













Fourth Quarter 2016 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		
16 November 2016 - 18 November 2016	Advanced Skills for Secretaries and Personal Assistants	 Symantic Consulting
16 November 2016 - 18 November 2016	Office Management and Administration Skills	 Impact Training and Management Consulting Limited
21 November 2016 - 25 November 2016	Protocol, Public Relations and Events Management	 Tom Associates Training
28 November 2016 - 02 December 2016	Professional Advancement Course for Personal Assistants	 CIR Capacity for Africa
28 November 2016 - 30 November 2016	Electronic Document and Records Management (ERM) Workshop	 Human Capital Associates
<i>To view more courses in this category, click here</i>		
Conferences AGM Seminars		
12 December 2016 - 15 December 2016	The 4th Annual E-Library Management Conference 2016	 Newways Consulting
<i>To view more courses in this category, click here</i>		
Engineering and Technical Skills		
15 November 2016 - 17 November 2016	Industrial Electrical Maintenance and Management	 Angelus Consulting and Research Limited
23 November 2016 - 25 November 2016	Pumps and Valves Operation and Maintenance	 Tom Associates Training
28 November 2016 - 30 November 2016	Reliability Centered Maintenance	 Angelus Consulting and Research Limited
<i>To view more courses in this category, click here</i>		
Entrepreneurship and Business Development		
28 November 2016 - 30 November 2016	Managers as Corporate Entrepreneurs	 Tom Associates Training

05 December 2016 - 09 December 2016	New Business-Owner Enterprise Management Programme	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Executive Education		
12 December 2016 - 15 December 2016	The Certified Performance Improvement Professional (CPIP)	 Centre for Public Service Productivity and Development
<i>To view more courses in this category, click here</i>		
Finance and Accounting		
16 November 2016 - 18 November 2016	Management of Non-Current Assets: Fixed Assets Management	 Tom Associates Training
16 November 2016 - 18 November 2016	Financial Management and Budgeting Techniques	 Symantic Consulting
21 November 2016 - 24 November 2016	Accounts for Non-Accounting Executives / Managers	 Human Capital Associates
23 November 2016 - 25 November 2016	Best Practice in Financial Reporting and Analysis	 Fontini Consulting Ltd
12/05/2016 - 12/09/2016	CFM Certified Financial Modeller - Advanced Financial Modelling Using Excel and VBA	 LEORON Professional Development Institute
<i>To view more courses in this category, click here</i>		
General Management		
23 November 2016 - 25 November 2016	Basic Management Process: Early Stage Managers Development Programme	 Tom Associates Training
5 December 2016 - 6 December 2016	Bid and Tender Management	 Impact Training and Management Consulting Limited
5 December 2016 - 7 December 2016	Supervisory Skills Development	 Impact Training and Management Consulting Limited
12 December 2016 - 15 December 2016	Best Practices for Productivity Improvement Course	 Centre for Public Service Productivity and Development
14 December 2016 - 16 December 2016	Performance Value-Chain: Productivity Improvement Process for Total Performance Enhancement	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Human Resource Management		
15 November 2016 - 16 November 2016	Essential Skills for HR Professionals	 Chartered Institute of Personnel Management of Nigeria (CIPM)

15 November 2016 - 16 November 2016	Coaching for Performance	 Chartered Institute of Personnel Management of Nigeria (CIPM)
28 November 2016 - 30 November 2016	Total Management for Human Resources Professionals	 Tom Associates Training
5 December 2016 - 9 December 2016	Professional in HR - International	 LEORON Professional Development Institute
06 December 2016 - 09 December 2016	Industrial Relations Practice for Productivity Improvement	 Tom Associates Training



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

Information and Communications Technology

16 November 2016 - 18 November 2016	Advanced Excel Simplified for Financial Analysis	 Tom Associates Training
07 December 2016 - 09 December 2016	Big Data Analysis and Dashboards with Microsoft Excel for Business Analysts	 Tom Associates Training
07 December 2016 - 09 December 2016	Intermediate Excel for Financial and Business Analysis	 Tom Associates Training






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

Leadership and Self Development






15 November 2016 - 18 November 2016	Branch Management Course	 Tom Associates Training
05 December 2016 - 07 December 2016	Managers as Leaders	 Tom Associates Training

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

Logistics and Supply Chain Management


16 November 2016 - 18 November 2016	Contract and Procurement Management	 Impact Training and Management Consulting Limited
21 November 2016 - 25 November 2016	Contract Management Course	 Tom Associates Training
21 November 2016 - 25 November 2016	Value Delivery Supply Chain and Logistics Management	 Tom Associates Training
11/28/2016 - 11/30/2016	Stores and Inventory Management	 Sandhills Consulting Nigeria Ltd
05 December 2016 - 09 December 2016	Beginners Training on Bids and Tenders Management	 Tom Associates Training

Marketing and Sales Management

15 November 2016 - 18 November 2016	Value Added Marketing: Advanced Marketing Strategies	 Tom Associates Training
23 November 2016 - 25 November 2016	Relationship Management and Marketing	 Tom Associates Training
23 November 2016 - 25 November 2016	Growing Distribution Channels Effectively	 Tom Associates Training
29 November 2016 - 30 November 2016	Steps to Success in Telemarketing	 Tom Associates Training
11/29/2016 - 11/29/2016	Marketing Basics	 Growth Academy Limited


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

Media and Communication

6 December 2016 - 7 December 2016	Strategic Communication Skills	 Growth Academy Limited
-----------------------------------	--------------------------------	------------------------------------------------------------------------------------------------------------


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

Oil and Gas Energy and Power

12 December 2016 - 14 December 2016	Petroleum Economics and Risk Analysis	 Fontini Consulting Ltd
-------------------------------------	---------------------------------------	--------------------------------------------------------------------------------------------------------------

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

Operations Management

11/16/2016 - 11/18/2016	Quality Management Course	 TSI Limited
21 November 2016 - 25 November 2016	Quality Assurance and Quality Control Training	 CIR Capacity for Africa
22 November 2016 - 25 November 2016	Excellent Operations Management: Value Improvement in Manufacturing and Service Operations	 Tom Associates Training
7 December 2016 - 9 December 2016	Quality Improvement Process and Management	 Impact Training and Management Consulting Limited
11 December 2016 - 22 December 2016	Process Plant Start-up, Commissioning and Troubleshooting	 EuroMaTech Training and Management Consultancy

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

Risk Management

5 December 2016 - 5 December 2016

Effective Risk Evaluation and Implementation Strategy



Core Trainers

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

Time and Self Management

08 December 2016 - 09 December 2016

Effective Management of Time, Priority and Work Pressure



Tom Associates Training

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

Customer Service and Support

21 November 2016 - 25 November 2016

Competencies in Service Strategy



Tom Associates Training

06 December 2016 - 09 December 2016

Competencies in Service Strategy



Tom Associates Training

19 December 2016 - 20 December 2016

CRM - An Introduction to Customer Relationship Management



Allied Educational Resources Ltd.

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

Internal Audit and Fraud

21 November 2016 - 25 November 2016

Forensic Auditing Competence



Tom Associates Training

30 November 2016 - 2 December 2016

Compliance and Internal Auditing Techniques



Core Trainers

14 December 2016 - 16 December 2016

Internal Control and Audit Course



Tom Associates Training

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

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