

## 2024 Local Training Calendar in Categories

### ADMINISTRATIVE COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Administrative Management Workshop	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Advanced Clerical Officers and Administrative Support Workshop	May 13 – 17, 2024	Lagos N250, 000 Abuja N250, 000	November 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000
Archives Administration and Document Management Techniques Workshop	May 15 – 17, 2024	Lagos N170, 000 Abuja N170, 000	November 13 – 15, 2024	Lagos N170, 000 Port Harcourt N170,000
Electronic Records Management (ERM) Workshop	May 29 – 31, 2024	Lagos N170, 000 Abuja N170, 000	November 27– 29, 2024	Lagos N170, 000 Port Harcourt N170,000
Executive Program for Corporate Secretaries and Administrative Heads	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 14 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Management Skills Development (For Senior Secretaries and Personal Assistants)	May 22 – 24, 2024	Lagos N170, 000 Abuja N170, 000	November 20– 22, 2024	Lagos N170, 000 Port Harcourt N170,000
Office Management and Administration Workshop	February 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000
Support Staff and Administrative Assistants Workshop	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	September 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Achieving Administrative Excellence	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 7 – 11, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Advanced Management Skillsfor Executive Secretaries and Senior Executive Personal Assistants	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25– 29, 2024	Lagos N250, 000 Abuja N250, 000

Workshop on Advanced Office Management & Effective Administration Skills for Senior Secretaries and Office Managers	March 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000	September 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Business Etiquette, Protocol and Logistics Management for Senior Administrative Executives & PAs.	March 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000	September 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Business Writing Skills for Administrators, Secretaries & Personal Assistants	March 27 – 29, 2024	Lagos N170, 000 Abuja N170, 000	August 21 – 23, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Developing Computer-based Office Management and Administrative Skills	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	October 7 – 11, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Document and Records Management Master-class	February 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Financial Management Skills for Office Administrators & Secretaries	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	November 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Management & Leadership Skills for Administrative Professionals	April 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Master-class for Executive Secretaries, Pas & Administrative Managers: Competent, Calm and Creative Executive Support	January 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	July 8 – 12, 2024	Lagos N250, 000 Port Harcourt N250,000

## 2024 Local Training Calendar

### ASSETS MAINTENANCE & ENGINEERING COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Effective Maintenance Management Course for Generators and Diesel Engines	February 19 – 20, 2024	Lagos N120, 000 Port Harcourt N120,000	August 19 – 20, 2024	Lagos N120, 000 Port Harcourt N120,000
Maintenance Planning and Scheduling Workshop	April 22 - 26, 2024	Lagos N300, 000 Port Harcourt N300,000	October 14 – 18, 2024	Lagos N300, 000 Abuja N300, 000
Reliability Centered Maintenance Management (RCM) Workshop	March 25 – 29, 2024	Lagos N300, 000 Abuja N300, 000	September 23 – 27, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Boiler Plant: Start-Up, Operations, Maintenance & Troubleshooting	February 19 – 23, 2024	Lagos N300, 000 Abuja N300, 000	August 19 – 23, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Chiller Plant: Start-Up, Operations, Maintenance & Troubleshooting	April 15 – 19, 2024	Lagos N300, 000 Abuja N300, 000	October 7 – 11, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Condition Based Maintenance Management and Reliability Best Practices	January 22 – 26, 2024	Lagos N300, 000 Port Harcourt N300,000	July 15 – 19, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Diesel Engines Start-Up, Operations, Maintenance & Troubleshooting	Feb. 26 – March 1, 2024	Lagos N300, 000 Port Harcourt N300,000	August 26 – 30, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Effective HVAC Maintenance and Troubleshooting	March 4 – 8, 2024	Lagos N300, 000 Port Harcourt N300,000	September 2 – 6, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Equipment Failure Analysis and Prevention	June 3 – 7, 2024	Lagos N300, 000 Abuja N300, 000	December 2 – 6, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Fluid Power Systems: Hydraulics and Pneumatics	January 8– 12, 2024	Lagos N300, 000 Port Harcourt N300,000	July 15 – 19, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Gas Turbines: Operation, Technology and Troubleshooting	January 15 – 19, 2024	Lagos N350, 000 Port Harcourt N350,000	July 8 – 12, 2024	Lagos N350, 000 Abuja N350, 000
Workshop on Machinery Failure, Vibration Analysis and Predictive Maintenance	Feb. 26 – March 1, 2024	Lagos N300, 000 Port Harcourt N300,000	August 26 – 30, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Maintenance and Reliability Best Practices	May 13 – 17, 2024	Lagos N300, 000 Abuja N300, 000	November 11 – 15, 2024	Lagos N300, 000 Port Harcourt N300,000

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24/7 Lines: 24/7 2348029170491, 2348068933608, 2348145745664, 2349112830607

Workshop on Maintenance and Reliability Master-class	January 15 – 19, 2024	Lagos N300, 000 Port Harcourt N300,000	July 8 – 12, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Maintenance Planning, Scheduling & Cost Control	February 19 – 23, 2024	Lagos N300, 000 Port Harcourt N300,000	August 19 – 23, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Mechanical Engineering for Non-Mechanical Engineers	January 8 - 12, 2024	Lagos N300, 000 Abuja N300, 000	July 1 - 5, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Operation, Maintenance and troubleshooting of Pumps, Compressors and Valves	May 27 – 31, 2024	Lagos N300, 000 Abuja N300, 000	November 25– 29, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Practical Pump and Valve Technology	May 6 – 10, 2024	Lagos N300, 000 Port Harcourt N300,000	November 11 – 15, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Pumps and Compressors: Operation, Maintenance and Troubleshooting	May 6 – 10, 2024	Lagos N300, 000 Port Harcourt N300,000	November 4 – 8, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Reading, Interpretation and Understanding of Engineering Drawing & Bill of Quantities	March 27 – 29, 2024	Lagos N170, 000 Port Harcourt N170,000	August 28 –30, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Reliability Centered Maintenance: Principles, Planning & Applications	Jan. 29 - Feb. 2, 2024	Lagos N300, 000 Port Harcourt N300,000	July 29 - Aug. 2, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on The Industrial Manager's Toolkit	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	October 28 – Nov.1, 2024	Lagos N250, 000 Abuja N250, 000

## 2024 Local Training Calendar

### BUILDING CONSTRUCTION & FACILITIES MAINTENANCE MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Building and Facilities Maintenance Workshop	February 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Construction & Building Envelope Inspection Workshop	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000
Facilities Maintenance Management Workshop	May 6 – 10, 2024	Lagos N250, 000 Port Harcourt N250,000	November 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Construction Management and Safety	January 22 – 26, 2024	Lagos N250, 000 Abuja N250, 000	July 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Construction Project Portfolio Management	February 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Construction Quality Control on Site	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 14 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Property Development and Management: Best Practices	May 13 – 17, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Property Law: Tax and Insurance	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 7 – 11, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Real Estate Development and Financing	May 20 – 24, 2024	Lagos N250, 000 Abuja N250, 000	November 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Real Estate Valuation	May 6 – 10, 2024	Lagos N250, 000 Port Harcourt N250,000	November 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000
Water Production, Treatment, Distribution Systems and Facility Maintenance Workshop	June 24 – 28, 2024	Lagos N300, 000 Abuja N300, 000	December 9 – 13, 2024	Lagos N300, 000 Port Harcourt N300,000

