



Fourth Quarter 2015 Conferences, Seminars and Training Guide

Follow us on



(Premium subscribers only)

Please click on your preferred course for more information

Date	Course Title	Training Provider
Administrative and Secretarial		
19 October 2015 - 23 October 2015	Fundamentals of Office Administration for Effective Leadership in Organisation	 Administrative Staff College of Nigeria (ASCON)
19 October 2015 - 23 October 2015	Workshop on Office Management	 Administrative Staff College of Nigeria (ASCON)
19 October 2015 - 20 October 2015	Skills for the Administrative Manager and Assistant Training	 Allied Educational Resources Ltd.
22 October 2015 - 23 October 2015	Executive and Administrative Assistant Training	 Allied Educational Resources Ltd.
02 November 2015 - 06 November 2015	Administrative Functions and Office Management Course	 Tom Associates Training
To view more courses in this category, click here		
Entrepreneurship and Business Development		
25 November 2015 - 27 November 2015	Managers as Corporate Entrepreneurs	 Tom Associates Training
To view more courses in this category, click here		
Finance and Accounting		
20 October 2015 - 22 October 2015	Merger and Acquisition	 PearlMutual Consulting Limited
21 October 2015 - 23 October 2015	Finance for Non-Finance Managers	 Impact Training and Management Consulting Limited
26 October 2015 - 30 October 2015	Workshop on Assets Management	 Administrative Staff College of Nigeria (ASCON)
02 November 2015 - 06 November 2015	Finance for Non-Financial Managers	 Tom Associates Training
02 November 2015 - 06 November 2015	Comprehensive Basic Accounting Training	 Tom Associates Training

General Management

21 October 2015 - 23 October 2015	Creative Problem Solving and Decision Making	 Impact Training and Management Consulting Limited
26 October 2015 - 28 October 2015	Succession Planning in all Strategic Business Units	 Symantic Consulting
27 October 2015 - 30 October 2015	Training Managers to Train: Classroom Training Delivery Skills	 Tom Associates Training
9 November 2015 - 11 November 2015	Management Skills for New Managers	 Impact Training and Management Consulting Limited
10 November 2015 - 13 November 2015	Becoming an Effective Supervisory Manager	 Tom Associates Training

To view more courses in this category, [click here](#)

Health and HSE

19 October 2015 - 30 October 2015	Advanced Occupational Safety and Health - Lagos	 Reenel Associates
26 October 2015 - 6 November 2015	IEMA Associate Certificate in Environmental Management	 Aecogreen International UK LTD
29 October 2015 - 30 October 2015	Occupational Health and Safety Management	 Tom Associates Training
09 November 2015 - 13 November 2015	Emergency Management and Relief Operations	 Administrative Staff College of Nigeria (ASCON)
12 November 2015 - 13 November 2015	EMS (ISO 14001) Foundation Training Course	 Aecogreen International UK LTD

To view more courses in this category, [click here](#)

Human Resource Management

19 October 2015 - 30 October 2015	Computer Based Office Administration and Organization - Port Harcourt	 Reenel Associates
22 October 2015 - 23 October 2015	Recruitment and Selection Best Practices	 Impact Training and Management Consulting Limited
03 November 2015 - 05 November 2015	Resourcing, Recruitment and Selection	 Chartered Institute of Personnel Management of Nigeria (CIPM)
16 November 2015 - 27 November 2015	Trainer Training: Training for Trainers	 HRODC Postgraduate Training Institute

16 November 2015 - 20 November 2015	Advanced Human Resources Management	 Tom Associates Training
To view more courses in this category, click here		
Information and Communications Technology		
28 October 2015 - 30 October 2015	Foundation Excel for Financial and Business Analysis	 Tom Associates Training
02 December 2015 - 04 December 2015	Intermediate Excel for Financial and Business Analysis	 Tom Associates Training
To view more courses in this category, click here		
Leadership and Self Development		
19 October 2015 - 21 October 2015	Problem Solving and Decision Making Techniques	 Tom Associates Training
29 October 2015 - 30 October 2015	Power of Positive Reinforcement	 Tom Associates Training
16 November 2015 - 18 November 2015	Workshop on Managerial Leadership Development Program.	 Human Capital Associates
03 December 2015 - 04 December 2015	Managers as Leaders	 Tom Associates Training
To view more courses in this category, click here		
Logistics and Supply Chain Management		
19 October 2015 - 21 October 2015	Inventory, Logistics and Distribution Management	 Tom Associates Training
11 November 2015 - 13 November 2015	Managing Fleet for Profitability	 Tom Associates Training
16 November 2015 - 18 November 2015	Contract and Procurement Management	 Impact Training and Management Consulting Limited
18 November 2015 - 20 November 2015	Management of Non Current Assets (Fixed Assets Management)	 Tom Associates Training
25 November 2015 - 27 November 2015	Supply Chain and Logistics Management	 Tom Associates Training
To view more courses in this category, click here		
Management Consultancy		
19 October 2015 - 31 January 2016	Management Retreat (Creating the Future Pathway)	 Impact Training and Management Consulting Limited

