




First Quarter 2019 Conferences, Seminars and Training Guide

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Please click on your preferred course for more information

Date	Course Title	Training Provider
Marketing and Sales Management		
2019-01-14 - 2019-01-15	Top 10 Sales secrets Training	 Allied Educational Resources Ltd.
2019-01-14 - 2019-01-18	Complete Salesperson Course: The Seven Traits	 Tom Associates Training
2019-01-21 - 2019-01-25	Mastering Digital and Social Media Marketing Course	 Tom Associates Training
2019-01-23 - 2019-01-25	Essentials of Sales Administration Course	 Tom Associates Training
2019-01-28 - 2019-01-31	Key Account Managers Training	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Strategic Management		
2019-01-14 - 2019-01-15	Top 10 Sales secrets Training	 Allied Educational Resources Ltd.
2019-01-15 - 2019-01-17	Strategic Planning Workshop	 Centre for Public Service Productivity and Development
2019-01-16 - 2019-01-18	Strategic Business Analysis and Planing Course	 Symantic Consulting
2019-01-21 - 2019-01-23	Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management Course	 Tom Associates Training
2019-01-28 - 2019-01-31	Strategic Managerial Accounting:Cost Behaviour, System and Analysis Course	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Finance and Accounting		
2019-01-07 - 2019-01-09	Enterprise Risk Management Course	 Reenel Associates

2019-01-15 - 2019-01-17	Techniques for Setting up Cost Savings Procurement Department Course	 Newways Consulting
2019-01-16 - 2019-01-18	Financial Statement Analysis Course	 Tom Associates Training
2019-01-16 - 2019-01-18	Foundation Excel for Financial and Business Analysis Course	 Tom Associates Training
2019-01-28 - 2019-01-31	Building Financial Models	 Tom Associates Training

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Customer Service and Support

2019-01-17 - 2019-01-18	Customer Service Training	 Allied Educational Resources Ltd.
2019-01-28 - 2019-01-30	Front Desk and Customer Relations Skills Course	 Tom Associates Training
2019-02-21 - 2019-02-22	How to Create Positive Customer Experience Training: Service as an Art and a Science	 Tom Associates Training
2019-02-25 - 2019-02-27	Customer Experience Management Course	 Tom Associates Training
2019-02-27 - 2019-02-28	Contact Center Training	 Allied Educational Resources Ltd.




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Media and Communication

2019-01-17 - 2019-01-18	Customer Service Training	 Allied Educational Resources Ltd.
2019-03-05 - 2019-03-07	Effective Public Relations, Protocol, Etiquette and Meetings Management Course	 Centre for Public Service Productivity and Development

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Entrepreneurship and Business Development

2019-01-14 - 2019-01-18	Growing as an Entrepreneur Course - What Set Successful Entrepreneurs Apart	 Tom Associates Training
2019-01-28 - 2019-01-29	Start your new business: Entrepreneurship Course	 Allied Educational Resources Ltd.
2019-01-28 - 2019-02-01	Business Leadership Skills – Becoming Management Material Course	 CIR Capacity for Africa

2019-01-28 - 2019-01-31	Making your Business Blossom in a Suppressive Market: Groundbreaking Action Plans for Cutting-Edge Companies	 Tom Associates Training
2019-02-04 - 2019-02-08	Managing Your Business for the Long Term: Practical Steps to Sustained Shareholder Value	 Tom Associates Training

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Leadership and Self Development

2019-01-01 - 2019-01-02	Emotional Intelligence in the Workplace for Women Workshop	 LEADWomen Executive Education UK
2019-01-16 - 2019-01-18	Leading with Emotional Intelligence Course	 Tom Associates Training
2019-01-16 - 2019-01-18	Future-Ready Directors Course: Dynamic Board for Young Businesses	 Tom Associates Training
2019-01-21 - 2019-01-22	Developing Creativity Course	 Allied Educational Resources Ltd.
2019-01-21 - 2019-01-23	Building Trust and Inspiring Followers Course - Small Behaviours that Create Positive Change	 Tom Associates Training