## 2024 Local Training Calendar

### CORPORATE COMMUNICATION & INTERPERSONAL SKILLS COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Workshop on Advanced Strategic Public Relations Management	April 22 - 26, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Attention Grabbing Presentation and Public Speaking skills Development Workshop	March 6 – 8, 2024	Lagos N170, 000 Abuja N170, 000	September 4 – 6, 2024	Lagos N170, 000 Port Harcourt N170,000
Effective Business Communication and Report Writing Workshop	March 13 – 15, 2024	Lagos N170, 000 Abuja N170, 000	September 11 – 13, 2024	Lagos N170, 000 Port Harcourt N170,000
Effective Communication and Interpersonal Skills Workshop	March 18 – 19, 2024	Lagos N120, 000 Port Harcourt N120,000	September 23 – 24, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Advanced Public Speaking and Presentation Skills	February 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000	August 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Building and Managing Corporate Reputation	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	November 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Building Effective Media Relationships	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Communication and Relationship Management Skills	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Abuja N250, 000	July 29 - Aug. 2, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Community Relations, Crisis Management and Negotiation	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	September 23 – 27, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Effective Business Writing Skills	January 22 – 26, 2024	Lagos N250, 000 Port Harcourt N250,000	July 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Public Relations and Corporate Communication	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Public Relations Techniques & Communication Skills	May 6 – 10, 2024	Lagos N250, 000 Abuja N250, 000	November 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000



## CUSTOMER SERVICE MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Customer Service Excellence: (The Moment of Truth)	January 8 – 9, 2024	Lagos N120, 000 Abuja N120, 000	July 1 – 2, 2024	Lagos N120, 000 Port Harcourt N120,000
The Effective Front-line Manager	March 25 – 26, 2024  July 29 – 30, 2024	Lagos N120, 000 Port Harcourt N120,000 Lagos N120, 000 Abuja N120, 000	September 23 – 24, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Advanced Customer Experience (CX) and Brand Activation	January 24 – 26, 2024	Lagos N170, 000 Port Harcourt N170,000	July 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Advanced Customer Service Management	Feb. 26 – March 1, 2024	Lagos N250, 000 Port Harcourt N250,000	August 26 – 30, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Customer Experience (CX) and Brand Activation	January 15 – 16, 2024	Lagos N120, 000 Port Harcourt N120,000	July 8 – 9, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Customer Experience Management (CXM)	April 22 - 23, 2024	Lagos N120, 000 Port Harcourt N120,000	November 11 – 12, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Customer Relationship Management (CRM) Best Practices	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Customer Satisfaction and Loyalty Management	May 6 – 10, 2024	Lagos N250, 000 Port Harcourt N250,000	November 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Effective Customer Engagement and Management For Business Development Executives	February 19 – 20, 2024	Lagos N120, 000 Port Harcourt N120,000	August 19 – 20, 2024	Lagos N120, 000 Abuja N120, 000
Effective Front Office and Customer Relations Management Workshop	April 22 - 23, 2024	Lagos N120, 000 Port Harcourt N120,000	October 14 – 15, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Managing Customer Retention: Through Satisfaction & Loyalty	March 20 – 22, 2024	Lagos N170, 000 Port Harcourt N170,000	September 25 – 27, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Strategic Customer Service Management: (Quality Improvement Process)	March 6 – 8, 2024	Lagos N170, 000 Abuja N170, 000	September 4 – 6, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Voice of the Firm: What Every Front Office Executive Needs to Know	February 7 – 9, 2024	Lagos N170, 000 Port Harcourt N170,000	August 14 – 16, 2024	Lagos N170, 000 Abuja N170, 000

## DRIVERS TRAINING PROGRAMS

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Attitudinal Change, Work Ethics and Productivity Improvement Course for Drivers	January 27 – 28, 2024 March 2 – 3, 2024 April 20 - 21, 2024 May 25 – 26, 2024 June 29 –30, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000	August 10 – 11, 2024 September 21 – 22, 2024 October 26 – 27, 2024 December 7 – 8, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000
Workshop on Defensive Driving for Truck Drivers	February 10 – 11, 2024 March 23 –24, 2024 May 4 – 5, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000	July 13 – 14, 2024 August 24 – 25, 2024 October 5 – 6, 2024 November 9 – 10, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000
Driving to Safety Effective Vehicle Handling Course for Drivers	February 17 – 18, 2024 April 6 – 7, 2024 May 11 – 12, 2024 June 15 - 16, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000	July 20 – 21, 2024 September 7 – 8, 2024 October 12 – 13, 2024 November 16 – 17, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000
Workshop on Advanced Offensive and Defensive Driving Course for Drivers	February 10 – 11, 2024 March 23 –24, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000	July 13 – 14, 2024 October 5 – 6, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Abuja N90, 000



	May 4 – 5, 2024  June 8 – 9, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000	November 9 – 10, 2024	Lagos N90, 000 Port Harcourt N90,000
Workshop on Basic Preventive Vehicle Maintenance (PVM) Course for Drivers	January 20 – 21, 2024  February 24 – 25, 2024  April 13 – 14, 2024  May 18 – 19, 2024  June 22 – 23, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000	August 3 – 4, 2024  September 14 – 15, 2024  October 19 – 20, 2024  November 23– 24, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000  Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000
Workshop on Defensive Driving Course for Drivers	February 3 – 4, 2024  March 9 – 10, 2024  April 27 – 28, 2024  June 1 – 2, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000	July 6 – 7, 2024  August 17 – 18, 2024  September 28 – 29, 2024  November 2 – 3, 2024  December 14 – 15, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000
Workshop on Drivers' Fatigue Management: Staying Alert on the Wheel	February 24 – 25, 2024  May 18 – 19, 2024  June 22 – 23, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000	August 3 – 4, 2024  September 14 – 15, 2024  October 19 – 20, 2024 November 23– 24, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000

Workshop on Ergonomics for Drivers: Reducing the Risk of Repetitive Driving Injury (RDI)	February 3 – 4, 2024  March 9 – 10, 2024  April 27 – 28, 2024  June 1 – 2, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000	July 6 – 7, 2024  August 17 – 18, 2024  September 28 – 29, 2024 November 2 – 3, 2024  December 14 – 15, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000
Workshop on Journey Management Course for Drivers	January 27 – 28, 2024  March 2 – 3, 2024  April 20 - 21, 2024  May 25 – 26, 2024  June 29 –30, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000	August 10 – 11, 2024  September 21 – 22, 2024 October 26 – 27, 2024  December 7 – 8, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000
Workshop on Security on Wheels: Safety / Security Awareness Course for Drivers	January 13 – 14, 2024  February 17 – 18, 2024  April 6 – 7, 2024  June 15 - 16, 2024	Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Port Harcourt N90,000	July 20 – 21, 2024  September 7 – 8, 2024  October 12 – 13, 2024 November 16 – 17, 2024	Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000 Lagos N90, 000 Abuja N90, 000 Lagos N90, 000 Port Harcourt N90,000

## 2024 Local Training Calendar

### ELECTRICAL INSTRUMENTATION & CONTROLS COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Workshop on Circuit Breakers & Switchgears: Operations & Maintenance	June 3 – 7, 2024	Lagos N300, 000 Port Harcourt N300,000	December 16 – 20, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Electrical Design, Installation, Troubleshooting & Maintenance	Feb. 26 – March 1, 2024	Lagos N300, 000 Port Harcourt N300,000	August 26 – 30, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Electrical Equipment and Safety: Operation, Control, Maintenance and Troubleshooting	March 4 – 8, 2024	Lagos N300, 000 Abuja N300, 000	September 2 – 6, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Electrical Power Systems: Start-up, Commissioning & Testing	April 15 – 19, 2024	Lagos N300, 000 Abuja N300, 000	October 21 – 25, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Electrical Safety: Hazards and Protective Measures	May 6 – 10, 2024	Lagos N300, 000 Abuja N300, 000	December 16 – 20, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Practical PID Control & Loop Tuning	June 3 – 7, 2024	Lagos N300, 000 Abuja N300, 000	December 2 – 6, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Process Control: Instrumentation, Troubleshooting and Problem Solving	January 22 – 26, 2024	Lagos N300, 000 Abuja N300, 000	July 15 – 19, 2024	Lagos N300, 000 Port Harcourt N300,000
Workshop on Transformer: Selection, Operation & Troubleshooting	March 18 – 22, 2024	Lagos N300, 000 Abuja N300, 000	October 28 – Nov. 1, 2024	Lagos N300, 000 Port Harcourt N300,000