24 October 2015 - 20 November 2015	Management Consulting Course	 Administrative Staff College of Nigeria (ASCON)
To view more courses in this category, click here		
Marketing and Sales Management		
19 October 2015 - 21 October 2015	Professional Selling: the Foundation Skills	 Tom Associates Training
19 October 2015 - 31 January 2016	Sales Performance Improvement Conference (SPIC)	 Impact Training and Management Consulting Limited
21 October 2015 - 23 October 2015	Sales and Marketing Directors' Conference	 National Institute of Marketing of Nigeria (NIMN)
21 October 2015 - 23 October 2015	Marketing and Relationship Management	 Impact Training and Management Consulting Limited
26 October 2015 - 30 October 2015	Revenue Generation in Ports Management	 National Institute of Marketing of Nigeria (NIMN)
To view more courses in this category, click here		
Media and Communication		
18 November 2015 - 20 November 2015	Business Writing and Communication Skills	 Impact Training and Management Consulting Limited
To view more courses in this category, click here		
Operations Management		
26 October 2015 - 29 October 2015	Lean Six Sigma Green Belt Certification	 Lonadek Nigeria Limited
28 October 2015 - 30 October 2015	IASSC-Lean Six Sigma Black Belt	 JK Michaels Consulting
24 November 2015 - 27 November 2015	Productivity Improvement in Manufacturing and Service Operations	 Tom Associates Training
To view more courses in this category, click here		
Project Management		
19 October 2015 - 23 October 2015	Prince 2 Foundation and Practitioner	 JK Michaels Consulting
2 November 2015 - 4 November 2015	Effective Project Management Handling	 Symantic Consulting
4 November 2015 - 6 November 2015	Mastering International Project Management	 Fontini Consulting Ltd

17 November 2015 - 20 November 2015	Project Management Professional (PMP) Training	 Tom Associates Training
17 November 2015 - 20 November 2015	Project Management Practitioner	 Global Edge Training Consulting
To view more courses in this category, click here		
Public Administration		
02 November 2015 - 06 November 2015	Public-Private Partnership (PPP)	 Administrative Staff College of Nigeria (ASCON)
To view more courses in this category, click here		
Research Methodology and Analytics		
09 November 2015 - 13 November 2015	Workshop on Data Collection and Analysis	 Administrative Staff College of Nigeria (ASCON)
23 November 2015 - 27 November 2015	Research Methodology	 Administrative Staff College of Nigeria (ASCON)
To view more courses in this category, click here		
Risk Management		
19 October 2015 - 21 October 2015	Credit Risk Management for Non - Financial Organisation	 PearlMutual Consulting Limited
To view more courses in this category, click here		
Strategic Management		
18 November 2015 - 20 November 2015	Strategic Procurement Management Course	 Tom Associates Training
To view more courses in this category, click here		
Pre-Retirement and New Beginnings		
03 November 2015 - 06 November 2015	Pre-Retirement Course: Managing a New Beginning	 Tom Associates Training
To view more courses in this category, click here		
Time and Self Management		
19 October 2015 - 23 October 2015	Effective Time Management Course - Diploma Postgraduate	 HRODC Postgraduate Training Institute
10 December 2015 - 11 December 2015	Effective Management of Time, Priority and Work Pressure	 Tom Associates Training
To view more courses in this category, click here		
Customer Service and Support		
04 November 2015 - 06 November 2015	Front Desk and Customer Relations Skills	 Tom Associates Training

01 December 2015 - 04 December 2015

Competencies in Service Strategy



Tom Associates Training

To view more courses in this category, [click here](#)

Internal Audit and Fraud

19 October 2015 - 21 October 2015

Certified Professional Internal Auditors
Course - From ICFA, Canada



TSI Limited

28 October 2015 - 30 October 2015

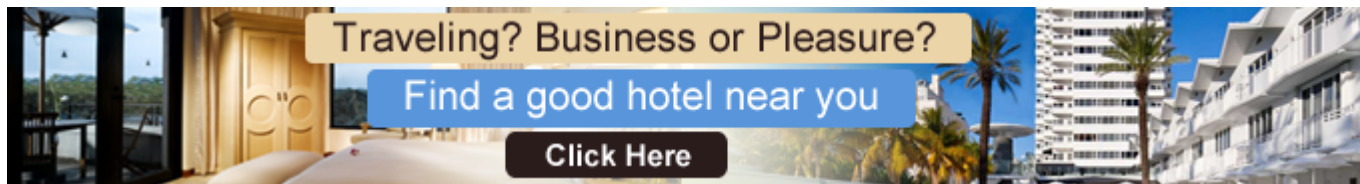
Forensic Accounting Professional
Certification Course in Kano



TSI Limited

To view more courses in this category, [click here](#)

To view more courses, click [here](#)

A banner advertisement for hotels. It features a collage of images: a hotel room with a bed and a balcony view, a modern hotel building, and a hotel entrance. Overlaid on the images are three text boxes: a yellow box at the top left with the text "Traveling? Business or Pleasure?", a blue box in the center with the text "Find a good hotel near you", and a black box at the bottom center with the text "Click Here".

Traveling? Business or Pleasure?

Find a good hotel near you

Click Here