

Training Insider

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Highlights of September 2017 upcoming training courses on Nigerian Seminars and Trainings.com



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Category	Event Title	Date	Training Provider	Country	State
Administrative and Secretarial	Office Management Training for Officers and Managers	September 27 - 29, 2017	Tom Associates Training	Nigeria	Lagos
	Organising and Behavioural Skills for Administrative Professionals, Executive Secretaries, PAs	September 10 - 14, 2017	EuroMaTech Training and Management Consultancy	United Arab Emirates	
	Administrative Office Management Course	September 04 - 08, 2017	CIR Capacity for Africa	Nigeria	Lagos
	Office Etiquette, Ethics and Professionalism	September 26 - 29, 2017	Alpha Partners	Nigeria	Lagos
	New Approach to Documents Control and Records Management	September 26 - 29, 2017	Tom Associates Training	Nigeria	Lagos
	Management Development for Personal Assistants and Senior Secretaries	September 18 - 22, 2017	Tom Associates Training	Nigeria	Lagos
	Nigerian Labour and Employment Laws	September 26 - 28, 2017	Chartered Institute of Personnel Management of Nigeria (CIPM)	Nigeria	Lagos
	Advanced Office Management and Administrative Skills	September 11 - 15, 2017	Tom Associates Training	Nigeria	Lagos
	Advanced Office Management and Administrative Skills	September 04 - 08, 2017	Tom Associates Training	Nigeria	Lagos
	Executive Administrative Personal Assistant Training	September 28 - 29, 2017	Allied Educational Resources Ltd.	Nigeria	Lagos
	Supervisory and Administrative Practice	September 04 - 06, 2017	Core Trainers	Nigeria	Lagos
	Advanced Administrative and Management Principles, Processes and Practices (PASD 615)	September 04 - 08, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos

Banking and Insurance	Intermediate Bank Examiners Course	September 11 - 13, 2017	Symantic Consulting	Nigeria	Lagos
	Loan Documentation Course	September 21 - 23, 2017	Fontini Consulting Ltd	Nigeria	Abuja

Conferences AGM Seminars	5TH Annual E-Library Management Conference 2017	September 11 - 14, 2017	Centre for Public Service Productivity and Development	Nigeria	Lagos
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Corporate Governance	Round Table on Corporate Government and Risk Management	September 24 - 26, 2017	Fontini Consulting Ltd	Nigeria	Akwa Ibom
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Customer Service and Support	How to Create Positive Customer Experience: Service as an Art and a Science	September 21 - 22, 2017	Tom Associates Training	Nigeria	Lagos
	Competencies in Service Strategy	September 12 - 15, 2017	Tom Associates Training	Nigeria	Lagos

Drivers and Driving	Transport Management and Drivers Safety Course	September 12 - 15, 2017	Alpha Partners	Nigeria	Lagos
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Energy and Power	Industrial Electrical Maintenance	September 25 - 27, 2017	Angelus Consulting and Research Limited	Nigeria	Lagos
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Engineering and Technical Skills	Safety Requirements for Public Buildings	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Air Conditioning Equipment, System Repairs and Maintenance	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Bearing Maintenance and Lubrication	September 25 - 29, 2017	Tom Associates Training	Nigeria	Lagos
	Industrial Automation Training	September 02 - 19, 2017	Angelus Consulting and Research Limited	Nigeria	Lagos

Entrepreneurship and Business Development	Workshop on Business Plan Development in Small and Medium Business (SME 609)	September 04 - 08, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos
	Feasibility Studies and Investment Analysis Workshop	September 11 - 15, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos

Finance and Accounting	Advanced Payroll Management and Accounting	September 12 - 15, 2017	Alpha Partners	Nigeria	Lagos
	Managing the Cash Cycle: Accounts Receivable and Payable Best Practices	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Understanding and Analysing Financial Statements and Reports	September 12 - 15, 2017	Alpha Partners	Nigeria	Lagos
	Tax Planning and Administration	September 26 - 29, 2017	Alpha Partners	Nigeria	Lagos
	Strategic Managerial Accounting: Cost Behaviors, Systems and Analysis	September 18 - 20, 2017	Tom Associates Training	Nigeria	Lagos
	Building Financial Models	September 11 - 13, 2017	Tom Associates Training	Nigeria	Lagos
	Corporate Restructuring, Mergers and Acquisition Course	September 25 - 27, 2017	Tom Associates Training	Nigeria	Lagos
	Financial Modeling and Forecasting Techniques Using Advanced Excel Tools	September 26 - 29, 2017	Tom Associates Training	Nigeria	Lagos

	Payroll Management, Compensation and Benefits Administration	September 20 - 22, 2017	Tom Associates Training	Nigeria	Lagos
	Accounting and Budgeting For Managers	September 11 - 13, 2017	Reenel Associates	Nigeria	Abuja
	Government Budgeting Reforms (FMSD 618)	September 04 - 08, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos
	Budget and Cost Control	September 11 - 12, 2017	Impact Training and Management Consulting Limited	Nigeria	Lagos

General Management	Team Building - Developing High Performance Teams	September 18 - 19, 2017	Allied Educational Resources Ltd.	Nigeria	Lagos
	General Security Management Course	September 16 - 29, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos

Health, Safety and Environment (HSE)	Healthcare Risk Management	September 13 - 15, 2017	Symantic Consulting	Nigeria	Lagos
	Statistical Research Workshop for Medical Centers and Health Service Providers	September 25 - 29, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos

Human Resource Management	Laws Relating to Employment and Regulatory Compliance	September 25 - 27, 2017	Tom Associates Training	Nigeria	Lagos
	Managing the Learning and Development Function	September 18 - 22, 2017	Tom Associates Training	Nigeria	Lagos
	Advanced HR Analytics and the Future of Business	September 19 - 21, 2017	Chartered Institute of Personnel Management of Nigeria (CIPM)	Nigeria	Lagos
	Performance Appraisal and Target Setting	September 27 - 29, 2017	Symantic Consulting	Nigeria	Lagos

Information and Communications Technology	Powerful Data Analysis Tools: The Spreadsheet Models	September 04 - 07, 2017	Tom Associates Training	Nigeria	Lagos
	Information Storage and Management	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Best Practices in ICT Systems Maintenance Management	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Wireless Networking Training	September 11 - 15, 2017	CIR Capacity for Africa	Nigeria	Lagos
	Management and Protection of Information (MPI)	September 11 - 15, 2017	Tom Associates Training	Nigeria	Lagos
	Business Data Analysis and Modeling with Excel	September 19 - 22, 2017	Tom Associates Training	Nigeria	Lagos
	Records Management Workshop	September 04 - 08, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos

Internal Audit and Fraud	Forensic Accounting Professional Certification Course	September 25 - 29, 2017	TSI Limited	Nigeria	Lagos
	Financial Statement Fraud Detection for Internal Auditors	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Mastering Internal Controls and Fraud Prevention	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Compliance and Internal Auditing Super Techniques	September 13 - 15, 2017	Symantic Consulting	Nigeria	Lagos
	Forensic Auditing Competence	September 26 - 29, 2017	Tom Associates Training	Nigeria	Lagos
	Compliance and Internal Auditing strategies	September 04 - 06, 2017	Core Trainers	Nigeria	Lagos

Leadership and Self Development	Mastering Management and Leadership Skills	September 11 - 22, 2017	EuroMaTech Training and Management Consultancy	United Kingdom	
	Future-Ready Directors: Dynamic Board for Young Businesses	September 07 - 08, 2017	Tom Associates Training	Nigeria	Lagos
	Delivering Results through Teams	September 27 - 29, 2017	Tom Associates Training	Nigeria	Lagos
	The Effective Female Leader	September 11 - 13, 2017	Reenel Associates	Nigeria	Abuja
	Managers as Leaders	September 20 - 22, 2017	Tom Associates Training	Nigeria	Lagos
	Building, Managing and Leading a High Performance Team	September 04 - 06, 2017	Symantic Consulting	Nigeria	Lagos
	Resource/Professional Trainer: Become a Certified / Effective Trainer	September 21 - 22, 2017	Allied Educational Resources Ltd.	Nigeria	Lagos

Legal and Legislative	Workshop on Humanitarian Law and Human Rights	September 04 - 08, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos
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Logistics and Supply Chain Management	Certification in Supply Chain and Operations Management (CISCOM)	September 04 - 08, 2017	TSI Limited	Nigeria	Lagos
	Stores Management and Purchasing Procedures	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Stock Quantification, Valuation and Documentation	September 19 - 22, 2017	Alpha Partners	Nigeria	Lagos
	Effective Negotiation in Contract, Procurement and Supply Chain Management	September 11 - 14, 2017	Human Capital Associates	Nigeria	
	APICS Certified Supply Chain Professional - Review Course	September 04 - 07, 2017	LEORON Professional Development Institute	Norway	
	Logistics and Supply Chain Management	September 25 - 26, 2017	Allied Educational Resources Ltd.	Nigeria	Lagos

Management Consultancy	Certified Business Analysis Professional	September 20 - 22, 2017	JK Michaels Consulting	Nigeria	Lagos
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Marketing and Sales Management	International Trade Promotion and Marketing Course - Diploma Postgraduate (Dubai)	September 18 - 29, 2017	HRODC Postgraduate Training Institute	United Arab Emirates	
	Relationship Management and Marketing	September 27 - 29, 2017	Tom Associates Training	Nigeria	Lagos
	Aggressive Market Penetration: Battles for Market Share	September 12 - 15, 2017	Tom Associates Training	Nigeria	Lagos
	Selling in Tough Times	September 18 - 19, 2017	Impact Training and Management Consulting Limited	Nigeria	Lagos

Media and Communication	Digital Public Relations Strategies	September 11 - 13, 2017	Core Trainers	Nigeria	Lagos
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Operations Management	Mastering Internal Controls: Operations, Financial, Management	September 12 - 15, 2017	Tom Associates Training	Nigeria	Lagos
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Project Management	Project Management Professional	September 05 - 08, 2017	JK Michaels Consulting	Nigeria	Lagos
	Project Appraisal Techniques (ESD 611)	September 25 - 29, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	

Real Estate Management	Facility Maintenance and Management Training	September 20 - 22, 2017	Tom Associates Training	Nigeria	Lagos
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Report and Speech Writing	Excellent Business Communication and Report Writing	September 18 - 20, 2017	Symantic Consulting	Nigeria	Lagos
	Workshop on Report Writing and Presentation for Consulting Assignments (MCSD 603)	September 04 - 08, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos

Risk Management	Risk Assessment and Emergency Management Course	September 13 - 15, 2017	Tom Associates Training	Nigeria	Lagos
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Strategic Management	Gender Mainstreaming and Strategic Planning	September 16 - 29, 2017	Administrative Staff College of Nigeria (ASCON)	Nigeria	Lagos
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