














Fourth Quarter 2017 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
Finance and Accounting		
2017-10-08 - 2017-10-12	Financial Analysis: Evaluation, Budgeting and Decision Making	 EuroMaTech Training and Management Consultancy
2017-10-09 - 2017-10-13	Finance for Non-Financial Managers	 Tom Associates Training
2017-10-09 - 2017-10-13	Final Accounts Preparation in Government (FMSD 615)	 Administrative Staff College of Nigeria (ASCN)
2017-10-09 - 2017-10-11	Analysing Financial Statements	 Impact Training and Management Consulting Limited
2017-10-09 - 2017-10-11	Finance for Non Financial Managers	 Symantic Consulting
<i>To view more courses in this category, click here</i>		
Internal Audit and Fraud		
2017-10-23 - 2017-10-27	Advanced Cash Management Techniques	 Fontini Consulting Ltd
2017-10-24 - 2017-10-27	Advanced Auditing Techniques for Internal Auditors	 Alpha Partners
2017-11-07 - 2017-11-10	Excellence in Internal Audit Report Writing	 Alpha Partners
2017-11-07 - 2017-11-10	Advanced Internal Auditing and Quality Assurance in Oil and Gas Sector	 Alpha Partners
2017-12-18 - 2017-12-20	Forensic Accounting Professional Certification Course - Accra, Ghana	 TSI Limited
<i>To view more courses in this category, click here</i>		
Operations Management		
2017-10-04 - 2017-10-06	Project Planning, Scheduling and Cost Management	 Angelus Consulting and Research Limited

2017-10-26 - 2017-10-27	Organizing the Production Floor: The "Five S" System Way	 Tom Associates Training
2017-11-07 - 2017-11-10	Advanced Internal Auditing and Quality Assurance in Oil and Gas Sector	 Alpha Partners
2017-11-21 - 2017-11-23	Integrating Lean and Six Sigma Workshop	 Centre for Public Service Productivity and Development
2017-12-04 - 2017-12-09	Strategic Management and Strategic Cost Management Course	 HRODC Postgraduate Training Institute

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General Management

2017-10-04 - 2017-10-06	Business Acumen Master Class: Transformative Learning of How the Business Makes Money	 Tom Associates Training
2017-10-04 - 2017-10-06	Project Planning, Scheduling and Cost Management	 Angelus Consulting and Research Limited
2017-10-09 - 2017-10-11	Finance for Non Financial Managers	 Symantic Consulting
2017-10-11 - 2017-10-13	Management Skills Development	 Impact Training and Management Consulting Limited
2017-10-12 - 2017-10-13	Commercial Awareness for Technical People	 Impact Training and Management Consulting Limited


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Strategic Management

2017-10-09 - 2017-10-13	Strategic Fleet Management	 CIR Capacity for Africa
2017-10-11 - 2017-10-13	Strategic Leadership and Administration	 Core Trainers
2017-10-16 - 2017-10-20	Effective Strategies for Performance Improvement (LDSO 619)	 Administrative Staff College of Nigeria (ASCON)
2017-10-26 - 2017-10-27	Root Cause Analysis Training: Diagnosing Underlying Causes of Problems and Undesired Events	 Tom Associates Training

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Administrative and Secretarial

2017-10-11 - 2017-10-13	Strategic Leadership and Administration	 Core Trainers
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2017-10-16 - 2017-10-19	4th Annual Admin Officers and Secretaries Conference 2017	 Newways Consulting
2017-10-23 - 2017-10-25	Advanced Skills for Secretaries and Personal Assistants	 Symantic Consulting
2017-10-23 - 2017-10-27	Negotiation and Influencing Skills for Managers, Administrators and Labour Leaders	 Administrative Staff College of Nigeria (ASCN)
2017-10-26 - 2017-10-27	Executive Administrative Personal Assistant Training	 Allied Educational Resources Ltd.

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Marketing and Sales Management

2017-10-03 - 2017-10-06	Advanced Selling Skills	 Tom Associates Training
2017-10-04 - 2017-10-06	Mastering Digital and Social Media Marketing	 Tom Associates Training
2017-10-04 - 2017-10-06	Key-Account Managers Training	 Tom Associates Training
2017-10-09 - 2017-10-13	Complete Salesperson: The Seven Traits	 Tom Associates Training
2017-10-11 - 2017-10-13	Mastering Negotiations: The Principles and Practice	 Tom Associates Training


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Leadership and Self Development

