



## First Quarter 2020 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
<b>Information and Communications Technology</b>		
2020-01-13 - 2020-01-17	Data and Records Management for Administrative/ Registry Staff Course	 Capacity for Africa
2020-01-13 - 2020-01-17	Information Security and Data Management Training	 Data-Afrique Consultants
2020-01-21 - 2020-01-24	Advanced Information and Communication Technology Course	 Francis Consulting
2020-01-21 - 2020-01-24	Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts Course	 Tom Associates Training
2020-01-27 - 2020-01-31	Training on Advanced Data Processing and Management Using Cspro	 Datastat Research Center
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>General Management</b>		
2020-01-13 - 2020-01-17	Fixed Assets Management Course	 Capacity for Africa
2020-01-13 - 2020-01-24	Training on Senior Management Leadership Program	 Data-Afrique Consultants
2020-01-13 - 2020-01-17	Strategic Communication Training: The Managers' and Executives' Program	 Data-Afrique Consultants
2020-01-20 - 2020-01-24	Alternative Dispute Resolution: Dispute Management and Negotiation Skills Course	 Tom Associates Training
2020-01-20 - 2020-01-24	Office Management Training for Officers and Managers	 Tom Associates Training
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<b>Strategic Management</b>		
2020-01-13 - 2020-01-24	Training on Program/Project Monitoring, Evaluation, Accountability and Learning (PMEAL)	 Data-Afrique Consultants

2020-01-20 - 2020-01-24	Business Strategy Training	 Capacity for Africa
2020-01-21 - 2020-01-24	Strategic Managerial Accounting: Cost Behaviour, System and Analysis Course	 Tom Associates Training
2020-01-27 - 2020-02-07	Advanced Strategic Human Resources Management Training – 2 Weeks	 Capacity for Africa
2020-02-12 - 2020-02-14	Corporate Strategy and Business Planning Course	 Symantic Consulting






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### Leadership and Self Development

2020-01-13 - 2020-01-24	Training on Senior Management Leadership Program	 Data-Afrique Consultants
2020-01-13 - 2020-01-17	Strategic Communication Training: The Managers' and Executives' Program	 Data-Afrique Consultants
2020-01-15 - 2020-01-17	Leading with Emotional Intelligence Course	 Tom Associates Training
2020-01-20 - 2020-01-24	Teamwork: Working Effectively with Others Course	 Capacity for Africa
2020-01-20 - 2020-01-22	Building Trust and Inspiring Followers Course - Small Behaviours that Create Positive Change	 Tom Associates Training




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### Customer Service and Support

2020-01-13 - 2020-01-17	Superior Customer Service Training	 Capacity for Africa
2020-01-16 - 2020-01-17	How to Create Positive Customer Experience Training: Service as an Art and a Science	 Tom Associates Training
2020-01-22 - 2020-01-22	Customer Service Training -Winning and Keeping Customers for Life	 SDIL
2020-01-22 - 2020-01-24	Customer Service, Hygiene and Safety for Office Cleaning Employees Training	 GoldStead Resources Company Limited
2020-01-27 - 2020-01-29	Front Desk and Customer Relations Skills Course	 Tom Associates Training




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### Real Estate Management

2020-01-13 - 2020-01-17	Asset Management Course	 Afriex Training
2020-02-12 - 2020-02-14	Facility Management Course	 Impact Training and Management Consulting Limited
2020-02-18 - 2020-02-20	Facility Management Course	 JK Michaels Consulting


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### Project Management

2020-01-13 - 2020-01-17	Advanced Project Monitoring and Evaluation for Development Projects Training	 Data-Afrique Consultants
2020-01-13 - 2020-01-17	Training on Project Management For Development Professionals	 Data-Afrique Consultants
2020-01-14 - 2020-01-14	Agile Project Management AAPM-ACP Training	 JK Michaels Consulting
2020-01-20 - 2020-01-24	Budget Preparation, Implementation and Monitoring Course	 Timeline Global Link Consulting
2020-01-26 - 2020-01-30	Business Analysis for Project Success Training: Enhance Essential Knowledge, Ideas and Methodologies	 EuroMaTech Training and Management Consultancy


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### Engineering and Technical Skills

2020-01-21 - 2020-01-24	Health, Safety and Environment in Engineering Projects	 Newways Consulting
2020-02-02 - 2020-02-06	Principles, Applications and Performance of Pumps, Compressors and Turbines Course	 EuroMaTech Training and Management Consultancy
2020-02-09 - 2020-02-13	Health, Safety and Environment in Engineering Projects Course	 EuroMaTech Training and Management Consultancy
2020-02-12 - 2020-02-14	Total Productive Maintenance (TPM) Course	 Angelus Consulting and Research Limited
2020-02-18 - 2020-02-21	Facility Maintenance and Management Training	 Tom Associates Training

