021	20th – 22nd Sept, 2021	19th – 21st Dec, 2021	\$500	Online
13	PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL	24th – 26th May, 2021	20th – 22nd Sept, 2021	19th – 21st Dec, 2021	\$500	Online
14	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	31st May – 2nd June, 2021	27th – 29th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
15	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	7th – 9th June, 2021	4th – 6th Oct, 2021	24th – 26th Jan, 2022	\$500	Online
16	PROTOCOL AND TRAVEL MANAGEMENT	15th – 17th June, 2021	11th – 13th Oct, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
17	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	21st – 23rd June, 2021	20th – 22nd Oct, 2021	7th – 9th Feb, 2022	\$500	Online
18	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	28th– 30th June, 2021	25th–27th Oct, 2021	14th – 16th Feb, 2022	\$500	Online
19	PR IN A CHANGING DIGITAL LANDSCAPE	5th – 7th July, 2021	1st – 3rd Nov, 2021	21st – 23rd Feb, 2022	\$500	Online
20	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	12th – 14th July, 2021	8th – 10th Nov, 2021	28th Feb – 2nd Mar, 2022	\$500	Online

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## SECRETARIES & PERSONAL ASSISTANTS

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	1st – 3rd Mar, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	\$500	Online
2	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	1st – 3rd Mar, 2021	5th – 7th July, 2021	1st – 3rd Nov, 2021	\$500	Online
3	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	8th – 10th Mar, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	\$500	Online
4	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S	8th – 10th Mar, 2021	12th – 14th July, 2021	8th – 10th Nov, 2021	\$500	Online
5	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	15th – 17th Mar, 2021	26th – 28th July, 2021	15th – 17th Nov, 2021	\$500	Online
6	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	15th – 17th Mar, 2021	26th – 28th July, 2021	15th – 17th Nov, 2021	\$500	Online
7	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	22nd – 24th Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
8	OFFICE, FILING AND DOCUMENTATION SKILLS	22nd – 24th Mar, 2021	2nd – 4th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
9	MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT	29th – 31st Mar, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
10	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS WORKSHOP	29th – 31st Mar, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
11	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	7th – 9th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
12	EFFECTIVE MINUTE TAKING COURSE	7th – 9th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
13	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	12th – 14th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
14	DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	12th – 14th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
15	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	19th – 21st April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
16	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	19th – 21st April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
17	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	26th – 28th April, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
18	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	26th – 28th April, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
19	MANAGING YOUR BOSS IN THE WORKPLACE	5th – 7th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
20	THE OFFICE PROFESSIONAL AND RECORDS MANAGEMENT	5th – 7th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
21	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
22	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	17th – 19th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online

## SECRETARIES & PERSONAL ASSISTANTS

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	17th – 19th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	24th – 26th May, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
26	PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S	24th – 26th May, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	31st May – 2nd June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
28	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	31st May – 2nd June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S	7th – 9th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online
30	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	7th – 9th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online
31	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	16th – 18th June, 2021	11th – 13th Oct, 2021	14th – 16th Feb, 2022	\$500	Online
32	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	16th – 18th June, 2021	11th – 13th Oct, 2021	14th – 16th Feb, 2022	\$500	Online
33	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	21st – 23rd June, 2021	20th – 22nd Oct, 2021	21st – 23rd Feb, 2022	\$500	Online
34	THE EFFECTIVE SECRETARY	21st – 23rd June, 2021	20th – 22nd Oct, 2021	21st – 23rd Feb, 2022	\$500	Online
35	PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE	28th– 30th June, 2021	25th–27th Oct, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
36	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	28th– 30th June, 2021	25th–27th Oct, 2021	28th Feb – 2nd Mar, 2022	\$500	Online

