














## First Quarter 2017 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
<b>Administrative and Secretarial</b>		
06 February 2017 - 10 February 2017	New Approach to Documents Control and Records Management	 Tom Associates Training
20 February 2017 - 24 February 2017	Management Development for Personal Assistants and Senior Secretaries	 Tom Associates Training
19 March 2017 - 23 March 2017	Office Management and Effective Administration Skills	 EuroMaTech Training and Management Consultancy
20 March 2017 - 24 March 2017	Advanced Office Management and Administrative Skills	 Tom Associates Training
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Banking and Insurance</b>		
13 February 2017 - 17 February 2017	Advanced Bank Internal Audit and Risk Management Strategies	 Fontini Consulting Ltd
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>E-Learning</b>		
13 February 2017 - 16 February 2017	MSP Certification (Multi Skilled Professional)	 Centre for Public Service Productivity and Development
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Engineering and Technical Skills</b>		
2017-02-09 - 2017-02-10	Commercial Awareness for Technical People	 Impact Training and Management Consulting Limited
4 March 2017 - 28 May 2017	Industrial Automation Specialist Training (3-month Weekend Program)	 Angelus Consulting and Research Limited
08 March 2017 - 10 March 2017	Pumps and Valves Operation and Maintenance	 Tom Associates Training
03/13/2017 - 03/17/2017	IFMA Certified Facility Manager	 LEORON Professional Development Institute

13 March 2017 - 17 March 2017	Advanced Mechanical Drives System Maintenance	 Tom Associates Training
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### Entrepreneurship and Business Development

09 February 2017 - 10 February 2017	Successful Business Pitch	 Tom Associates Training
13 February 2017 - 17 February 2017	Enterprise Proficiency for Small and Medium Size Business Owners	 Tom Associates Training
2017-02-22 - 2017-02-24	Business Acumen Master Class: Transformative Learning of How the Business Makes Money	 Tom Associates Training
28 March 2017 - 31 March 2017	Building and Sustaining a Successful Enterprise	 Tom Associates Training

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### Finance and Accounting

30 January 2017 - 01 February 2017	Budgeting and Budgetary Controls	 Sandhills Consulting Nigeria Ltd
2017-02-01 - 2017-02-03	Accounting Skills Improvement Program	 Human Capital Associates
06 February 2017 - 08 February 2017	Basic Financial Engineering / Derivatives Course	 Tom Associates Training
6 February 2017 - 7 February 2017	Cost Reduction Workshop	 Impact Training and Management Consulting Limited
07 February 2017 - 10 February 2017	Putting Data to Work: Analysis of Past, Present and Forecast of Business	 Tom Associates Training

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### General Management

2017-02-09 - 2017-02-10	Effective Change Management	 Impact Training and Management Consulting Limited
22 February 2017 - 24 February 2017	Problem Solving and Decision Making Techniques	 Tom Associates Training
03/13/2017 - 03/17/2017	Contract and Commercials Management Practitioner	 LEORON Professional Development Institute
15 March 2017 - 17 March 2017	Managerial Skills Appreciation: First Level Managers Programme	 Tom Associates Training

29 March 2017 - 31 March 2017	Mastering and Managing the Corporate Planning Function	 Tom Associates Training
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### Human Resource Management

2017-02-03 - 2017-02-05	Managing Human Resources in the Digital World	 Reenel Associates
07 February 2017 - 10 February 2017	Driving Performance through Targets and Appraisal Processes: Employee Performance Assurance Training	 Tom Associates Training
7 February 2017 - 9 February 2017	Understanding Core HR Processes	 Chartered Institute of Personnel Management of Nigeria (CIPM)
13 February 2017 - 17 February 2017	Competencies in Human Resources Management: Basic Human Resources Management	 Tom Associates Training
14 February 2017 - 15 February 2017	Essential Skills for HR Professionals	 Chartered Institute of Personnel Management of Nigeria (CIPM)




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### Information and Communications Technology

30 January 2017 - 3 February 2017	C++ Programming Language Training	 CIR Capacity for Africa
14 February 2017 - 17 February 2017	Powerful Data Analysis Tools: The Spreadsheet Models	 Tom Associates Training
2017-03-01 - 2017-03-03	Archives Administration and Document Management Techniques	 Human Capital Associates
08 March 2017 - 10 March 2017	Foundation Excel for Financial and Business Analysis	 Tom Associates Training
21 March 2017 - 24 March 2017	Advanced Excel Simplified for Financial Analysis	 Tom Associates Training

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### Leadership and Self Development

29 January 2017 - 2 February 2017	Motivating, Coaching, Counseling and Mentoring Practical Tools for Effective Leadership	 GLOMACS Training and Consultancy
14 February 2017 - 17 February 2017	Becoming an Effective Supervisory Manager	 Tom Associates Training
16 February 2017 - 17 February 2017	Future-Ready Directors: Dynamic Board for Young Businesses	 Tom Associates Training