## EXECUTIVE MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Corporate Governance Workshop	April 3 – 5, 2024	Lagos N170, 000 Abuja N170, 000	October 2 – 4, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Advanced Strategic Management	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000
Advanced Strategic Planning, Development, Implementation and Evaluation	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	September 23 – 27, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Teamwork and Collaboration: The Art of Working Together for Innovation, Collaboration & Leadership	February 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000
Corporate Governance: Principles, Policies and Best Practices	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25– 29, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Corporate Management & Operational Control	August 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	December 16 – 20, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Management Reporting and Decision Making	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Abuja N250, 000	July 29 - Aug. 2, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Senior Executive Skills Development Program	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	December 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000

## FINANCE & ACCOUNTING COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Credit Control & Debt Management	January 10 – 12, 2024	Lagos N170, 000 Port Harcourt N170,000	July 3 – 5, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Fundamentals of Fixed Income	January 8 - 12, 2024	Lagos N250, 000 Abuja N250, 000	July 1 - 5, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Management Accounting	March 13 – 15, 2024	Lagos N170, 000 Port Harcourt N170,000	September 11 – 13, 2024	Lagos N170, 000 Abuja N170, 000
Systems and Internal Audit Control	February 7 – 9, 2024	Lagos N170, 000 Abuja N170, 000	August 7 – 9, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Accounting and Finance Policies & Procedures: Best Practices	February 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000
Accounting and Finance Skills Improvement Program	March 27 – 29, 2024	Lagos N170, 000 Port Harcourt N170,000	September 25 – 27, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Accounting for VAT	March 20 – 22, 2024 June 26 – 28, 2024	Lagos N170, 000 Port Harcourt N170,000 Lagos N170, 000 Abuja N170, 000	October 23 – 25, 2024 December 11 – 13, 2024	Lagos N170, 000 Port Harcourt N170,000 Lagos N170, 000 Abuja N170, 000
Workshop on Accounts for Non-Account Executives and Managers	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000
Accounts Payable: Accounting and Management Best Practices	January 8 - 12, 2024	Lagos N250, 000 Abuja N250, 000	July 1 - 5, 2024	Lagos N250, 000 Port Harcourt N250,000
Accounts Receivable and Credit Policies Management	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	October 14 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Accounts Reconciliation: Best Practices	February 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000	August 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000
Active Portfolio Management & Asset Allocation	April 22 - 26, 2024	Lagos N250, 000 Abuja N250, 000	October 14 – 18, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Budgeting	May 6 – 10, 2024	Lagos N250, Port Harcourt N250,000	November 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000

Auditing: Compliance, Operational & Financial	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	November 25– 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Developing Effective Audit Work Program	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 21 – 25, 2024	Lagos N250, 000 Abuja N250, 000
Effective Budgeting & Operational CostControl	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Effective Treasury and Cash Management: Best Practices	February 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Effective TreasuryManagement	May 15 – 17, 2024	Lagos N170, 000 Port Harcourt N170,000	November 13 – 15, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Financial Auditing for Internal Auditors	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Port Harcourt N250,000	July 29 - Aug. 2, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Financial Statements Preparation and Corporate Reporting	June 24 – 28, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Fundamentals of Risk-based Auditing Techniques	January 22 – 26, 2024	Lagos N250, 000 Port Harcourt N250,000	July 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Tax Regulations and Administration	June 19 – 21, 2024	Lagos N170, 000 Abuja N170, 000	December 4 – 6, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on the Questioned Document Analysis: A New Insight into Fraud Investigation, Prevention andManagement	June 5 – 7, 2024	Lagos N170, 000 Port Harcourt N170,000	December 4 – 6, 2024	Lagos N170, 000 Abuja N170, 000



## HEALTH, SAFETY, SECURITY & ENVIROMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Confined Space Training Workshop	March 20 –22, 2024 June 26 –28, 2024	Lagos N170, 000 Abuja N170, 000 Lagos N170, 000 Port Harcourt N170,000	August 28 –30, 2024 December 11 – 13, 2024	Lagos N170, 000 Abuja N170, 000 Lagos N170, 000 Port Harcourt N170,000
Effective Fire, Safety and SecurityManagement Workshop for Safety	January 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000	July 10 – 12, 2024	Lagos N170, 000 Port Harcourt N170,000
Employee Wellness Program: Creating a Healthy & Productive Workplace	April 8 – 9, 2024	Lagos N120, 000 Port Harcourt N120,000	October 21 – 22, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Fire Fighting and Prevention Management	February 21 – 23, 2024	Lagos N170, 000 Port Harcourt N170,000	August 21 – 23, 2024	Lagos N170, 000 Abuja N170, 000
Incident Investigation / Root Cause Analysis and Report Writing Workshop	April 24 - 26, 2024	Lagos N170, 000 Port Harcourt N170,000	October 9 – 11, 2024	Lagos N170, 000 Abuja N170, 000
Occupational Health and Industrial Safety Management: Health, Safety and Environment	February 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000	August 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000
Workplace Safety & Occupational Health Workshop	March 27 – 29, 2024	Lagos N170, 000 Abuja N170, 000	September 25 – 27, 2024	Lagos N170, 000 Port Harcourt N170,000
Access Control and Physical Security Management	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	July 1 - 5, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Incident, Accident Investigation and Reporting Writing	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	September 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000

Workshop on Behavior-Based Safety	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 7 – 11, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Emergency Response and Crisis Management	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Ergonomics Awareness Program	March 18 – 19, 2024	Lagos N120, 000 Abuja N120, 000	September 2 – 3, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on First Aid and CPR	April 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000	October 9 – 11, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Health, Safety and Environment (HSE)	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	October 28 – Nov.1, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Occupational Safety and Health Administration Standards	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 14 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Safety for Managers and Supervisors	May 8 – 10, 2024	Lagos N170, 000 Abuja N170, 000	November 6 – 8, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Security Incident Management and Investigations	May 20 – 24, 2024	Lagos N250, 000 Abuja N250, 000	November 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Waste Management: The Modern and Sustainable Approach	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	November 25– 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Working at Heights	May 29 – 31, 2024	Lagos N170, 000 Port Harcourt N170,000	November 13 – 15, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Working with Hazardous Substances: Management & Control	May 22 – 24, 2024	Lagos N170, 000 Port Harcourt N170,000	November 20– 22, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Workplace Ergonomics	June 24 – 28, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Workstation Ergonomics	May 29 – 31, 2024	Lagos N170, 000 Port Harcourt N170,000	November 27– 29, 2024	Lagos N170, 000 Abuja N170, 000

## HEALTHCARE MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Workshop on Building Effective Teamwork and Collaborative Effort in Health-care Delivery System	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	September 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Delivering Healthcare Services with Feelings: Creating the Ultimate Patient Experience	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Effective Healthcare Management System	January 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	July 8 – 12, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Essential Soft Skills for Healthcare Managers	February 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000	August 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Essentials of Hospital Leadership and Management Program: (Essential Skills for Today's Hospital Managers)	January 22 – 26, 2024	Lagos N250, 000 Port Harcourt N250,000	July 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Finance & Accounting for Hospital Managers	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 21 – 25, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Financial Management Program for Hospital Accountants	May 13 – 17, 2024	Lagos N250, 000 Abuja N250, 000	November 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Financial Statements: Preparation & Analysis for Hospital Accountants	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Health Care Management & Administration	February 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Healthcare Hazard Control and Safety Management	May 20 – 24, 2024	Lagos N250, 000 Abuja N250, 000	November 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Hospital Administration for Effective Service Delivery	May 13 – 17, 2024	Lagos N250, 000 Abuja N250, 000	November 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000