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1	INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	TRANSPORTATION MANAGEMENT SYSTEM	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	PREVENTIVE DRIVING AND SAFETY PRECAUTIONS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	DEFENSIVE DRIVER SAFETY TECHNIQUES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	TOOLS AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	MANAGING FREIGHT AND LOGISTICS MANAGEMENT	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	CORPORATE FLEET MANAGEMENT WORKSHOP	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	LOGISTICS MANAGEMENT WORKSHOP	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	TRANSPORTATION, LOGISTICS AND THE LAW COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	TRANSPORT AND LOGISTICS - ESSENTIALS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	ROAD SAFETY AND DRIVERS AWARENESS COURSE	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	IMPORT MANAGEMENT WORKSHOP	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	SAFETY DRIVING TIPS IN THE ERA OF COVID-19 PANDEMIC	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	SHIPPING FINANCE DOCUMENTATION	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$800	Online
2	MARINE EMERGENCY DUTIES FOR SENIOR OFFICERS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$800	Online
3	AIRPORT CUSTOMER SERVICE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$800	Online
4	AIR TRANSPORT ECONOMICS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$800	Online
5	LEGAL MANAGEMENT AND THE SHIPPING BUSINESS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$800	Online
6	ADVANCED AVIATION SECURITY MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$800	Online
7	AIRLINE BUSINESS FOUNDATIONS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$800	Online
8	AIRLINE CUSTOMER SERVICE: STRATEGY DESIGN AND IMPLEMENTATION	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$800	Online
9	CREW RESOURCE MANAGEMENT (CRM) IMPLEMENTATION	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$800	Online
10	AIRLINE REVENUE MANAGEMENT	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$800	Online
11	AIR FARES AND TICKETING ADMINISTRATION	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$800	Online
12	AIR CABIN CREW CONFLICT MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$800	Online
13	AIR SAFETY MANAGEMENT	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$800	Online
14	LEGAL ASPECT OF AVIATION SECURITY AND SAFETY	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$800	Online
15	AVIATION FINANCE COURSE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$800	Online
16	AIR CARGO MANAGEMENT COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$800	Online
17	AIRCRAFT LEASING COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$800	Online
18	AIRPORT CORPORATE TRAVEL PROTOCOL MANAGEMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$800	Online
19	AIRLINE MARKETING MANAGEMENT COURSE	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$800	Online
20	INTRODUCTION TO FLIGHT OPERATIONS MANAGEMENT	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$800	Online
21	PRIVATE STAFF AIRCRAFT SAFETY TRAINING	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$800	Online
22	UNDERSTANDING CYBERSECURITY IN SHIP OPERATIONS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$800	Online
23	SHIPPING AND LOGISTICS SUPPLY CHAIN MANAGEMENT	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$800	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	SHIPPING, CLEARING AND FORWARDING ADMINISTRATION	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$800	Online
25	ADVANCED MARINE FIRST AID	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$800	Online
26	SHIP SALE AND PURCHASE	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$800	Online
27	SECURITY AWARENESS FOR MARINE FACILITY PERSONNEL	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$800	Online
28	AVIATION INSURANCE: LEASES, TAXATION, FINANCE AND ACCOUNTING	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$800	Online
29	AIRPORT MANAGEMENT COURSE	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$800	Online
30	SMALL VESSEL OPERATOR PROFICIENCY (SVOP)	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$800	Online