2017-10-04 - 2017-10-06	Taking People with you - Insight - Driven Leadership for Big goals	 Tom Associates Training
2017-10-11 - 2017-10-13	Frontline Leadership: Emerging Leadership Course	 Tom Associates Training
2017-10-11 - 2017-10-13	Strategic Leadership and Administration	 Core Trainers
2017-10-16 - 2017-10-20	Effective Strategies for Performance Improvement (LDSO 619)	 Administrative Staff College of Nigeria (ASCN)
2017-10-18 - 2017-10-19	Conference on Power of the Effective Female Executive	 Reenel Associates

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Report and Speech Writing

2017-10-26 - 2017-10-28	Improved English Communications: Report and Proposal Writing and Excellent Communication	 Tom Associates Training
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Human Resource Management

2017-10-05 - 2017-10-06	KPI Setting Process for Objective Performance Management	 Tom Associates Training
2017-10-09 - 2017-10-13	Competencies in Human Resources Management: Basic Human Resources Management	 Tom Associates Training
2017-10-09 - 2017-10-11	Fundamentals of Human Resources Management	 Impact Training and Management Consulting Limited
2017-10-10 - 2017-10-13	Best Practice in Pension Administration	 Alpha Partners
2017-10-23 - 2017-10-27	Negotiation and Influencing Skills for Managers, Administrators and Labour Leaders	 Administrative Staff College of Nigeria (ASCON)




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Logistics and Supply Chain Management

2017-10-11 - 2017-10-13	Stock Management and Control Training	 Tom Associates Training
2017-10-17 - 2017-10-20	Purchasing and Stock Fraud: Detection, Avoidance and Control	 Alpha Partners
2017-10-17 - 2017-10-20	Excellence in Stores Management	 Alpha Partners
2017-10-17 - 2017-10-18	Logistics and Supply Chain and Inventory Management	 Allied Educational Resources Ltd.
2017-10-18 - 2017-10-20	Inventory, Logistics and Distribution Management	 Tom Associates Training

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Engineering and Technical Skills

2017-10-02 - 2017-10-04	Instrumentation and Control in Process Plant	 Angelus Consulting and Research Limited
2017-10-12 - 2017-10-13	Commercial Awareness for Technical People	 Impact Training and Management Consulting Limited
2017-10-17 - 2017-10-20	Maintenance of Air Conditioners and Refrigerators	 Alpha Partners

2017-10-17 - 2017-10-20	Fundamentals of Pumps and Valves and Their Selection for Optimal System Performance	 Alpha Partners
2017-10-23 - 2017-10-27	Advanced Mechanical Drives System Maintenance	 Tom Associates Training

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Entrepreneurship and Business Development

2017-10-09 - 2017-10-11	Certified Business Analysis Professional	 JK Michaels Consulting
2017-10-14 - 2017-10-27	Corporate Innovation in Small and Medium Enterprises (SME 604)	 Administrative Staff College of Nigeria (ASCON)
2017-10-24 - 2017-10-27	Building and Sustaining a Successful Enterprise	 Tom Associates Training
2017-11-01 - 2017-11-03	How to Turn around a Business that is Satisfactory but Underperforming	 Tom Associates Training
2017-11-16 - 2017-11-17	Successful Business Pitch	 Tom Associates Training



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Information and Communications Technology

2017-10-17 - 2017-10-20	Network Administration and Operations	 Alpha Partners
2017-10-23 - 2017-10-27	Introduction to Oracle/SQL (CIMSD 612)	 Administrative Staff College of Nigeria (ASCON)
2017-10-24 - 2017-10-27	Computer Hardware, Software and Network Installation, Operation and Maintenance	 Alpha Partners
2017-11-02 - 2017-11-03	Comprehensive Training on Ms Word	 Tom Associates Training

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Oil and Gas

2017-10-01 - 2017-10-05	Gas Processing	 EuroMaTech Training and Management Consultancy
2017-10-02 - 2017-10-04	Instrumentation and Control in Process Plant	 Angelus Consulting and Research Limited
2017-10-24 - 2017-10-27	Accounting and Taxation in Oil and Gas Sector	 Alpha Partners

2017-11-05 - 2017-11-09	Oil and Gas Contracts	 PetroKnowledge Training
2017-11-07 - 2017-11-10	Advanced Internal Auditing and Quality Assurance in Oil and Gas Sector	 Alpha Partners


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Project Management

2017-10-03 - 2017-10-06	Project Management Professional	 JK Michaels Consulting
2017-10-04 - 2017-10-06	Project Planning, Scheduling and Cost Management	 Angelus Consulting and Research Limited
2017-12-17 - 2017-12-21	Contractor Safety Management	 GLOMACS Training and Consultancy

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Media and Communication

2017-10-04 - 2017-10-06	Smarter Presentation and Persuasive Public Speaking Skills	 Tom Associates Training
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Customer Service and Support