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### Health, Safety and Environment (HSE)

2020-01-20 - 2020-01-24	ISO 22000 Food Safety Management System Lead Auditor Training (PECB Certified)	 Tenol Alpha
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2020-01-21 - 2020-01-23	Advanced Leadership in Emergency Management Course	 Centre for Public Service Productivity and Development
2020-01-21 - 2020-01-24	Health, Safety and Environment in Engineering Projects	 Newways Consulting
2020-01-22 - 2020-01-24	Customer Service, Hygiene and Safety for Office Cleaning Employees Training	 GoldStead Resources Company Limited
2020-01-30 - 2020-01-31	Occupational Health and Safety Management Course	 Tom Associates Training





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### **Agriculture and Rural Development**

2020-01-13 - 2020-01-24	Training on Non-Governmental Organizations (NGOs) Management	 Data-Afrique Consultants
2020-01-20 - 2020-01-24	Co-operative Society Organization and Management Course	 Capacity for Africa
2020-01-28 - 2020-01-31	Budgeting and Financial Management in the Agricultural Value Chain Course	 Fontini Consulting Ltd

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### **Finance and Accounting**

2020-01-13 - 2020-01-17	Building Financial Models Course	 Tom Associates Training
2020-01-13 - 2020-01-15	Credit Sales Management and Debt Recovery Course	 Tom Associates Training
2020-01-13 - 2020-01-17	Fixed Assets Management Course	 Capacity for Africa
2020-01-13 - 2020-01-17	Training on International Financial Reporting Standards IFRS	 Data-Afrique Consultants
2020-01-15 - 2020-01-17	Financial Statement Analysis Course	 Tom Associates Training

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### **Administrative and Secretarial**

2020-01-13 - 2020-01-17	Administrative Office Management Course	 Capacity for Africa
2020-01-13 - 2020-01-17	Data and Records Management for Administrative/ Registry Staff Course	 Capacity for Africa

2020-01-13 - 2020-01-17	Administrative Functions and Office Management Course	 Tom Associates Training
2020-01-13 - 2020-01-17	Fixed Assets Management Course	 Capacity for Africa
2020-01-13 - 2020-01-17	Training on Records Management	 Data-Afrique Consultants






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### Banking and Insurance

2020-01-15 - 2020-01-17	Banking Services and Marketing Strategies Workshop	 Tom Associates Training
2020-01-20 - 2020-01-24	Credit Analysis for Commercial Lending Training	 Tom Associates Training
2020-01-27 - 2020-01-31	Risk Management in Electronic Banking Course	 GTC
2020-02-03 - 2020-02-05	Anti-Money Laundering, Economic Crimes and Countering Terrorism Financing Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Banking Operations Workshop	 Tom Associates Training

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### Human Resource Management

2020-01-15 - 2020-01-17	HR Knowledge for Non-Human Resources Professionals Course	 Tom Associates Training
2020-01-20 - 2020-01-24	Competencies in Human Resources Management - Basic Human Resources Management Course	 Tom Associates Training
2020-01-27 - 2020-02-07	Advanced Strategic Human Resources Management Training – 2 Weeks	 Capacity for Africa
2020-01-28 - 2020-01-31	Human Resources Business Partnering Course	 Tom Associates Training
2020-01-30 - 2020-01-31	Managing Conflict and Difficult Situations at Work Course	 Tom Associates Training

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### Marketing and Sales Management

2020-01-13 - 2020-01-17	Complete Salesperson Course: The Seven Traits	 Tom Associates Training
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2020-01-13 - 2020-01-15	Credit Sales Management and Debt Recovery Course	 Tom Associates Training
2020-01-22 - 2020-01-24	Growing Distribution Channels Effectively Training	 Tom Associates Training
2020-01-27 - 2020-01-31	Marketing that Creates Results Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Mastering Digital and Social Media Marketing Course	 Tom Associates Training


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### Operations Management

2020-01-20 - 2020-01-24	ISO 22000 Food Safety Management System Lead Auditor Training (PECB Certified)	 Tenol Alpha
2020-01-22 - 2020-01-24	Operational Excellence Practices for Work Efficiency and Reduced Cost Training	 Tom Associates Training
2020-01-27 - 2020-01-31	ISO/IEC 22301 Business Continuity Management System Lead Implementer Training	 Tenol Alpha
2020-02-24 - 2020-02-27	Certified Business Operations Professional Course	 LEORON Professional Development Institute
2020-03-03 - 2020-03-06	Excellent Operations Management - Value Improvement in Manufacturing and Service Operations Course	 Tom Associates Training