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1	LEADERSHIP DEVELOPMENT: EFFECTIVE COMMUNICATION	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	STORYTELLING POWER: SECRETS FOR EXCEPTIONAL COMMUNICATION	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	ADVANCED COMMUNICATION FRAMEWORK IN THE ORGANIZATION	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	EFFECTIVE COMMUNICATION AND INSPIRATIONAL PRESENTATIONS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	DEVELOPING YOUR ANALYTICAL SKILLS: HOW TO RESEARCH AND PRESENT INFORMATION	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	GENERATIONAL DIVERSITY: BRIDGING THE GAP THROUGH EFFECTIVE COMMUNICATION	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	PERSUASION: INFLUENCING WITHOUT AUTHORITY	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	OVERCOMING FEAR OF PUBLIC SPEAKING	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	COMMUNICATING WITH CONFIDENCE	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	DEVELOPING EFFECTIVE BUSINESS CONVERSATION SKILLS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	EFFECTIVE PRESS RELEASE WRITING	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	MEETINGS MANAGEMENT WORKSHOP	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	CRISIS COMMUNICATION PROGRAMME	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	ADVANCED COMMUNICATION AND PRESENTATION	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	SPEECH WRITING WORKSHOP	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	DEVELOPING POSITIVE RELATIONSHIPS AT WORK	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	BUSINESS RELATIONSHIP MANAGEMENT FUNDAMENTALS	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	PROJECT TEAM LEADERSHIP: BUILDING COMMITMENT THROUGH SUPERIOR COMMUNICATION	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	CRISIS MANAGEMENT IN SOCIAL MEDIA	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	EFFECTIVE COMMUNICATIONS MASTERCLASS	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	ADVANCED COMMUNICATION STRATEGY	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	CUSTOMER RELATIONSHIP MANAGEMENT	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	REAL ESTATE FUNDING AND FINANCE	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	TAXATION ISSUES IN REAL ESTATE MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	REAL ESTATE DEVELOPMENT COURSE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	LEGAL DIMENSIONS IN REAL ESTATE INVESTMENT CONTRACTS	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	REAL ESTATE MARKETING TRAINING	15th – 17th Mar, 2021	28th– 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	REAL ESTATE PRIVATE EQUITY MODELLING IN EXCEL	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$500	Online
7	SUSTAINABILITY AND REAL ESTATE MANAGEMENT COURSE	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$500	Online
8	IFRS FOR THE REAL ESTATE SECTOR	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	COMMERCIAL REAL ESTATE LENDING COURSE	29th– 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	FACILITY FINANCIAL MANAGEMENT COURSE	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	REAL ESTATE ENVIRONMENTAL HEALTH AND SAFETY COURSE	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	REAL ESTATE DEVELOPMENT, INVESTMENT AND MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	RESIDENTIAL BUILDING SYSTEMS AND MAINTENANCE COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	FACILITY OPERATIONS AND MAINTENANCE MANAGEMENT COURSE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	FACILITY CONSTRUCTION AND PROJECT MANAGEMENT COURSE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	REAL ESTATE PROJECT ACCOUNTING COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	REAL ESTATE VALUATION AND FINANCING COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	FUNDAMENTALS OF INVESTMENT ANALYSIS COURSE	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	REAL ESTATE FINANCIAL MODELLING	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	REAL ESTATE VALUATION AND MODELING	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	REAL ESTATE ANALYST COURSE	10th – 12th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	REAL ESTATE FINANCE AND INVESTMENT	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	REAL ESTATE CASHFLOW AND FINANCIAL MODELLING	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	REAL ESTATE DEBT STRUCTURES AND FINANCIAL MODELLING COURSE	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	PUBLIC SECTOR PROPERTY ASSET MANAGEMENT	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	CONSTRUCTION PROJECTS – POST CONTRACT MANAGEMENT	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	ADVANCED REAL ESTATE MANAGEMENT COURSE	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	INTRODUCTION TO REAL ESTATE FUND MANAGEMENT	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	RETAIL PROPERTY APPRAISALS COURSE	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	TAXES ON LAND, PROPERTY AND CONSTRUCTION	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	ELECTRONIC BANKING WORKSHOP	1st – 3rd Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$500	Online