Workshop on Hospital Facility Maintenance Management	February 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000	August 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Hospital Management and Administration	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Hospital Revenue Management	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Maintenance and Repair of Hospital equipment	March 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000	September 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Medical Records Management	May 6 – 10, 2024	Lagos N250, 000 Abuja N250, 000	November 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Patient Experience and Satisfaction Management for Hospital Managers	June 24 – 28, 2024	Lagos N250, 000 Abuja N250, 000	December 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Patient Flow, Teamwork & Quality Patient Care	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	December 16 – 20, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Public Relation in Healthcare Industry	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Resilience and Emotional Intelligence: Combating Stress in the Healthcare Workplace	May 20 – 24, 2024	Lagos N250, 000 Abuja N250, 000	November 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Strategic Healthcare Management	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Supply Chain & Logistics Management for Hospital Managers	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Port Harcourt N250,000	July 29 - Aug. 2, 2024	Lagos N250, 000 Abuja N250, 000

## HEAVY EQUIPMENT TRAINING COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Job Site Safety Management for Electrical and Mechanical and Technical Personnel	March 11 – 12, 2024	Lagos N120, 000 Port Harcourt N120,000	September 9 – 10, 2024	Lagos N120, 000 Abuja N120, 000
Heavy Earth Moving Diesel Engine Systems: Electronics Operation & Troubleshooting	June 5 – 7, 2024	Lagos N170, 000 Abuja N170, 000	December 4 – 6, 2024	Lagos N170, 000 Port Harcourt N170,000
Heavy Equipment Applied Diagnostics & Troubleshooting Procedures	May 22 – 24, 2024	Lagos N170, 000 Abuja N170, 000	November 20– 22, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Basic Diesel Engine Fundamentals	March 13 – 15, 2024	Lagos N170, 000 Port Harcourt N170,000	September 11 – 13, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Basic Electronics Power Train (Transmission): Fundamental Principles and Concepts	February 19 – 23, 2024	Lagos N300, 000 Abuja N300, 000	August 19 – 23, 2024	Lagos N300, 000 Port Harcourt N300,000
Basic Guidelines to Work Incident Report Writing for Repairs and Troubleshooting	March 25 – 26, 2024	Lagos N120, 000 Abuja N120, 000	September 23 – 24, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Basic Lift Truck (Fork Lift) Operational and Management Fundamentals	January 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	July 8 – 12, 2024	Lagos N250, 000 Abuja N120, 000
Workshop on Contamination Control Guidelines (CCG) Best Practices	February 27 – 28, 2023	Lagos N120, 000 Abuja N120, 000	August 26 – 27, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Diesel Engines Start-Up, Operations, Maintenance & Troubleshooting	Feb. 26 – March 1, 2024	Lagos N300, 000 Port Harcourt N300,000	August 26 – 30, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Equipment Basic Preventative Maintenance (PM TA1)	May 8 – 10, 2024	Lagos N170, 000 Port Harcourt N170,000	November 6 – 8, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on heavy equipment hydraulics: basic fundamentals	April 3 – 5, 2024	Lagos N170, 000 Port Harcourt N170,000	October 16 – 18, 2024	Lagos N170, 000 Abuja N170, 000

## HUMAN CAPITAL MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Career Development and Succession Planning Workshop	January 8 - 12, 2024	Lagos N250, 000 Port Harcourt N250,000	July 1 - 5, 2024	Lagos N250, 000 Abuja N250, 000
Collective Bargaining and Industrial Relations Management Workshop	January 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	July 8 – 12, 2024	Lagos N250, 000 Abuja N250, 000
Developing Essential Interviewing Skills Workshop	March 6 – 8, 2024	Lagos N170, 000 Port Harcourt N170,000	September 4 – 6, 2024	Lagos N170, 000 Abuja N170, 000
Developing Essential Skills for the HR Professionals Workshop	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Abuja N250, 000	July 29 - Aug. 2, 2024	Lagos N250, 000 Port Harcourt N250,000
Employee Engagement and Retention Management Workshop	February 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Fundamentals of Human Resource Management Workshop	January 15 – 16, 2024	Lagos N120, 000 Abuja N120, 000	July 8 – 9, 2024	Lagos N250, 000 Abuja N250, 000
Making Human Resource Functions Central in Organizational Management: <i>Aligning corporate and HR strategy</i>	March 6 – 8, 2024	Lagos N170, 000 Port Harcourt N170,000	September 4 – 6, 2024	Lagos N170, 000 Abuja N170, 000
Strategic Talent Management Workshop	February 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000
Train the Trainer Workshop	January 8 – 9, 2024	Lagos N120, 000 Port Harcourt N120,000	July 1 – 2, 2024  November 4 – 5, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Abuja N120, 000



Workshop on Advanced Career Development and Succession Planning	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Advanced Human Resource Management	January 8 - 12, 2024	Lagos N250, 000 Port Harcourt N250,000	July 1 - 5, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Advanced Strategic Human Resource Management	April 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	October 7 – 11, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Compensation and Benefits Management	May 6 – 10, 2024	Lagos N250, 000 Abuja N250, 000	November 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Competency Based Interviewing: The Highest Standard in Interviewing	April 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Competency Development and Implementation	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 16 – 20, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Employee Engagement: Strategy and Best Practices	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Employee On-Boarding: Induction & Orientation Techniques	January 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	July 8 – 12, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on HR Analytics: <i>(Concepts and Tools for Effective Decision Making)</i>	June 24 – 28, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on HR Development and Talent Management	May 6 – 10, 2024	Lagos N250, 000 Abuja N250, 000	November 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on HR Metric and Analytics	February 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000	August 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Human Resource Key Performance Indicators: Benchmarking HR Deliverables	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	September 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000

Workshop on Job Evaluation Functions	April 2 – 5, 2024	Lagos N250, 000 Port Harcourt N250,000	September 17 – 20, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Leadership Skills Development for HR Professionals	January 22 – 26, 2024	Lagos N250, 000 Abuja N250, 000	July 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Managing Employee Relations: Roles & Responsibilities	May 20 – 24, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Mastering HR Administrative Skills	February 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000	August 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Payroll Preparation, Analysis and Management	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Performance Management(Designing & Implementing an Effective System)	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	September 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Strategic HR Business Partner	June 19 – 21, 2024	Lagos N170, 000 Port Harcourt N170,000	December 11 – 13, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Managing the A – Z of Recruitment and Selection Process	May 22 – 24, 2024	Lagos N170, 000 Port Harcourt N170,000	November 20– 22, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Workforce Planning and Organization	March 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000	September 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Workplace Policies and Procedures	January 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	July 8 – 12, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Writing HR Policies and Procedures	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000

## ICT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
IT Management Excellence Workshop	Feb. 26 – March 1, 2024	Lagos N250, 000 Port Harcourt N250,000	August 26 – 30, 2024	Lagos N250, 000 Abuja N250, 000
Master class on QuickBooks Accounting Software (Workshop on QuickBooks (Desktop /Online) from Basic to Advance level)	March 13 – 15, 2024	Lagos N170, 000 Port Harcourt N170,000	September 11 – 13, 2024	Lagos N170, 000 Abuja N170, 000
Master-class on Sage 50 Accounting Software: Workshop on Sage 50 accounting(Desktop) from Basic to Advance level	May 8 – 10, 2024	Lagos N170, 000 Port Harcourt N170,000	November 6 – 8, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Advanced Excel Application for Inventory Management	February 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000	August 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Microsoft Access Course: <i>Expanding Your Skills to the Advanced Functionalities</i>	March 27 – 29, 2024	Lagos N170, 000 Port Harcourt N170,000	October 28 – 30, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Business Reports and Dashboard Using Excel	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 21 – 25, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Ethical Hacking	January 22 – 26, 2024	Lagos N250, 000 Abuja N250, 000	July 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Financial Modeling for Finance Professionals Using Excel	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	November 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on IT Auditing and IT Fraud Detection	March 27 – 29, 2024	Lagos N170, 000 Abuja N170, 000	October 2 – 4, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on IT Systems: Identity and Access Management	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 21 – 25, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Microsoft Access Intermediate: <i>Expanding Skills for Microsoft Access Functionality</i>	February 27 – 28, 2023	Lagos N120, 000 Port Harcourt N120,000	August 12 – 13, 2024	Lagos N120, 000 Abuja N120, 000