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### Legal and Legislative

2020-01-21 - 2020-01-24	The Company Secretary/Legal Adviser Program	 Centre for Public Service Productivity and Development
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### Internal Audit and Fraud

2020-01-13 - 2020-01-17	Internal Audit for Result Course	 Timeline Global Link Consulting
2020-02-04 - 2020-02-07	Conducting an Internal Fraud Investigation Course	 Alpha Partners
2020-02-17 - 2020-02-21	Experienced Auditors Refresher Programme	 Tom Associates Training
2020-03-04 - 2020-03-06	Tax Audit and Investigation Training	 Tom Associates Training

2020-03-05 - 2020-03-06	Monitoring and Control of Expenditure Courses	 Tom Associates Training
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### Logistics and Supply Chain Management

2020-01-13 - 2020-01-24	Training on Inventory Control and Warehouse Management	 Data-Afrique Consultants
2020-01-13 - 2020-01-17	Training on Value Chain Development and Market Linkage	 Data-Afrique Consultants
2020-01-22 - 2020-01-24	Effective Logistics and Supply Chain Management Course	 Symantic Consulting
2020-01-22 - 2020-01-24	Stores Keeping and Inventory Management Course	 Tom Associates Training
2020-02-16 - 2020-02-20	e-Procurement : Developing, Implementing and Managing the Complete Logistic and Supply Process Course	 EuroMaTech Training and Management Consultancy


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### Education

2020-02-25 - 2020-02-28	Educational Leadership and Management Workshop	 Centre for Public Service Productivity and Development
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### Corporate Social Responsibility (CSR)

2020-01-27 - 2020-01-31	ISO 26000 Social Responsibility Lead Implementer - Training and Certification	 International Network for Corporate Social Responsibility (INCSR)
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### Pre-Retirement and New Beginnings

2020-01-20 - 2020-01-24	Pre-Retirement Course: Preparing to Manage a New Beginning	 Tom Associates Training
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### Entrepreneurship and Business Development

2020-01-20 - 2020-01-24	Business Strategy Training	 Capacity for Africa
2020-02-17 - 2020-02-19	How to Find and Win New Business - Opening Doors and Converting Opportunities	 Tom Associates Training
2020-02-17 - 2020-02-19	Business Process Improvement Programme	 Tom Associates Training

2020-03-03 - 2020-03-06	Building and Sustaining a Successful Enterprise Course	 Tom Associates Training
2020-03-09 - 2020-03-13	Mastering Business Data Collection, Analysis and Presentation Course	 EuroMaTech Training and Management Consultancy


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### Oil and Gas

2020-01-26 - 2020-01-30	Flares and Relief Systems: Efficient Design, Safe Operation and Maintenance Course	 EuroMaTech Training and Management Consultancy
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### Management Consultancy

2020-02-20 - 2020-02-21	Training on Innovating for Business - Rethinking Products and Service Success Strategies	 Tom Associates Training
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### Media and Communication

2020-01-13 - 2020-01-17	Training on Development Communications	 Data-Afrique Consultants
2020-01-21 - 2020-01-24	PR and Media Skill Course	 Fontini Consulting Ltd
2020-02-03 - 2020-02-05	Interpersonal Relations and Effective Communication Skills Training	 Tom Associates Training
2020-02-16 - 2020-02-20	Communication and Planning Skills for Administrative Professionals Course	 EuroMaTech Training and Management Consultancy


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### Telecommunications

2020-01-13 - 2020-01-17	Training on Development Communications	 Data-Afrique Consultants
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### Energy and Power

2020-02-02 - 2020-02-06	Principles, Applications and Performance of Pumps, Compressors and Turbines Course	 EuroMaTech Training and Management Consultancy
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### Report and Speech Writing

2020-02-26 - 2020-02-28	Business Presentation and Persuasive Public Speaking Skills Course	 Tom Associates Training
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### Public Administration



2020-01-13 - 2020-01-24	Training on Non-Governmental Organizations (NGOs) Management	 Data-Afrique Consultants
2020-01-15 - 2020-01-17	Fundamentals of Stakeholder Engagement Process and Management Course	 Tom Associates Training

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### Executive Education

2020-01-13 - 2020-01-17	Strategic Communication Training: The Managers' and Executives' Program	 Data-Afrique Consultants
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### Time and Self Management

2020-02-03 - 2020-02-05	Effective Management of Time, Priority and Work Pressure Course	 Tom Associates Training
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### Catering and Hotel Management

2020-01-21 - 2020-01-24	Hospitality and Guest Relations Training	 Newways Consulting
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### Drivers and Driving

2020-01-13 - 2020-01-17	Administrative Support Skills for Drivers Training	 GoldStead Resources Company Limited
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### Risk Management

2020-01-27 - 2020-01-31	Risk Management in Electronic Banking Course	 GTC
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