2017-10-09 - 2017-10-13	Workshop on Citizen Engagement and Service Improvement	 Administrative Staff College of Nigeria (ASCON)
2017-10-16 - 2017-10-20	Effective Service Delivery (PASD 609)	 Administrative Staff College of Nigeria (ASCON)
2017-10-18 - 2017-10-20	Customer Care Essentials	 Tom Associates Training
2017-11-14 - 2017-11-17	Customer Care Essentials	 Tom Associates Training
2017-11-15 - 2017-11-17	Customer Experience Management	 Tom Associates Training

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Corporate Governance

2017-10-09 - 2017-10-13	Final Accounts Preparation in Government (FMSD 615)	 Administrative Staff College of Nigeria (ASCON)
2017-10-16 - 2017-10-20	Strengthening Women in Managerial Capacities in Public Administration and Governance	 Administrative Staff College of Nigeria (ASCON)

2017-10-23 - 2017-10-27	CSR/Sustainability Practitioner's Training with SDGs - Intermediate	 De Bernards Consulting Ltd
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Corporate Social Responsibility (CSR)

2017-10-23 - 2017-10-27	CSR/Sustainability Practitioner's Training with SDGs - Intermediate	 De Bernards Consulting Ltd
2017-11-20 - 2017-11-21	3rd International Conference on Business and Human Rights in Africa	 De Bernards Consulting Ltd




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Public Administration

2017-10-09 - 2017-10-13	Enhancement of Public Sector Commercialization Talent	 Tom Associates Training
2017-10-16 - 2017-10-20	Public Sector Service Transformation: The Enablers of Service Modernization	 Tom Associates Training
2017-10-16 - 2017-10-20	Strengthening Women in Managerial Capacities in Public Administration and Governance	 Administrative Staff College of Nigeria (ASCON)
2017-10-23 - 2017-10-27	Public Finance Refresher and Appropriation Programme	 Tom Associates Training
2017-11-06 - 2017-11-10	Strengthening the Skills of Officers in Public Administration	 Tom Associates Training


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Executive Education

2017-10-26 - 2017-10-27	Executive Administrative Personal Assistant Training	 Allied Educational Resources Ltd.
2017-11-21 - 2017-11-23	Integrating Lean and Six Sigma Workshop	 Centre for Public Service Productivity and Development
2017-12-04 - 2017-12-15	Leadership Mastery Realising your Leadership Potential through Self-Discovery	 GLOMACS Training and Consultancy

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Real Estate Management

2017-10-10 - 2017-10-13	Facilities Maintenance Management	 Human Capital Associates
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Health, Safety and Environment (HSE)

2017-10-16 - 2017-10-20	Workshop on Managing Environmental Crises	 Administrative Staff College of Nigeria (ASCN)
2017-11-02 - 2017-11-03	Occupational Health and Safety Management	 Tom Associates Training
2017-12-17 - 2017-12-21	Contractor Safety Management	 GLOMACS Training and Consultancy


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Conferences AGM Seminars

2017-10-16 - 2017-10-19	4th Annual Admin Officers and Secretaries Conference 2017	 Newways Consulting
2017-10-18 - 2017-10-19	Conference on Power of the Effective Female Executive	 Reenel Associates
2017-11-13 - 2017-11-16	2nd Annual Pension/Admin Conference 2017	 Newways Consulting
2017-11-20 - 2017-11-21	3rd International Conference on Business and Human Rights in Africa	 De Bernards Consulting Ltd

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Pre-Retirement and New Beginnings

2017-11-07 - 2017-11-10	Managing A New Beginning: Securing Our Post-Employment Future	 Tom Associates Training
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Women and Gender Issues

2017-10-16 - 2017-10-20	Strengthening Women in Managerial Capacities in Public Administration and Governance	 Administrative Staff College of Nigeria (ASCN)
2017-10-18 - 2017-10-19	Conference on Power of the Effective Female Executive	 Reenel Associates

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Legal and Legislative

2017-10-18 - 2017-10-20	Contract and Procurement Management and Procurement Management	 Impact Training and Management Consulting Limited
2017-10-23 - 2017-10-27	Workshop On Legislative Drafting Techniques	 Administrative Staff College of Nigeria (ASCN)

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Research Methodology and Analytics

2017-10-09 - 2017-10-13

Research Proposal Preparation



Administrative Staff College of Nigeria
(ASCON)

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Management Consultancy

2017-10-17 - 2017-11-03

Management Methods, Techniques and Skills
Development (MCSD 604)



Administrative Staff College of Nigeria
(ASCON)

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Energy and Power

2017-10-02 - 2017-10-04

Instrumentation and Control in Process Plant



Angelus Consulting and Research
Limited

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