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Internal Audit and Fraud

2019-01-07 - 2019-01-09	Internal Audit for non Audit Professionals Efficient Secretarial Skills Course	 Reenel Associates
2019-01-15 - 2019-01-18	How to Conduct a Successful Internal Audit Course	 Alpha Partners
2019-01-16 - 2019-01-18	Compliance and Internal Auditing Super Techniques Course	 Symantic Consulting
2019-01-21 - 2019-01-25	Forensic Accounting Professional Certification (leading to MSc. Forensic Accounting)	 TSI Limited
2019-01-28 - 2019-02-01	Quality Assurance and Quality Control (QA/QC) Training	 CIR Capacity for Africa

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Project Management

2019-01-07 - 2019-01-11	Training on Project Management, Monitoring and Evaluation with MS Project	 Datastat Research Center
2019-01-07 - 2019-01-11	Training on Data Management and Statistical Analysis using Stata	 Devimpact Institute

2019-01-07 - 2019-01-18	Non-Governmental Organizations (NGO) Management Course	 Foscore Development Center
2019-01-15 - 2019-01-18	Project Management Professional (PMP) Training	 JK Michaels Consulting
2019-02-20 - 2019-02-22	Effective Project Management Workshop	 Impact Training and Management Consulting Limited

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Women and Gender Issues

2019-01-01 - 2019-01-02	Emotional Intelligence in the Workplace for Women Workshop	 LEADWomen Executive Education UK
2019-02-06 - 2019-02-07	Women in Leadership Training	 Allied Educational Resources Ltd.

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Legal and Legislative

2019-02-05 - 2019-02-08	Fundamentals Of Employment Laws Course	 Alpha Partners
2019-02-06 - 2019-02-07	Contract Management Course	 Allied Educational Resources Ltd.
2019-02-20 - 2019-02-22	Fundamentals of Risks Associated with Contracts Course	 Tom Associates Training
2019-02-25 - 2019-02-27	Laws Relating to Employment and Regulatory Compliance Course	 Tom Associates Training

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Logistics and Supply Chain Management

2019-01-15 - 2019-01-17	Techniques for Setting up Cost Savings Procurement Department Course	 Newways Consulting
2019-01-21 - 2019-01-23	Stores Keeping and Inventory Management Course	 Tom Associates Training
2019-01-23 - 2019-01-24	Logistics and Supply Chain Management Course	 Allied Educational Resources Ltd.
2019-02-06 - 2019-02-07	Contract Management Course	 Allied Educational Resources Ltd.
2019-02-06 - 2019-02-08	Master Class on Contract Management for Procurement Professionals (CIPSMN/DACA)	 DACA Consults Limited

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Education

2019-02-04 - 2019-02-05

Professional Trainer - Becoming a Certified/Effective Trainer Course



Allied Educational Resources Ltd.

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General Management

2019-02-04 - 2019-02-05

Professional Trainer - Becoming a Certified/Effective Trainer Course



Allied Educational Resources Ltd.

2019-02-04 - 2019-02-08

Enhanced Performance and Strategic Management Course



GTC

2019-02-05 - 2019-02-07

Adaptive Management for Complex Humanitarian Problems in the 21st Century Course



Centre for Public Service Productivity and Development

2019-02-05 - 2019-02-08

Training on Bids and Tenders Management



Tom Associates Training

2019-02-07 - 2019-02-08

The Art of Crisis Management Course



Tom Associates Training

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Human Resource Management

2019-01-07 - 2019-01-11

Human Resource Business Partner (HRBP) Training



CIR Capacity for Africa

2019-01-14 - 2019-01-18

Guides to Setting up a New HR Department Course



Tom Associates Training

2019-01-24 - 2019-01-25

How to Set Key Performance Indicators (KPI) for Objective Performance Management Course