2	LIABILITY INSURANCE COURSE	1st – 3rd Mar, 2021	5th – 7th July, 2021	25th–27th Oct, 2021	\$500	Online
3	FOUNDATION COURSE IN INSURANCE	8th – 10th Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
4	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	8th – 10th Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
5	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	15th – 17th Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
6	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	15th – 17th Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
7	EMPLOYER'S LIABILITY INSURANCE	22nd – 24th Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
8	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	22nd – 24th Mar, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
9	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	29th– 31st Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
10	BANKING OPERATIONS MANAGEMENT	29th– 31st Mar, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
11	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	7th – 9th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
12	COMMERCIAL INSURANCE COURSE	7th – 9th April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
13	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	12th – 14th April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
14	INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS	12th – 14th April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	SYNDICATED LOANS DOCUMENTATION COURSE	19th – 21st April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
16	GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE	19th – 21st April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	UNDERSTANDING GENERAL INSURANCE FINANCE	19th – 21st April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	PRACTICAL DEBT RECOVERY COURSE	26th – 28th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	LAW RELATING TO RETAIL BANKING OPERATIONS	26th – 28th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	26th – 28th April, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
21	ENGINEERING INSURANCE AND INSPECTION COURSE	5th – 7th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	MOTOR INSURANCE ADMINISTRATION COURSE	5th – 7th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
23	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	5th – 7th May, 2021	30th Aug– 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	CONSTRUCTION INSURANCE AND ADMINISTRATION	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
25	ELECTRONIC BANKING: PRACTICAL, OPERATIONAL AND LEGAL ISSUES	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
26	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	10th – 12th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
27	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	17th – 19th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
28	INSURANCE ACCOUNTING TECHNIQUES	17th – 19th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
29	LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH	24th – 26th May, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
30	PROPERTY OWNERS INSURANCE COURSE	24th – 26th May, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
31	INSURANCE AND RISK MANAGEMENT PRINCIPLES AND PRACTICES	31st May – 2nd June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
32	EFFECTIVE NEGOTIATION IN INSURANCE	31st May – 2nd June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
33	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	7th – 9th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online
34	MARINE CARGO INSURANCE MANAGEMENT	7th – 9th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online
35	IT AUDITING FOR BANKS	16th – 18th June, 2021	11th – 13th Oct, 2021	14th – 16th Feb, 2022	\$500	Online
36	GROUP LIFE INSURANCE ADMINISTRATION	16th – 18th June, 2021	11th – 13th Oct, 2021	14th – 16th Feb, 2022	\$500	Online
37	INSURANCE ACCOUNTING FOR UNDERWRITERS	21st – 23rd June, 2021	20th – 22nd Oct, 2021	21st – 23rd Feb, 2022	\$500	Online
38	PROTECTION AND INDEMNITY INSURANCE	21st – 23rd June, 2021	20th – 22nd Oct, 2021	21st – 23rd Feb, 2022	\$500	Online
39	COMMERCIAL PROPERTY INSURANCE	28th – 30th June, 2021	20th – 22nd Oct, 2021	28th Feb – 2nd Mar, 2022	\$500	Online
40	INSURANCE COMPANY ANALYSIS COURSE	28th – 30th June, 2021	25th – 27th Oct, 2021	28th Feb – 2nd Mar, 2022	\$500	Online