Workshop on Microsoft Access Master-class: Unlocking the Power of MS Access from Basics to Advanced Functionalities in Database Management	June 24 – 28, 2024	Lagos N250, 000 Abuja N250, 000	December 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Microsoft Excel Advanced Course	March 20 –22, 2024 June 26 –28, 2024	Lagos N170, 000 Abuja N170, 000 Lagos N170, 000 Abuja N170, 000	October 23 – 25, 2024 December 11 – 13, 2024	Lagos N170, 000 Port Harcourt N170,000 Lagos N170, 000 Port Harcourt N170,000
Workshop on Microsoft Excel Course for Accounting Professionals	January 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	July 8 – 12, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Microsoft Excel: Data Analysis with Power Pivot	April 8 – 9, 2024	Lagos N120, 000 Abuja N120, 000	August 12 – 13, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Microsoft Excel intermediate Course	February 21 – 23, 2024	Lagos N170, 000 Port Harcourt N170,000	August 21 – 23, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Microsoft Excel Master-class	May 6 – 10, 2024	Lagos N250, 000 Port Harcourt N250,000	November 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Microsoft Office: (Word, Excel, Access & PowerPoint)	April 22 - 26, 2024	Lagos N250, 000 Abuja N250, 000	October 14 – 18, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Microsoft PowerPoint Master-class	April 24 - 26, 2024 June 5 – 7, 2024	Lagos N170, 000 Abuja N170, 000 Lagos N170, 000 Port Harcourt N170,000	September 25 – 27, 2024 December 4 – 6, 2024	Lagos N170, 000 Port Harcourt N170,000 Lagos N170, 000 Abuja N170, 000
Workshop on Microsoft Word Advanced: Essential Working Tool for 21 <sup>st</sup> Century Workplace	February 5 – 6, 2024 May 27 – 28, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000	August 5 – 6, 2024 November 25– 26, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000
Workshop on Microsoft Word Master-class: (Basics, Intermediate and Advanced Courses in Microsoft Word)	April 24 - 26, 2024	Lagos N170, 000 Abuja N170, 000	October 16 – 18, 2024	Lagos N170, 000 Port Harcourt N170,000

## LEADERSHIP DEVELOPMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Effective People Management Workshop (A Practical Workshop for Line Managers)	January 10 – 12, 2024	Lagos N170, 000 Abuja N170, 000	July 3 – 5, 2024	Lagos N170, 000 Port Harcourt N170,000
Leading with Emotional Intelligence: Bringing out the Best in People in the WorkEnvironment	January 17 – 19, 2024	Lagos N170, 000 Port Harcourt N170,000	July 10 – 12, 2024	Lagos N170, 000 Abuja N170, 000
Managerial Leadership Skills Development Program	February 7 – 9, 2024	Lagos N170, 000 Abuja N170, 000	August 7 – 9, 2024	Lagos N170, 000 Port Harcourt N170,000
The Visionary Leadership Workshop (Advanced Leadership Course for Senior Executives)	February 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Adaptive Leadership: Tools and Tactics	February 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000	August 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Leadership Skills Development Program for Senior Executives	February 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Coaching and Mentoring: <i>(Enhancing Productivity Employee Engagement)</i>	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	October 28 – Nov.1, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Creative Leadership and Innovative Thinking	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	September 23 – 27, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Dealing with Difficult Behaviors inthe Workplace Environment: <i>Solutions for a Positive Work Environment</i>	March 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000	September 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Developing Emotional Intelligent Management and Leadership Skills	January 8 - 12, 2024	Lagos N250, 000 Port Harcourt N250,000	July 1 - 5, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Developing Influential Leadership Skills: (How to have 360degree of Impact)	April 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000	October 9 – 11, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Emotional Intelligence	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 14 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Essentials of Leadership Skills for Technical Professionals	April 24 - 26, 2024	Lagos N170, 000 Port Harcourt N170,000	October 16 – 18, 2024	Lagos N170, 000 Abuja N170, 000

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Workshop on Essentials of Management & Leadership	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	November 25– 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Ethics and Leadership: Leading by Values, Vision, Voice and Virtue	March 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000	September 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Improving Productivity and Employee Engagement Through Effective Front-Line Leadership	June 3 – 7, 2024	Lagos N250, 000 Abuja N250, 000	December 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Leadership and Management Skillsfor New Managers and Supervisors	June 24 – 28, 2024	Lagos N250, 000 Abuja N250, 000	December 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Leadership Challenges for 21 <sup>st</sup> Century Managers	June 19 – 21, 2024	Lagos N170, 000 Port Harcourt N170,000	November 27– 29, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Leading Change Management	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Abuja N250, 000	July 29 - Aug. 2, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Leading with Confidence	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	November 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Managing Employee Performance: Behaviour & Attitudes	Feb. 26 – March 1, 2024	Lagos N250, 000 Port Harcourt N250,000	August 26 – 30, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Mastering Supervisory Skills	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	October 28 – Nov.1, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Strategic Leadership SkillsDevelopment Program for Senior Executives	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Supervisory Management: Managing for Result	April 2 – 3, 2024	Lagos N120, 000 Abuja N120, 000	October 3 – 4, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Team Building & Team Leadership: Developing and Leading High-Performance Teams	April 3 – 5, 2024	Lagos N170, 000 Abuja N170, 000	October 2 – 4, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Essentials of Leadership: Vision, Influence & Character	May 6 – 10, 2024	Lagos N250, 000 Port Harcourt N250,000	December 16 – 20, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on the Leadership Journey: <i>The Art of Leadership</i>	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000



## LEGAL AND CONTRACT MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Effective Procurement and Contract Management Workshop	February 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000
The Complete Course on Contract Management & Administration Workshop	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	September 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Contract Administration: Policies and Procedures	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	October 14 – 18, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Corporate Legal Advisers and Company Secretaries Course	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Alternative Dispute Resolution	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	September 23 – 27, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Basic Principles of Contract Drafting	February 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Board of Directors: Fiduciary Duties, Conflicts & Liabilities	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Port Harcourt N250,000	July 29 - Aug. 2, 2024 December 16 – 20, 2024	Lagos N250, 000 Abuja N250, 000 Lagos N250, 000 Port Harcourt N250,000
Workshop on Breach of Contract & Contract Termination: Key Remedies for Litigators	February 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000	August 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Compliance Management for Compliance Officers/ Managers	June 3 – 7, 2024	Lagos N250, 000 Abuja N250, 000	December 16 – 20, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Contract: Negotiating, Drafting and Understanding Contracts	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000