Tom Associates Training

2019-01-28 - 2019-01-31

Talent Optimization Course :Pillar of Management Practices



Tom Associates Training

2019-01-29 - 2019-01-30

Managing Conflict and Difficult Situations at Work Course



Tom Associates Training

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Public Administration

2019-01-07 - 2019-01-11

Human Resource Business Partner (HRBP) Training



CIR Capacity for Africa

2019-03-04 - 2019-03-08

Monitoring and Evaluation (M and E) of Government Projects Course



Tom Associates Training






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Engineering and Technical Skills

2019-01-06 - 2019-01-10	Excellence in Maintenance and Reliability Management: Preventive and Predictive Maintenance and Machinery Failure Analysis (RCFA) Course	 EuroMaTech Training and Management Consultancy
2019-01-13 - 2019-01-17	Maintenance and Reliability Best Practices Training	 PetroKnowledge Training
2019-01-28 - 2019-02-01	Quality Assurance and Quality Control (QA/QC) Training	 CIR Capacity for Africa
2019-03-07 - 2019-03-08	Bearing Installation and Maintenance Course	 Angelus Consulting and Research Limited


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Health, Safety and Environment (HSE)

2019-01-07 - 2019-01-11	Hospital Operations Risk Management Course	 CIR Capacity for Africa
2019-01-21 - 2019-01-25	ISO 45001 Occupational Health and Safety Management Training - Lead Auditor	 International Network for Corporate Social Responsibility (INCSR)
2019-01-21 - 2019-01-25	ISO 45001:2018 Occupational Health and Safety Management System Lead Implementer (PECB) Course	 Tenol Alpha
2019-01-29 - 2019-01-31	Hazards and Operability Studies Course	 Rholuck Services Ltd.
2019-02-07 - 2019-02-08	Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites	 Tom Associates Training


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Nursing and Midwifery

2019-01-07 - 2019-01-11	Hospital Operations Risk Management Course	 CIR Capacity for Africa
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Executive Education

2019-02-12 - 2019-02-15	Making Corporate Boards More Effective Course	 Centre for Public Service Productivity and Development
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Operations Management

2019-01-06 - 2019-01-10	Excellence in Maintenance and Reliability Management: Preventive and Predictive Maintenance and Machinery Failure Analysis (RCFA) Course	 EuroMaTech Training and Management Consultancy
2019-01-12 - 2019-01-27	IASSC Lean Six Sigma Green Belt Course	 JK Michaels Consulting

2019-01-13 - 2019-01-17	Maintenance and Reliability Best Practices Training	 PetroKnowledge Training
2019-01-14 - 2019-01-18	ISO 26000 Social Responsibility Training - Lead Auditor	 International Network for Corporate Social Responsibility (INCSR)
2019-01-16 - 2019-01-18	SME's Combating Production and Service Wastages	 Tom Associates Training


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Real Estate Management

2019-02-11 - 2019-02-22	Conveyancing and Property Valuation Course	 HRODC Postgraduate Training Institute, A Postgraduate-Only Institution
2019-02-19 - 2019-02-22	Facility Maintenance and Management Training	 Tom Associates Training

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Vocational Education and Training

2019-03-07 - 2019-03-08	Bearing Installation and Maintenance Course	 Angelus Consulting and Research Limited
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Corporate Social Responsibility (CSR)

2019-01-14 - 2019-01-18	ISO 26000 Social Responsibility Training - Lead Auditor	 International Network for Corporate Social Responsibility (INCSR)
2019-01-21 - 2019-01-25	ISO 45001 Occupational Health and Safety Management Training - Lead Auditor	 International Network for Corporate Social Responsibility (INCSR)






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Administrative and Secretarial