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1	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	SAFETY TECHNOLOGY AND RISK MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	OPERATIONAL SECURITY MANAGEMENT COURSE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	WORKPLACE INVESTIGATIONS AND INTERVIEWING	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	FUNDAMENTAL SECURITY MANAGEMENT	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	SECURITY RISK ANALYSIS AND MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	ENVIRONMENTAL MANAGEMENT SYSTEMS, MONITORING AND MODELLING	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	PROFESSIONAL SECURITY DEVELOPMENT COURSE	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	THE EFFECTIVE SECURITY OFFICER	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	ENVIRONMENTAL MONITORING AND MODELLING – ENVIRONMENTAL MANAGEMENT SYSTEMS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	ADVANCED HEALTH AND SAFETY MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	ADVANCED FIRST AID COURSE	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	RISK, CRISIS AND DISASTER MANAGEMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	SECURITY SKILLS IMPROVEMENT COURSE	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	WORKPLACE SECURITY AND SAFETY COURSE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
24	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	FIRE AND ARSON MANAGEMENT AND CONTROL	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	FRAUD DETECTION, PREVENTION AND CONTROL	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	INVESTIGATING FRAUD IN THE WORKPLACE	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	SECURITY MANAGEMENT PROGRAMME	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	BEST PRACTICES IN SAFETY MANAGEMENT	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR - PLANNING, IMPLEMENTATION, REPORTING AND ANALYSES	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	ANTI-MONEY LAUNDERING (AML) COMPLIANCE MASTERCLASS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	CRITICAL THINKING AND PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	FINANCIAL ANALYSIS, MODELLING AND FORECASTING IN THE PUBLIC SECTOR	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	PUBLIC SECTOR LEADERSHIP AND MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	ADVANCED ACCRUAL-BASED IPSAS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	INTERPRETATION AND APPLICATION OF IPSAS	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
22	PUBLIC ADMINISTRATION AND MANAGEMENT	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
23	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
24	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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1	INTERNAL AUDITING IN HIGHER INSTITUTIONS	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	GUIDANCE AND COUNSELLING ADMINISTRATION IN SCHOOLS	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	EDUCATION DATA MANAGEMENT	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	ACCREDITATION PLANNING AND MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	BEST PRACTICE IN CURRICULUM MANAGEMENT	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	SECURITY MANAGEMENT IN SCHOOLS	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	ORIENTATION MANAGEMENT STRATEGIES FOR RESULTS	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
23	LIBRARY MANAGEMENT COURSE FOR LIBRARIANS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
24	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	EFFECTIVE HOSTEL MANAGEMENT	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	STRATEGIC EDUCATION PLANNING	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
1	HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS	1st – 3rd Mar, 2021	16th – 18th June, 2021	4th – 6th Oct, 2021	\$500	Online
2	DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
3	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	8th – 10th Mar, 2021	21st – 23rd June, 2021	11th – 13th Oct, 2021	\$500	Online
4	HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
5	HEALTHCARE INFORMATION SYSTEMS MANAGEMENT	15th – 17th Mar, 2021	28th – 30th June, 2021	20th – 22nd Oct, 2021	\$500	Online
6	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
7	HOSPITAL MANAGEMENT AND HEALTH ECONOMICS	22nd – 24th Mar, 2021	5th – 7th July, 2021	25th – 27th Oct, 2021	\$500	Online
8	BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
9	COMPUTERIZED MEDICAL OFFICE MANAGEMENT	29th – 31st Mar, 2021	12th – 14th July, 2021	1st – 3rd Nov, 2021	\$500	Online
10	HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
11	BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS	7th – 9th April, 2021	26th – 28th July, 2021	8th – 10th Nov, 2021	\$500	Online
12	HOSPITAL SERVICES MANAGEMENT COURSE	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
13	HEALTHCARE LIABILITY MANAGEMENT	12th – 14th April, 2021	2nd – 4th Aug, 2021	15th – 17th Nov, 2021	\$500	Online
14	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
15	WORK LIFE BALANCE AND STRESS MANAGEMENT	19th – 21st April, 2021	9th – 11th Aug, 2021	22nd – 24th Nov, 2021	\$500	Online
16	HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
17	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	26th – 28th April, 2021	16th – 18th Aug, 2021	29th Nov – 1st Dec, 2021	\$500	Online
18	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
19	NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE	5th – 7th May, 2021	23rd – 25th Aug, 2021	6th – 8th Dec, 2021	\$500	Online
20	THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
21	BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT	10th – 12th May, 2021	30th Aug – 1st Sept, 2021	13th – 15th Dec, 2021	\$500	Online
22	BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online



S/N	COURSE TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE	VENUE
23	QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS	17th – 19th May, 2021	6th – 8th Sept, 2021	20th – 22nd Dec, 2021	\$500	Online
24	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
25	PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY	24th – 26th May, 2021	13th – 15th Sept, 2021	17th – 19th Jan, 2022	\$500	Online
26	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
27	BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL	31st May – 2nd June, 2021	20th – 22nd Sept, 2021	24th – 26th Jan, 2022	\$500	Online
28	MAINTENANCE OF HOSPITAL EQUIPMENT	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
29	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	7th – 9th June, 2021	27th – 29th Sept, 2021	31st Jan – 2nd Feb, 2022	\$500	Online
30	EXCELLENCE IN HEALTHCARE MANAGEMENT	16th – 18th June, 2021	4th – 6th Oct, 2021	7th – 9th Feb, 2022	\$500	Online

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