Workshop on Contract: Bidding, Evaluation, Negotiation & Award	May 13 – 17, 2024	Lagos N250, 000 Abuja N250, 000	November 11 – 15, 2024	Lagos N250, 000 Port Harcourt N170,000
Workshop on Drafting Enforceable Contract Conditions	January 22 – 26, 2024	Lagos N250, 000 Port Harcourt N250,000	July 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Effective Contractor Management in Maintenance & Technical Projects	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on The Effective Corporate Secretary and Legal Adviser	March 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000	September 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Effective Legal Office Administration	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25– 29, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Essentials of Company law	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	October 28 – Nov.1, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Law and Contracts: Terms and Conditions	June 24 – 28, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Annual General Meeting and Board Meeting Management Course	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 21 – 25, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Managing Contract Claims and Disputes Resolution	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Managing relationships in Contracting and Procurement	March 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000	October 28 – Nov.1, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Principles and Practice of Legal Drafting	May 20 – 24, 2024	Lagos N250, 000 Abuja N250, 000	November 25– 29, 2024	Lagos N250, 000 Abuja N250, 000

## LEGISLATIVE COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Effective Committee Management in the Legislature	February 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Managing Constituency and Public Relations for Legislators	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	September 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Parliamentary Procedures for Legislators and Parliamentary Functionaries	June 24 – 28, 2024	Lagos N250, 000 Abuja N250, 000	December 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Strategic legislative management	April 17 – 19, 2024	Lagos N170, 000 Port Harcourt N170,000	September 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000
Understanding Legislative Processes and Procedures	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25– 29, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Legislative Drafting	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Port Harcourt N250,000	July 1 - 5, 2024	Lagos N250, 000 Abuja N250, 000

## MARKETING MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Workshop on Advanced Core Marketing and Sales Skills for Business Development Managers	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Digital Marketing	May 8 – 10, 2024	Lagos N170, 000 Abuja N170, 000	November 6 – 8, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Advanced E-mail Marketing Program: Taking e-mail marketing to the next level	February 5 – 6, 2024	Lagos N120, 000 Port Harcourt N120,000	August 5 – 6, 2024 December 2 – 3, 2024	Lagos N120, 000 Port Harcourt N120,000 Lagos N120, 000 Abuja N120, 000
Workshop on Digital Marketing Hands-on Master-class	April 22 - 26, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Digital Marketing Program: A complete guide to digital marketing best practice, techniques and tools	January 24 – 26, 2024	Lagos N170, 000 Port Harcourt N170,000	July 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Facebook for Business: (Developing knowledge and skills to maximize the power of Facebook to market your business)	April 3 – 5, 2024	Lagos N170, 000 Port Harcourt N170,000	October 2 – 4, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Google Ads (Ad-Words) Training Program: Growing your business with Google Ads	February 27 – 28, 2023	Lagos N120, 000 Abuja N120, 000	August 19 – 20, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Managing the Marketing Process: (Strategic Marketing Management Workshop)	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Marketing Communications and Media Planning	February 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Relationship Marketing and Management	June 19 – 21, 2024	Lagos N170, 000 Abuja N170, 000	November 27– 29, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Social Media Advertising	January 22 – 23, 2024	Lagos N120, 000 Port Harcourt N120,000	July 15 – 16, 2024 November 11 – 12, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000
Workshop on Strategic Marketing Plan	February 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000

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## OIL & GAS COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Workshop on Corrosion Management in Oil & Gas Industry	March 11 – 15, 2024	Lagos N350, 000 Port Harcourt N350,000	September 9 – 13, 2024	Lagos N350, 000 Abuja N350, 000
Workshop on Flow & Level Custody Measurement	February 19 – 23, 2024	Lagos N350, 000 Abuja N350, 000	August 19 – 23, 2024	Lagos N350, 000 Port Harcourt N350,000
Workshop on Fundamentals of Natural Gas Compressor System: <i>(Selection, Configuration, Maintenance and Troubleshooting)</i>	May 20 – 24, 2024	Lagos N350, 000 Abuja N350, 000	November 18 – 22, 2024	Lagos N350, 000 Port Harcourt N350,000
Workshop on Mechanical Designs & Specification of Oil & Gas Piping Systems	January 8 - 12, 2024	Lagos N350, 000 Abuja N350, 000	July 1 - 5, 2024	Lagos N350, 000 Port Harcourt N350,000
Workshop on Offshore Pipeline Design & Construction	February 12 – 16, 2024	Lagos N350, 000 Port Harcourt N350,000	August 12 – 16, 2024	Lagos N350, 000 Abuja N350, 000
Workshop on Overview of Offshore Systems	January 22 – 26, 2024	Lagos N350, 000 Abuja N350, 000	July 1 - 5, 2024	Lagos N350, 000 Port Harcourt N350,000
Workshop on Relief & Flare System	April 22 - 26, 2024	Lagos N350, 000 Abuja N350, 000	October 21 – 25, 2024	Lagos N350, 000 Port Harcourt N350,000
Workshop on Safety Induction Training for Oil and Gas Workers	February 14 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 16 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Technical Report Writing Skills for Oil & Gas Industry	June 24 – 28, 2024	Lagos N350, 000 Abuja N350, 000	December 9 – 13, 2024	Lagos N350, 000 Port Harcourt N350,000
Workshop on Treasury Management for the Oil & Gas Industry Best Practices: Maximizing Liquidity & Risk Management	May 20 – 24, 2024	Lagos N350, 000 Port Harcourt N350,000	November 18 – 22, 2024	Lagos N350, 000 Abuja N350, 000
Workshop on Troubleshooting of Oil & Gas Processing Facilities	June 3 – 7, 2024	Lagos N350, 000 Abuja N350, 000	December 2 – 6, 2024	Lagos N350, 000 Port Harcourt N350,000

## PERSONAL SKILLS DEVELOPMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Creative Problem Solving and Decision Making for Implementation (Making & Implementing Informed Decision	May 13 – 17, 2024	Lagos N250, 000 Abuja N250, 000	November 25– 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Critical Thinking and Creative Problem Solving for Managers: (Making Informed Decisions)	January 8 - 12, 2024	Lagos N250, 000 Port Harcourt N250,000	November 6 – 8, 2024	Lagos N250, 000 Abuja N250, 000
Planning and Preparing for Retirement: (Psycho-Social Adjustment Course for Retiring Executives)	January 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000	July 10 – 12, 2024	Lagos N170, 000 Port Harcourt N170,000
Self-Organization and Time Management for Personal Effectiveness	February 19 – 20, 2024  June 24 – 25, 2024	Lagos N120, 000 Abuja N120, 000  Lagos N120, 000 Port Harcourt N120,000	August 19 – 20, 2024  December 9 – 10, 2024	Lagos N120, 000 Abuja N120, 000  Lagos N120, 000 Port Harcourt N120,000
Strategic Business Negotiation Workshop	February 7 – 9, 2024  May 20 – 21, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000	July 15 – 16, 2024  November 18 – 19, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000
Workshop on Clarity of Goals and Time Management	January 22 – 23, 2024	Lagos N170, 000 Port Harcourt N170,000	October 2 – 4, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Developing the Strategic Mindset: <i>(Maximizing your Planning Skills &amp; Strategic Contribution to Your Organization)</i>	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Effective Self-Management	January 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	July 8 – 12, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Entrepreneurial Skills Development Program	May 29 – 31, 2024	Lagos N170, 000 Port Harcourt N170,000	November 27– 29, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Managing & Negotiating with Consultants and Contractors	May 6 - 7, 2024	Lagos N120, 000 Abuja N120, 000	November 4 – 5, 2024	Lagos N120, 000 Port Harcourt N120,000



