














First Quarter 2018 Conferences, Seminars and Training Guide



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Please click on your preferred course for more information

Date	Course Title	Training Provider
Internal Audit and Fraud		
2018-02-27 - 2018-03-02	Risk-Based Internal Auditing Techniques	 Alpha Partners
2018-02-27 - 2018-03-02	Internal Auditor's Role in Preventing Fraud	 Alpha Partners
2018-03-05 - 2018-03-07	Advanced Fraud Detection and Control	 TSI Limited
2018-03-06 - 2018-03-09	Effective Internal Auditing Strategic and Fraud Risk Mitigation	 Alpha Partners
2018-03-12 - 2018-03-15	Compliance Rules - Fraud, Anti-money laundering and Counter-Terrorist Financing	 LEORON Professional Development Institute
<i>To view more courses in this category, click here</i>		
Customer Service and Support		
2018-02-26 - 2018-02-28	Customer Experience Management	 Tom Associates Training
2018-03-21 - 2018-03-23	Managing the Front Office and Customer Relations	 Fontini Consulting Ltd
2018-03-21 - 2018-03-23	Customer Care Essentials	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Finance and Accounting		
2018-02-12 - 2018-02-13	Optimal Management of Working Capital	 Tom Associates Training
2018-02-12 - 2018-02-16	Credit Analysis for Commercial Lending	 Tom Associates Training
2018-02-13 - 2018-02-15	Budgeting Practical Issues	 Newways Consulting

2018-02-14 - 2018-02-16	Mastering Tax Administration	 Tom Associates Training
2018-02-17 - 2018-02-19	IFRS Fundamental	 Fontini Consulting Ltd

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Banking and Insurance

2018-02-20 - 2018-02-23	Bank Treasury Management Training	 Tom Associates Training
2018-02-26 - 2018-02-28	Excessive Bank Charges: Calculation Techniques and Recovery Process	 Tom Associates Training
2018-03-06 - 2018-03-09	Excellent Operations Management: Value Improvement in Manufacturing and Service Operations	 Tom Associates Training
2018-03-12 - 2018-03-16	Banking Operations Workshop	 Tom Associates Training



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Information and Communications Technology

2018-02-05 - 2018-02-07	Management of Database and Protection of Information Assets	 Symantic Consulting
2018-02-07 - 2018-02-09	Digital Public Relations Strategies and Tactics	 Core Trainers
2018-02-27 - 2018-03-02	Electronic Document and Records Management	 Alpha Partners
2018-03-05 - 2018-03-09	Management and Protection of Information (MPI)	 Tom Associates Training
2018-03-13 - 2018-03-16	Cyber Security: Information Security Management Best Practice	 Alpha Partners






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Economic Management

2018-02-06 - 2018-02-08	Green Productivity(GP) Training	 Centre for Public Service Productivity and Development
2018-02-13 - 2018-02-15	Budgeting Practical Issues	 Newways Consulting






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Entrepreneurship and Business Development

2018-02-06 - 2018-02-09	Converting Invested Asset into Profitable Business Outcomes	 Tom Associates Training
2018-02-08 - 2018-02-09	Successful Business Pitch	 Tom Associates Training
2018-02-12 - 2018-02-16	Enterprise Proficiency for Small and Medium Size Business Owners	 Tom Associates Training
2018-02-12 - 2018-02-14	Certified Business Analysis Professional	 JK Michaels Consulting
2018-02-13 - 2018-02-15	Budgeting Practical Issues	 Newways Consulting





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Logistics and Supply Chain Management

2018-02-06 - 2018-02-09	Beginners Training on Bids and Tenders Management	 Tom Associates Training
2018-02-18 - 2018-02-22	Procurement Best Practices (PMI® Approved)	 GLOMACS Training and Consultancy
2018-02-19 - 2018-02-21	Inventory Management and Stock Control Course	 Impact Training and Management Consulting Limited
2018-02-20 - 2018-02-23	Storekeeping and Warehouse Management	 Alpha Partners
2018-02-21 - 2018-02-22	Logistics and Supply Chain Management	 Allied Educational Resources Ltd.