2019-01-07 - 2019-01-09	Internal Audit for non Audit Professionals Efficient Secretarial Skills Course	 Reenel Associates
2019-01-14 - 2019-01-18	Administrative Functions and Office Management Course	 Tom Associates Training
2019-01-16 - 2019-01-18	Administrative Officers and Secretaries Performance Course	 Core Trainers
2019-01-30 - 2019-01-31	Executive Administrative and Personal Assistant Training	 Allied Educational Resources Ltd.
2019-02-04 - 2019-02-08	New Approach to Document Control and Records Management Course	 Tom Associates Training

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Banking and Insurance

2019-01-16 - 2019-01-18	Bank Teller's Course	 Tom Associates Training
2019-02-04 - 2019-02-06	Anti-Money Laundering, Economic Crimes and Countering Terrorism Financing Course	 Tom Associates Training
2019-02-11 - 2019-02-15	Credit Analysis for Commercial Lending Training	 Tom Associates Training
2019-02-19 - 2019-02-22	Bank Treasury Management Training	 Tom Associates Training
2019-02-25 - 2019-02-27	Excessive Bank Charges Course: Calculation Techniques and Recovery Process	 Tom Associates Training



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Information and Communications Technology

2019-01-07 - 2019-01-18	Training on Android Application Development and Programming	 Datastat Research Center
2019-01-16 - 2019-01-18	Foundation Excel for Financial and Business Analysis Course	 Tom Associates Training
2019-01-16 - 2019-01-18	Management of Database and Protection of Information Assets Course	 Core Trainers
2019-01-21 - 2019-01-25	Mastering Digital and Social Media Marketing Course	 Tom Associates Training
2019-01-28 - 2019-02-01	ISO/IEC 27001 Information Security Management System Lead Implementer Course (PECB)	 Tenol Alpha


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Report and Speech Writing

2019-01-28 - 2019-01-31	Report and Proposal Writing/Crucial Communications	 Tom Associates Training
2019-02-25 - 2019-02-27	Business Presentation and Persuasive Public Speaking Skills Course	 Tom Associates Training

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Corporate Governance

2019-01-28 - 2019-01-30	Round Table on Corporate Governance and Risk Management Course	 Fontini Consulting Ltd
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Risk Management

2019-01-07 - 2019-01-09	Enterprise Risk Management Course	 Reenel Associates
2019-01-21 - 2019-01-25	Investment Management and Risk Analysis Workshop	 Fontini Consulting Ltd
2019-01-28 - 2019-01-30	Round Table on Corporate Governance and Risk Management Course	 Fontini Consulting Ltd
2019-02-20 - 2019-02-22	Fundamentals of Risks Associated with Contracts Course	 Tom Associates Training


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Research Methodology and Analytics

2019-01-07 - 2019-01-11	Training on Data Management and Statistical Analysis using Stata	 Devimpact Institute
2019-01-07 - 2019-01-11	Training on Data Management and Statistical Analysis Using Stata	 Data-Afrique Consultancy
2019-01-21 - 2019-01-25	Training on Data Management and Analysis for Qualitative Data Using NVIVO	 Data-Afrique Consultancy


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Event Planning and Management

2019-03-05 - 2019-03-07	Effective Public Relations, Protocol, Etiquette and Meetings Management Course	 Centre for Public Service Productivity and Development
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Protocol and Travel Management

2019-03-05 - 2019-03-07	Effective Public Relations, Protocol, Etiquette and Meetings Management Course	 Centre for Public Service Productivity and Development
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Energy and Power

2019-01-06 - 2019-01-10	Gas Chromatography and Troubleshooting for the Oil and Gas Industry	 PetroKnowledge Training
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Oil and Gas

2019-01-06 - 2019-01-10	Gas Chromatography and Troubleshooting for the Oil and Gas Industry	 PetroKnowledge Training
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Security and Crime Prevention

2019-02-18 - 2019-02-19	Cyber Security Training	 Allied Educational Resources Ltd.
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