

Highlights of October 2017 upcoming training courses on Nigerian Seminars and Trainings.com
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Category	Event Title	Date	Training Provider	Venue	Country	State
Administrative and Secretarial	Advanced Skills for Secretaries and Personal Assistants	October 23 - 25, 2017	Symantic Consulting	20 Harvey Road, Sabo Yaba , Lagos State, Nigeria	Nigeria	Lagos
	Negotiation and Influencing Skills for Managers, Administrators and Labour Leaders	October 23 - 27, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos
	Strategic Leadership and Administration	October 11 - 13, 2017	Core Trainers	414 Old Ojo Road, Satellite Town, Lagos Nigeria	Nigeria	Lagos
	Executive Administrative Personal Assistant Training	October 26 - 27, 2017	Allied Educational Resources Ltd.	45 Lagos street, Ebutte-Metta, Yaba, Lagos.	Nigeria	Lagos
	4th Annual Admin Officers and Secretaries Conference 2017	October 16 - 19, 2017	Newways Consulting	NSPRI Guest House, 32/38, Barikisu Iyede Street, Off UNILAG Rd., Onitiri, Yaba, Lagos	Nigeria	Lagos
Conferences AGM Seminars	Conference on Power of the Effective Female Executive	October 18 - 19, 2017	Reenel Associates	Abuja	Nigeria	Abuja
Corporate Governance	Final Accounts Preparation in Government (FMSD 615)	October 09 - 13, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos
	Strengthening Women in Managerial Capacities in Public Administration and Governance	October 16 - 20, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos
Corporate Social Responsibility	CSR/Sustainability Practitioner's Training with SDGs - Intermediate	October 23 - 27, 2017	De Bernards Consulting Ltd	NECA House, Alausa - Ikeja - Lagos	Nigeria	Lagos
Customer Service and Support	Customer Care Essentials	October 18 - 20, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Effective Service Delivery (PASD 609)	October 16 - 20, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos

	Workshop on Citizen Engagement and Service Improvement	October 09 - 13, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos
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Energy and Power	Instrumentation and Control in Process Plant	October 02 - 04, 2017	Angelus Consulting and Research Limited	Angelus Consulting and Research Limited. 70B, Olorunlogbon Street, Anthony Village, Lagos State.	Nigeria	Lagos
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Engineering and Technical Skills	Maintenance of Air Conditioners and Refrigerators	October 17 - 20, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Fundamentals of Pumps and Valves and Their Selection for Optimal System Performance	October 17 - 20, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Advanced Mechanical Drives System Maintenance	October 23 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Commercial Awareness for Technical People	October 12 - 13, 2017	Impact Training and Management Consulting Limited	10, Obokun Street, Off Coker Road, Ilupeju, Lagos.	Nigeria	Lagos

Entrepreneurs hip and Business Development	Certified Business Analysis Professional	October 09 - 11, 2017	JK Michaels Consulting	Lagos	Nigeria	Lagos
	Building and Sustaining a Successful Enterprise	October 24 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Corporate Innovation in Small and Medium Enterprises (SME 604)	October 14 - 27, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos

Finance and Accounting	Finance for Non-Financial Managers	October 09 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Off Ikorodu Road, Anthony Village, Lagos.	Nigeria	Lagos
	Financial Analysis: Evaluation, Budgeting and Decision Making	October 08 - 12, 2017	EuroMaTech Training and Management Consultancy	Dubai	United Arab Emirates	Dubai

	Accounts Reconciliation Strategies and Management of Suspense Accounts	October 10 - 13, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Tax Planning, Compliance and Incentives	October 31 - November 03, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Excellence in Salaries and Wages, Pension Funds and Personal Income Tax Administration	October 24 - 27, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Advanced Skills for Cash Officers: Best Practices	October 17 - 20, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Cost Reduction and Management Guides	October 25 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos	Nigeria	Lagos
	Mastering Tax Administration	October 18 - 20, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Management of Non-Current Assets: Fixed Assets Management	October 25 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos	Nigeria	Lagos
	Analysing Financial Statements	October 09 - 11, 2017	Impact Training and Management Consulting Limited	10, Obokun Street, Off Coker Road, Ilupeju, Lagos.	Nigeria	Lagos
	Financial Management and Investment Strategies	October 16 - 18, 2017	Core Trainers	414 Old Ojo Road, Satellite Town Lagos Nigeria	Nigeria	Lagos
	Finance for Non Financial Managers	October 09 - 11, 2017	Symantic Consulting	20 Harvey Road, Sabo Yaba , Lagos State, Nigeria	Nigeria	Lagos

	Public Finance Refresher and Appropriation Programme	October 23 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Off Ikorodu Road, Anthony Village, Lagos	Nigeria	Lagos
	Accounting and Taxation in Oil and Gas Sector	October 24 - 27, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos

General Management	Problem Solving and Decision Making Techniques	October 18 - 20, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Business Acumen Master Class: Transformative Learning of How the Business Makes Money	October 04 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Management Skills Development	October 11 - 13, 2017	Impact Training and Management Consulting Limited	10, Obokun Street, Off Coker Road, Ilupeju, Lagos.	Nigeria	Lagos