Managing Conflict in the Workplace	April 4 – 5, 2023	Lagos N120, 000 Port Harcourt N120,000	October 14 – 15, 2024	Lagos N120, 000 Abuja N120,00
Workshop on Managing Multiple Tasks, Priorities & Deadlines: Achieving Results through Task Management	April 22 - 26, 2024	Lagos N250, 000 Abuja N250,00	October 14 – 18, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Negotiation and Dispute Resolutions	May 13 – 17, 2024	Lagos N250, 000 Abuja N250,000	November 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Negotiation Skills for Managers and Leaders	April 15 – 16, 2024	Lagos N120, 000 Abuja N120,000	October 7 – 8, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Problem Analysis and Decision - Making Tools	March 4 – 8, 2024	Lagos N250, 000 Abuja N250,000	September 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Self & Time Management	May 15 – 17, 2024	Lagos N170, 000 Port Harcourt N170,000	November 13 – 15, 2024	Lagos N170, 000 Abuja N170,00
Workshop on Successful Planning, Organizing & Delegating	June 24 – 28, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Abuja N250,000
Workshop on Work Ethics, Positive Work-Attitude and Productivity Improvement	February 12 – 13, 2024 June 24 – 25, 2024	Lagos N120, 000 Abuja N120,000 Lagos N120, 000 Port Harcourt N120,000	August 12 – 13, 2024 December 9 – 13, 2024	Lagos N120, 000 Abuja N120,000 Lagos N120, 000 Port Harcourt N120,000
Workshop on Work-life Balance and Stress Management	May 6 – 10, 2024	Lagos N250, 000 Abuja N250,000	November 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Effective Time, Task and Work Planning	June 3 – 7, 2024	Lagos N250, 000 Abuja N250,000	December 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000

## PRODUCTION MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Effective Production Supervision Workshop	January 29 – 30, 2024 May 20 – 21, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000	November 18 – 19, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Advanced Process Management: Advanced Process Mapping & Improvement Course	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	September 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Advanced Strategic Quality Management	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Abuja N250, 000	July 29 - Aug. 2, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Cost of Poor Quality and Waste Reduction Techniques	February 14 – 16, 2024	Lagos N170, 000 Abuja N170, 000	August 14 – 16, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on EFQM: Leaders for Excellence	January 22 – 26, 2024	Lagos N250, 000 Abuja N250, 000	July 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Improving Productivity through Quality Enhancement and Cost Reduction	April 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	October 7 – 11, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Process Management: Process Mapping and Improvement Course	April 22 - 23, 2024	Lagos N120, 000 Abuja N120, 000	October 14 – 15, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Production and Operations Management	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	November 25– 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Quality Engineering	May 13 – 17, 2024	Lagos N300, 000 Port Harcourt N300,000	November 11 – 15, 2024	Lagos N300, 000 Abuja N300, 000
Workshop on Simplification of Work Processes and Procedures	May 27 – 31, 2024	Lagos N250, 000 Abuja N250, 000	December 16 – 20, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Strategy for Operational Excellence: The Lean Principle	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	November 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Total Quality Management (TQM): Tool Box for Continual Improvement	February 5 – 9, 2024	Lagos N250, 000 Abuja N250,00	August 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Waste Reduction in Manufacturing Process	January 29 – 30, 2024 May 27 – 28, 2024	Lagos N120, 000 Port Harcourt N120,000 Lagos N120, 000 Abuja N120,000	November 25– 26, 2024	Lagos N120, 000 Port Harcourt N120,000

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24/7 Lines: 24/7 2348029170491, 2348068933608, 2348145745664, 2349112830607

## PROJECT MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Basic Project Management Program Workshop: Best Practices in Project Planning, Monitoring and Evaluation	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Port Harcourt N250,000	July 29 - Aug. 2, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Creating the Project Management Office: <i>(Effectively Managing Project Team, Resources &amp; Project Goal)</i>	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Effective Negotiations in Projects and Procurement Management	March 18 – 22, 2024	Lagos N250, 000 Abuja N250, 000	October 28 – Nov.1, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Leading Project Managers (Leading and Managing Project Managers)	January 8 - 12, 2024	Lagos N250, 000 Abuja N250, 000	July 1 - 5, 2024	Lagos N250, 000 Port Harcourt N250,000
Managing IT Projects Effectively	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	September 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Managing Multiple Projects: (Prioritizing and Keeping Your Projects on Track and on Budgets)	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 7 – 11, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Managing Projects in Crisis: (A Practical Approach for Rescuing Projects in Crisis)	April 22 - 26, 2024	Lagos N250, 000 Port Harcourt N250,000	October 14 – 18, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Project Change Management: (Managing a Changing Project Environment for Better Project Result)	June 3 – 7, 2024	Lagos N250, 000 Abuja N250, 000	December 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Project Leadership: (Leading and Managing Project Teams for Effectiveness)	June 24 – 28, 2024	Lagos N250, 000 Port Harcourt N250,000	December 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
The Project Management Course: <i>(Practical and Effective Management Techniques for the Successful Project Managers)</i>	March 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000	September 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Understanding Project Economics and Politics: (Handling Complex Projects and Reporting Relationships)	February 19 – 23, 2024	Lagos N250, 000 Port Harcourt N250,000	August 19 – 23, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Using Microsoft Project: <i>(Project Management Software Training for Managers)</i>	February 12 – 16, 2024	Lagos N250, 000 Abuja N250,00	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000

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## PUBLIC SECTOR COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Workshop on Anti-Corruption, Integrity, Ethics and Corporate Governance Course for Senior and Middle Level Executives	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	October 7 – 11, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Fraud Investigation and Detection for Public Sector Accountants & Auditors	June 3 – 7, 2024	Lagos N250, 000 Port Harcourt N250,000	December 2 – 6, 2024	Lagos N250, 000 Abuja N250, 000
Fundamentals of International Public-Sector Accounting Standard IPSAS (Accrual Basis)	June 24 – 28, 2024	Lagos N250, 000 Abuja N250, 000	December 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
International Financial Reporting Standards (IFRS) Workshop	March 4 – 8, 2024	Lagos N250, 000 Abuja N250, 000	September 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Compliance Management Course for Public Sector Officer	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 7 – 11, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Electronic Documents and Records Management (ERM) for Public Sector Organizations	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	September 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Improving Public Service Delivery	Jan. 29 - Feb. 2, 2024	Lagos N250, 000 Abuja N250, 000	July 29 - Aug. 2, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on International Public-Sector Accounting Standard (IPSAS) Practical Guide for Public Sector Accountants and Auditors	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000

Workshop on Labour Law and Industrial Relations Management in the Public Sector	April 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	October 21 – 25, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Managing Attitudinal Change for Improved Productivity in the Public Sector	January 22 – 26, 2024	Lagos N250, 000 Port Harcourt N250,000	July 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Performance Measurement and Improvement in Public Sector Organizations	February 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000	August 5 – 9, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Public Sector Budgeting: Preparation, Implementation and Control	May 20 – 24, 2024	Lagos N250, 000 Abuja N250,000	November 18 – 22, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Strategic Procurement in Public Sector	February 12 – 16, 2024	Lagos N250, 000 Abuja N250,000	August 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Structuring Legal Agreements for PPP and Concession Contracts	March 4 – 8, 2024	Lagos N250, 000 Abuja N250,000	September 2 – 6, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Work-life Balance and Stress Management for Senior Executive Officers	May 13 – 17, 2024	Lagos N250, 000 Port Harcourt N250,000	November 11 – 15, 2024	Lagos N250, 000 Abuja N250,000