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Risk Management

2018-02-04 - 2018-02-08	Contract Risk Management and Compliance (PMI® Approved)	 GLOMACS Training and Consultancy
2018-02-08 - 2018-02-09	The Art of Crisis Management	 Tom Associates Training
2018-02-11 - 2018-02-15	Commercial and Business Contracts: A Practical Guide (PMI® Approved)	 GLOMACS Training and Consultancy
2018-03-06 - 2018-03-09	Effective Internal Auditing Strategic and Fraud Risk Mitigation	 Alpha Partners

2018-03-26 - 2018-03-28	Risk Assessment and Emergency Management Course	 Tom Associates Training
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Human Resource Management

2018-02-04 - 2018-02-08	Advanced Selection, Interviewing and Recruitment Skills (HRCI® Approved)	 GLOMACS Training and Consultancy
2018-02-06 - 2018-02-09	Advancing Performance through Targets Setting and Appraisal Processes: Employee Performance Assurance Training	 Tom Associates Training
2018-02-12 - 2018-02-16	Competencies in Human Resources Management: Basic Human Resources Management	 Tom Associates Training
2018-02-19 - 2018-02-23	Human Resources Key Performance Indicators: Bench marking HR Deliverables	 Human Capital Associates
2018-02-21 - 2018-02-23	Laws Relating to Employment and Regulatory Compliance	 Tom Associates Training


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Engineering and Technical Skills

2018-02-21 - 2018-02-23	Basic Mechanical Drives System Maintenance	 Tom Associates Training
2018-03-03 - 2018-05-27	Industrial Automation	 Angelus Consulting and Research Limited
2018-03-05 - 2018-03-09	Omron PLC: Programming, Troubleshooting and Maintenance	 Angelus Consulting and Research Limited
2018-03-06 - 2018-03-09	Building Maintenance: Standards and Best Practices	 Alpha Partners
2018-03-06 - 2018-03-09	Maintenance Management and Technology Best Practices	 Alpha Partners


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Vocational Education and Training

2018-03-13 - 2018-03-15	Collective Bargaining as a Tool for Organisation's Growth and Development	 Centre for Public Service Productivity and Development
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Operations Management

2018-01-28 - 2018-02-01	Competency Development and Managerial Excellence for Operation and Production Supervisors	 EuroMaTech Training and Management Consultancy
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2018-01-29 - 2018-01-31	Operational Excellence Practices for Work Efficiency and Reduced Cost	 Tom Associates Training
2018-02-07 - 2018-02-09	SMEs Combating Production and Service Wastages	 Tom Associates Training
2018-02-21 - 2018-02-23	Fleet Management for Profitability	 Tom Associates Training
2018-02-22 - 2018-02-23	Attaining Shop Floor and Office Excellence Using the	 Tom Associates Training






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Administrative and Secretarial

2018-01-29 - 2018-01-30	Executive Administrative Personal Assistant Training	 Allied Educational Resources Ltd.
2018-02-05 - 2018-02-09	New Approach to Document Control and Records Management	 Tom Associates Training
2018-02-12 - 2018-02-16	Advanced Office Management and Administrative Skills	 Tom Associates Training
2018-02-19 - 2018-02-23	Management Development for Personal Assistants and Senior Secretaries	 Tom Associates Training
2018-02-26 - 2018-03-01	Administrative Management Workshop	 Human Capital Associates


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Executive Education

2018-01-29 - 2018-01-30	Executive Administrative Personal Assistant Training	 Allied Educational Resources Ltd.
2018-02-11 - 2018-02-15	Project Risk Management and Compliance (PMI® Approved)	 GLOMACS Training and Consultancy
2018-02-11 - 2018-02-15	The Effective Team Leader Seminar and Workshops (NASBA® Approved)	 GLOMACS Training and Consultancy
2018-02-18 - 2018-02-22	Advanced Financial Statements Analysis	 GLOMACS Training and Consultancy
2018-02-18 - 2018-02-22	Treasury and Risk Management (NASBA® Approved)	 GLOMACS Training and Consultancy






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Security and Crime Prevention

2018-03-12 - 2018-03-15	Compliance Rules - Fraud, Anti-money laundering and Counter-Terrorist Financing	 LEORON Professional Development Institute
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Marketing and Sales Management

2018-01-29 - 2018-01-31	Managing the Sales Team for Result	 Tom Associates Training
2018-02-05 - 2018-02-07	The Matrix of Marketing Management Imperatives	 Symantic Consulting
2018-02-06 - 2018-02-09	Aggressive Market Penetration: Battles for Market Share	 Tom Associates Training
2018-02-07 - 2018-02-09	Mastering Negotiations: The Principles and Practice	 Tom Associates Training
2018-02-21 - 2018-02-23	Financial Aspects of the Sales and Marketing Process: Finance for Sales and Marketing Professionals	 Tom Associates Training




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General Management

2018-01-30 - 2018-01-31	Discover and Master Your Emotional Energy for Maximum Accomplishments	 Tom Associates Training
2018-01-30 - 2018-01-31	Managing Conflict and Difficult Situations at Work	 Tom Associates Training
2018-02-05 - 2018-02-09	New Approach to Document Control and Records Management	 Tom Associates Training
2018-02-06 - 2018-02-09	Beginners Training on Bids and Tenders Management	 Tom Associates Training
2018-02-12 - 2018-02-16	Strategy and Strategic Planning (NASBA® Approved)	 GLOMACS Training and Consultancy