01 March 2017 - 03 March 2017	Delivering Results through Teams	 Tom Associates Training
08 March 2017 - 10 March 2017	Leading with Emotional Intelligence	 Tom Associates Training






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### Logistics and Supply Chain Management

02/06/2017 - 02/17/2017	Procurement, Supply Chain and Logistics Management Course	 HRODC Postgraduate Training Institute
6 February 2017 - 10 February 2017	Inventory, Stores and Warehouse Management	 CIR Capacity for Africa
6 February 2017 - 8 February 2017	Effective Logistics and supply Management	 Core Trainers
07 February 2017 - 10 February 2017	Beginners Training on Bids and Tenders Management	 Tom Associates Training
22 February 2017 - 24 February 2017	Managing Fleet for Profitability	 Tom Associates Training

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### Marketing and Sales Management

08 February 2017 - 10 February 2017	Mastering Negotiations: The Principles and Practice	 Tom Associates Training
8 February 2017 - 10 February 2017	Optimising Digital marketing	 Core Trainers
13 February 2017 - 15 February 2017	Fundamental Selling Skills	 Impact Training and Management Consulting Limited
2017-03-01 - 2017-03-03	Prosperous Retail Business: The Essential Salesmanship and Customer Service	 Tom Associates Training
02 March 2017 - 03 March 2017	Selling In a Difficult Environment	 Tom Associates Training


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### Media and Communication

14 February 2017 - 16 February 2017	Effective Presentation Skills for Professionals	 Newways Consulting
08 March 2017 - 10 March 2017	Smarter Presentation and Persuasive Public Speaking Skills	 Tom Associates Training

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## Operations Management

09 February 2017 - 10 February 2017	SME's Combating Wastages in Production and Services	 Tom Associates Training
20 February 2017 - 24 February 2017	Lean Six Sigma Black Belt Certification	 JK Michaels Consulting
2017-03-02 - 2017-03-03	Organizing the Production Floor: The "Five S" System Way	 Tom Associates Training
07 March 2017 - 10 March 2017	Excellent Operations Management: Value Improvement in Manufacturing and Service Operations	 Tom Associates Training


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## Project Management

2017-02-05 - 2017-02-07	Project Quality Management	 PetroKnowledge Training
7 February 2017 - 10 February 2017	Project Management Professional	 JK Michaels Consulting
2017-02-15 - 2017-02-17	Effective Project Management Workshop	 Impact Training and Management Consulting Limited
2017-02-27 - 2017-03-10	The Contracts and Project Management MBA	 GLOMACS Training and Consultancy



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## Real Estate Management

22 February 2017 - 24 February 2017	Facility Maintenance and Management Training	 Tom Associates Training
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## Risk Management

22 February 2017 - 24 February 2017	Enterprise Risk Management	 Fontini Consulting Ltd
01 March 2017 - 03 March 2017	Risk Assessment and Emergency Management Course	 Tom Associates Training


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## Strategic Management

14 February 2017 - 15 February 2017	Strategic Planning	 Allied Educational Resources Ltd.
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## Time and Self Management

14 February 2017 - 16 February 2017	Positive under Pressure	 Newways Consulting
29 March 2017 - 31 March 2017	Effective Management of Time, Priority and Work Pressure	 Tom Associates Training

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### Customer Service and Support

14 February 2017 - 16 February 2017	Client Feedback Studies	 Centre for Public Service Productivity and Development
23 February 2017 - 24 February 2017	How to Create Positive Customer Experience: Service as an Art and a Science	 Tom Associates Training
22 March 2017 - 24 March 2017	Customer Care Essentials	 Tom Associates Training


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### Internal Audit and Fraud

02/13/2017 - 02/17/2017	Forensic Accounting Professional Certification Course - Lusaka, Zambia	 TSI Limited
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### Event Planning and Management

6 February 2017 - 7 February 2017	Protocol and Travel Management	 Impact Training and Management Consulting Limited
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### Health, Safety and Environment (HSE)

09 February 2017 - 10 February 2017	Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites	 Tom Associates Training
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### Report and Speech Writing

16 February 2017 - 17 February 2017	Incident Investigation and Reporting	 Tom Associates Training
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### Drivers and Driving

2017-01-28 - 2017-01-28	Driver Road Safety Training plus Customer Service Training Agenda	 Allied Educational Resources Ltd.
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### Energy and Power

15 March 2017 - 17 March 2017	Power System Protection and Maintenance	 Angelus Consulting and Research Limited
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### Oil and Gas

2017-02-05 - 2017-02-09

Oil and Gas Field Operations



EuroMaTech Training and  
Management Consultancy

2017-02-20 - 2017-02-24

Oil and Gas Accounting and Performance  
Measurement



PetroKnowledge Training

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