## QUALITY MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Managerial Skills Program for Technical and Professional Managers	January 24 – 26, 2024	Lagos N170, 000 Abuja N170, 000	July 17 – 19, 2024	Lagos N170, 000 Port Harcourt N170,000
Managing the Inter-Play between Operations & Inventory Management	March 27 – 29, 2024	Lagos N170, 000 Abuja N170, 000	September 25 – 27, 2024	Lagos N170, 000 Port Harcourt N170,000
Strategic Management Workshop: The Formulation, Implementation and Control Phases	January 8 - 12, 2024	Lagos N250, 000 Port Harcourt N250,000	July 1 - 5, 2024	Lagos N250, 000 Abuja N250, 000
Strategic Operations Management Workshop	February 21 – 23, 2024	Lagos N170, 000 Abuja N170, 000	August 21 – 23, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Basic Management Skills Development Program: Management Skills for First Time Managers & Supervisors	February 14 – 16, 2024	Lagos N170, 000 Port Harcourt N170,000	August 14 – 16, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Best Practices in Continuous Improvement and Innovation	April 15 – 16, 2024	Lagos N120, 000 Port Harcourt N120,000	October 7 – 8, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Continuous Innovation & Process Improvement	March 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000	September 23 – 27, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Current Good Manufacturing Practices(cGMP)	March 11 – 12, 2024	Lagos N120, 000 Abuja N120, 000	July 29 – 30, 2024 November 11 - 12, 2024	Lagos N120, 000 Port Harcourt N120,000 Lagos N120, 000 Port Harcourt N120,000
Workshop on Essentials of Management: (A Comprehensive, Cross- functional Management Course for Managers and SME Business Owners)	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	December 16 – 20, 2024	Lagos N250, 000 Abuja N250, 000



Workshop on Good Laboratory Practice (GLP)	April 2 – 3, 2024	Lagos N120, 000 Port Harcourt N120,000	October 3 – 4, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Good Laboratory Practices and Quality Assurance	May 6 – 7, 2024	Lagos N120, 000 Abuja N120, 000	November 4 – 5, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Good to Great Management: The Road Ahead	May 29 – 31, 2024	Lagos N250, 000 Abuja N250, 000	November 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Management Challenges for 21st Century Managers	May 29 – 31, 2024	Lagos N170, 000 Port Harcourt N170,000	November 27 – 29, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Managing the Monitoring and Evaluation Functions	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Operational Process Improvement and Productivity Management (Managers Road Map to Productivity Improvement)	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Performance Measurements and Continuous Improvement	April 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000	October 9 – 11, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Target Setting and Performance Management	April 2 – 5, 2024	Lagos N250, 000 Abuja N250, 000	September 17 – 20, 2024	Lagos N250, 000 Port Harcourt N250,000

## SELLING SKILLS & SALES MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Sales Force Management Workshop: Succeeding through Your Sales Team	January 24 – 26, 2024	Lagos N170, 000 Port Harcourt N170,000	July 17 – 19, 2024	Lagos N170, 000 Abuja N170, 000
Selling to Win: Strategic Selling Skills Development Program	March 11 – 12, 2024	Lagos N120, 000 Abuja N120, 000	September 9 – 10, 2024	Lagos N120, 000 Port Harcourt N120,000
Strategic Business Development Workshop: For Business Development Officers / Executives	February 27 – 28, 2024 June 24 – 25, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000	August 26 – 27, 2024 December 2 – 3, 2024	Lagos N120, 000 Abuja N120, 000 Lagos N120, 000 Port Harcourt N120,000
Workshop on Actionable Selling Skills: Tools and Techniques	March 20 –22, 2024	Lagos N170, 000 Port Harcourt N170,000	October 23 – 25, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Advanced Key Account Management	February 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000	August 5 - 9, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Consultative and Digital Selling Master-class	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	September 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Key Account Management	March 4 – 5, 2024	Lagos N120, 000 Abuja N120, 000	September 2 – 3, 2024	Lagos N120, 000 Port Harcourt N120,000
Workshop on Professional Selling Skills Development Program: <i>(How to Sell Like a Professional)</i>	February 12 – 13, 2024 June 3 – 4, 2024	Lagos N120, 000 Port Harcourt N120,000 Lagos N120, 000 Abuja N120, 000	August 12 – 13, 2024 December 2 – 3, 2024	Lagos N120, 000 Port Harcourt N120,000 Lagos N120, 000 Abuja N120, 000
Workshop on the Strategic and Breakthrough Selling	May 6 – 10, 2024	Lagos N250, 000 Abuja N250, 000	November 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000

## SUPPLY CHAIN MANAGEMENT COURSES

Course Title	Dates & Durations	Venue & Fee Per Participant	Dates & Durations	Venue & Fee Per Participant
Effective Bids and Tender Management Workshop	January 15 – 19, 2024	Lagos N250, 000 Abuja N250, 000	July 8 – 12, 2024	Lagos N250, 000 Port Harcourt N250,000
Effective Negotiation in Contract, Procurement and Supply Chain Management	February 5 – 9, 2024	Lagos N250, 000 Port Harcourt N250,000	August 5 - 9, 2024	Lagos N250, 000 Abuja N250, 000
Effective Procurement Management Workshop	Feb. 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Integrated Logistics, Distribution and Retail Management Workshop	March 11 – 15, 2024	Lagos N250, 000 Port Harcourt N250,000	September 9 – 13, 2024	Lagos N250, 000 Abuja N250, 000
Strategic Third-Party Vendor Management Workshop	April 3 – 5, 2024	Lagos N170, 000 Abuja N170, 000	October 2 – 4, 2024	Lagos N170, 000 Port Harcourt N170,000
Strategic Warehousing and Inventory Management Workshop	May 15 – 17, 2024	Lagos N170, 000 Abuja N170, 000	November 20 – 22, 2024	Lagos N170, 000 Port Harcourt N170,000
Workshop on Advanced Supply Chain and Logistics Management (Master class): <i>Complete Management Program for Senior Supply Chain, Logistics and Operations Managers.</i>	April 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	October 7 – 11, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Combating Risk & Fraud in Procurement Management	May 6 - 10, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25 – 29	Lagos N250, 000 Abuja N250, 000
Workshop on Developing Purchasing Policies, Processes and SLAs	March 25 – 29, 2024	Lagos N250, 000 Port Harcourt N250,000	September 23 – 27	Lagos N250, 000 Abuja N250, 000
Workshop on Effective Materials Management	February 12 – 16, 2024	Lagos N250, 000 Port Harcourt N250,000	August 12 – 16, 2024	Lagos N250, 000 Abuja N250, 000

Workshop on Finance for Procurement Professionals	March 11 – 15, 2024	Lagos N250, 000 Abuja N250, 000	September 9 – 13, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Fundamentals of Supply Chain Management	January 15 – 19, 2024	Lagos N250, 000 Port Harcourt N250,000	July 8 – 12, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Inventory Management Masterclass	April 22 - 26, 2024	Lagos N250, 000 Abuja N250, 000	October 14 – 18, 2024	Lagos N250, 000 Port Harcourt N250,000
Just in Time: Combating Waste in Manufacturing and Service Industries	January 10 – 12, 2024,	Lagos N170, 000 Port Harcourt N170,000	July 3 – 5, 2024	Lagos N170, 000 Abuja N170, 000
Workshop on Logistics and Transport Management: Issues and Challenges	February 26 – March 1, 2024	Lagos N250, 000 Abuja N250, 000	August 26 – 30, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Management and Control of Stores Operations	March 4 – 5, 2024	Lagos N120, 000 Port Harcourt N120,000	September 2 – 3, 2024	Lagos N120, 000 Abuja N120, 000
Workshop on Procurement Planning and Bid Management	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000
Workshop on Strategic International Sourcing	June 3 – 7, 2024	Lagos N250, 000 Abuja N250, 000	December 16 – 20, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Strategic Sourcing	May 6 – 10, 2024	Lagos N250, 000 Abuja N250, 000	November 4 – 8, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Strategic Supply Chain and Logistics Management	May 20 – 24, 2024	Lagos N250, 000 Port Harcourt N250,000	November 18 – 22	Lagos N250, 000 Abuja N250, 000
Workshop on Supply Chain Risk Management	April 15 - 19, 2024	Lagos N250, 000 Abuja N250, 000	October 7 – 11, 2024	Lagos N250, 000 Port Harcourt N250,000
Workshop on Vendor Qualification: Managing Performance & Contract Compliance	May 27 – 31, 2024	Lagos N250, 000 Port Harcourt N250,000	November 25 – 29, 2024	Lagos N250, 000 Abuja N250, 000