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Leadership and Self Development

2018-01-30 - 2018-01-31	Discover and Master Your Emotional Energy for Maximum Accomplishments	 Tom Associates Training
2018-01-30 - 2018-01-31	Managing Conflict and Difficult Situations at Work	 Tom Associates Training
2018-02-08 - 2018-02-09	The Art of Crisis Management	 Tom Associates Training

2018-02-11 - 2018-02-15	The Effective Team Leader Seminar and Workshops (NASBA® Approved)	 GLOMACS Training and Consultancy
2018-02-13 - 2018-02-16	Becoming an Effective Supervisory Manager	 Tom Associates Training


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Health, Safety and Environment (HSE)

2018-02-05 - 2018-02-07	Health and Safety Management in the Work Place	 Core Trainers
2018-02-08 - 2018-02-09	Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites	 Tom Associates Training


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Report and Speech Writing

2018-02-15 - 2018-02-16	Incident Investigation and Reporting	 Tom Associates Training
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Real Estate Management

2018-02-21 - 2018-02-23	Facility Maintenance and Management Training	 Tom Associates Training
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Public Administration

2018-03-05 - 2018-03-09	Management and Protection of Information (MPI)	 Tom Associates Training
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Media and Communication

2018-02-07 - 2018-02-09	Digital Public Relations Strategies and Tactics	 Core Trainers
2018-02-14 - 2018-02-16	Business Writing and Communication Skills	 Impact Training and Management Consulting Limited
2018-03-07 - 2018-03-09	Smarter Presentation and Persuasive Public Speaking Skills	 Tom Associates Training

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Strategic Management

2018-02-12 - 2018-02-16	Strategy and Strategic Planning (NASBA® Approved)	 GLOMACS Training and Consultancy
2018-02-22 - 2018-02-23	Strategies for Finding and Winning New Business	 Impact Training and Management Consulting Limited

2018-03-12 - 2018-03-16	Medium Term Sector Strategies for Ministries, Department and Agencies	 Tom Associates Training
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Time and Self Management		
2018-03-21 - 2018-03-23	Effective Management of Time, Priority and Work Pressure	 Tom Associates Training
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Project Management		
2018-02-04 - 2018-02-08	Contract Risk Management and Compliance (PMI® Approved)	 GLOMACS Training and Consultancy
2018-02-10 - 2018-02-24	Project Management Professional	 JK Michaels Consulting
2018-02-11 - 2018-02-15	Project Risk Management and Compliance (PMI® Approved)	 GLOMACS Training and Consultancy
2018-02-14 - 2018-02-16	Effective Project Management Workshop	 Impact Training and Management Consulting Limited
<i>To view more courses in this category, click here</i>		
Protocol and Travel Management		
2018-02-12 - 2018-02-14	Protocol and Travel Management	 Impact Training and Management Consulting Limited
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Energy and Power		
2018-02-19 - 2018-02-23	Oil and Gas Accounting and Performance Measurement (NASBA® Approved)	 GLOMACS Training and Consultancy
2018-03-03 - 2018-05-27	Industrial Automation	 Angelus Consulting and Research Limited
2018-03-05 - 2018-03-09	Omron PLC: Programming, Troubleshooting and Maintenance	 Angelus Consulting and Research Limited
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Oil and Gas		
2018-02-04 - 2018-02-08	Infographics and Data Analytics for Oil and Gas Reporting (NASBA® Approved)	 GLOMACS Training and Consultancy
2018-02-19 - 2018-02-23	Oil and Gas Accounting and Performance Measurement (NASBA® Approved)	 GLOMACS Training and Consultancy

2018-03-05 - 2018-03-09

Omron PLC: Programming, Troubleshooting and Maintenance



Angelus Consulting and Research Limited

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Legal and Legislative

2018-02-12 - 2018-02-21

Anti-Dumping, Anti-Subsidy and Trade in Services (World Trade Organisation): Investigation, Determination, Countervailing Measures, Sunset Review, Suspension and National Security



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Research Methodology and Analytics

2018-02-04 - 2018-02-08

Infographics and Data Analytics for Oil and Gas Reporting (NASBA® Approved)



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Education

2018-02-11 - 2018-02-15

Project Risk Management and Compliance (PMI® Approved)



GLOMACS Training and Consultancy

2018-02-11 - 2018-02-15

The Effective Team Leader Seminar and Workshops (NASBA® Approved)



GLOMACS Training and Consultancy

2018-02-18 - 2018-02-22

Treasury and Risk Management (NASBA® Approved)



GLOMACS Training and Consultancy

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