Health, Safety and Environment (HSE)	Workshop on Managing Environmental Crises	October 16 - 20, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos
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Human Resource Management	Best Practice in Pension Administration	October 10 - 13, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Employment Laws and Industrial Relations Practice In Nigeria	October 24 - 27, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Competencies in Human Resources Management: Basic Human Resources Management	October 09 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos

	KPI Setting Process for Objective Performance Management	October 05 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Fundamentals of Human Resources Management	October 09 - 11, 2017	Impact Training and Management Consulting Limited	10, Obokun Street, Off Coker Road, Ilupeju, Lagos.	Nigeria	Lagos

Information and Communications Technology	Network Administration and Operations	October 17 - 20, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Computer Hardware, Software and Network Installation, Operation and Maintenance	October 24 - 27, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Introduction to Oracle/SQL (CIMSD 612)	October 23 - 27, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	

Internal Audit and Fraud	Advanced Auditing Techniques for Internal Auditors	October 24 - 27, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
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Leadership and Self Development	Frontline Leadership: Emerging Leadership Course	October 11 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Taking People with you - Insight - Driven Leadership for Big goals	October 04 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos	Nigeria	Lagos
	Effective Strategies for Performance Improvement (LDSD 619)	October 16 - 20, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos

Legal and Legislative	Workshop On Legislative Drafting Techniques	October 23 - 27, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	Lagos
	Contract and Procurement Management and Procurement Management	October 18 - 20, 2017	Impact Training and Management Consulting Limited	10, Obokun Street, Off Coker Road, Ilupeju, Lagos.	Nigeria	Lagos

Logistics and Supply Chain Management	Purchasing and Stock Fraud: Detection, Avoidance and Control	October 17 - 20, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Excellence in Stores Management	October 17 - 20, 2017	Alpha Partners	200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos.	Nigeria	Lagos
	Logistics and Supply Chain and Inventory Management	October 17 - 18, 2017	Allied Educational Resources Ltd.	45 Lagos street, Ebutte-Metta, Yaba, Lagos.	Nigeria	Lagos
	Inventory, Logistics and Distribution Management	October 18 - 20, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Stock Management and Control Training	October 11 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos

Management Consultancy	Management Methods, Techniques and Skills Development (MCSD 604)	October 17 - November 03, 2017	Administrative Staff College of Nigeria (ASCON)	The Administrative Staff College of Nigeria, (ASCON), Topo, Badagry	Nigeria	Lagos
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Marketing and Sales Management	How to Find and Win New Business: Opening Doors and Converting Opportunities	October 18 - 20, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Mastering Digital and Social Media Marketing	October 04 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Key-Account Managers Training	October 04 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Mastering Negotiations: The Principles and Practice	October 11 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos

	Prosperous Retail Business: The Essential Salesmanship and Customer Service	October 25 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	
	Advanced Selling Skills	October 03 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Complete Salesperson: The Seven Traits	October 09 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
	Professional Selling Skills	October 11 - 13, 2017	Impact Training and Management Consulting Limited	10, Obokun Street, Off Coker Road, Ilupeju, Lagos.	Nigeria	Lagos

Media and Communication	Smarter Presentation and Persuasive Public Speaking Skills	October 04 - 06, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
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Oil and Gas	Gas Processing	October 01 - 05, 2017	EuroMaTech Training and Management Consultancy	Oman	Oman	
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Operations Management	Organizing the Production Floor: The "Five S" System Way	October 26 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
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Project Management	Project Management Professional	October 03 - 06, 2017	JK Michaels Consulting	Lagos	Nigeria	Lagos
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Public Administration	Enhancement of Public Sector Commercialization Talent	October 09 - 13, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	
	Public Sector Service Transformation: The Enablers of Service Modernization	October 16 - 20, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos

Real Estate Management	Facilities Maintenance Management	October 10 - 13, 2017	Human Capital Associates	Ostra Hall and Hotel, off Jobi Fele Way, opposite NNPC Gas Station, CBD, Alausa, Ikeja.	Nigeria	Lagos
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Report and Speech Writing	Improved English Communications: Report and Proposal Writing and Excellent Communication	October 26 - 28, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos
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Research Methodology and Analytics	Research Proposal Preparation	October 09 - 13, 2017	Administrative Staff College of Nigeria (ASCON)	ASCON Complex, Topo, Badagry	Nigeria	
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Strategic Management	Strategic Fleet Management	October 09 - 13, 2017	CIR Capacity for Africa	Lagos Learning Centre, 1A Unity Road, Ikeja, Lagos	Nigeria	Lagos
	Root Cause Analysis Training: Diagnosing Underlying Causes of Problems and Undesired Events	October 26 - 27, 2017	Tom Associates Training	5/7 Alade Lawal Street, Opposite Divisional Police Station, Off Ikorodu Road, Anthony, Lagos.	Nigeria	Lagos

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