



## Fourth Quarter 2017 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
<b>Internal Audit and Fraud</b>		
2017-11-04 - 2017-11-17	Public Sector Auditing (FMSD 601)	 Administrative Staff College of Nigeria (ASCN)
2017-11-06 - 2017-11-10	Comprehensive Course on Internal Control, Compliance and Risk Management	 CIR Capacity for Africa
2017-11-21 - 2017-11-23	Workplace Investigation and Interviewing	 TSI Limited
2017-11-21 - 2017-11-24	Internal Auditor's Role in Preventing Fraud	 Alpha Partners
2017-12-04 - 2017-12-08	Forensic Accounting Professional Certification Course	 TSI Limited


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### Project Management

2017-11-04 - 2017-11-18	Project Management Professional	 JK Michaels Consulting
2017-11-06 - 2017-11-17	Project Management in Action: Managing World Bank Projects Course (Belgium)	 HRODC Postgraduate Training Institute
2017-11-06 - 2017-11-10	Managing the Monitoring and Evaluation Functions	 Human Capital Associates
2017-11-20 - 2017-11-24	Computer Application to Project Management Using Microsoft Project 2013 (CIMSD 614)	 Administrative Staff College of Nigeria (ASCN)
2017-12-17 - 2017-12-21	Contractor Safety Management	 GLOMACS Training and Consultancy

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### Operations Management

2017-11-07 - 2017-11-09	Supervisory Skills Improvement	 Angelus Consulting and Research Limited
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2017-12-04 - 2017-12-09	Strategic Management and Strategic Cost Management Course	 HRODC Postgraduate Training Institute
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### Media and Communication

2017-11-08 - 2017-11-10	Advanced Communication Skills	 Reenel Associates
2017-11-14 - 2017-11-16	The FOI Act 2011 and Corporate Office Administration, Record and Information Management and Document Tracking Workshop	 Newways Consulting
2017-11-20 - 2017-11-24	Fluent English for Public Service Officers	 Tom Associates Training

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### Executive Education

2017-11-03 - 2017-11-05	3 days Advance Executive Administrative Personal Assistant Training (Promo)	 Allied Educational Resources Ltd.
2017-11-07 - 2017-11-09	The Certified Performance Improvement Professional (CPIP)	 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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### Administrative and Secretarial

2017-11-03 - 2017-11-05	3 days Advance Executive Administrative Personal Assistant Training (Promo)	 Allied Educational Resources Ltd.
2017-11-06 - 2017-11-10	Office Practice and Administrative Duties Course	 CIR Capacity for Africa
2017-11-06 - 2017-11-10	Administrative Functions and Office Management Course	 Tom Associates Training
2017-11-13 - 2017-11-16	2nd Annual Pension/Admin Conference 2017	 Newways Consulting
2017-11-20 - 2017-11-24	Workshop on Modern Techniques of Target Setting for Corporate Managers and Administrators (MSD 625)	 Administrative Staff College of Nigeria (ASCN)






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### Report and Speech Writing

2017-12-05 - 2017-12-08	Report Writing for the Internal Auditor	 Alpha Partners
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## Finance and Accounting

2017-11-06 - 2017-11-10	Finance for Non-Financial Managers	 Tom Associates Training
2017-11-14 - 2017-11-17	Fundamentals of Oil and Gas Accounting	 Alpha Partners
2017-11-15 - 2017-11-17	Commercial Debt Recovery and Credit Control	 Impact Training and Management Consulting Limited
2017-11-20 - 2017-11-24	Treasury Management Workshop (BEMSD 624)	 Administrative Staff College of Nigeria (ASCN)
2017-11-21 - 2017-11-24	Best Practice in the Preparation of Final Accounts and Year-End Reports	 Alpha Partners

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## Strategic Management

2017-11-13 - 2017-11-15	Business Strategies and Planning	 Symantic Consulting
2017-11-13 - 2017-11-14	Strategies for Finding and Winning New Business	 Impact Training and Management Consulting Limited
2017-11-20 - 2017-11-24	Strategic Management (LDSO 608)	 Administrative Staff College of Nigeria (ASCN)
2017-11-20 - 2017-11-22	Corporate Strategy and Business Planning	 Core Trainers
2017-12-06 - 2017-12-08	Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management	 Tom Associates Training

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## Human Resource Management

2017-11-04 - 2017-11-17	Performance Improvement Course	 Administrative Staff College of Nigeria (ASCN)
2017-11-13 - 2017-11-17	Advanced Human Resources Management	 Tom Associates Training
2017-11-13 - 2017-11-13	Human Resources Performance Metrics	 Impact Training and Management Consulting Limited
2017-11-20 - 2017-11-23	Certified Human Resources Manager	 LEORON Professional Development Institute

2017-11-21 - 2017-11-24

Strategic Human Resources Management



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### Logistics and Supply Chain Management

2017-11-07 - 2017-11-10

Beginners Training on Bids and Tenders Management



Tom Associates Training

2017-11-08 - 2017-11-10

Managing Fleet for Profitability



Tom Associates Training

2017-11-08 - 2017-11-10

Inventory Management and Stock Control Course



Impact Training and Management Consulting Limited

2017-11-13 - 2017-11-17

Strategic Procurement and Vendor Management Course



Tom Associates Training

2017-11-13 - 2017-11-15

Implementing a Sustainable Effective Stores and Materials Management



Core Trainers

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### Health, Safety and Environment (HSE)

2017-11-02 - 2017-11-03

Occupational Health and Safety Management



Tom Associates Training

2017-11-05 - 2017-11-09

Task Risk Assessment: Modern Proactive Approach to Incident Prevention



EuroMaTech Training and Management Consultancy

2017-11-28 - 2017-11-29

Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites



Tom Associates Training

2017-12-17 - 2017-12-21

Contractor Safety Management



GLOMACS Training and Consultancy

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### Entrepreneurship and Business Development

2017-11-01 - 2017-11-03

How to Turn around a Business that is Satisfactory but Underperforming



Tom Associates Training

2017-11-06 - 2017-11-10

Management of Small and Medium Business (SME 614)



Administrative Staff College of Nigeria (ASCON)

2017-11-16 - 2017-11-17

Successful Business Pitch



Tom Associates Training






2017-11-20 - 2017-11-24

Enterprise Proficiency for Small and Medium Size Business Owners








Tom Associates Training

### Leadership and Self Development

2017-11-07 - 2017-11-10	Becoming an Effective Supervisory Manager	 Tom Associates Training
2017-11-08 - 2017-11-10	Managing the Sales Team for Result	 Tom Associates Training
2017-11-21 - 2017-11-24	Leadership and Performance Management Innovation Conference	 Administrative Staff College of Nigeria (ASCON)
2017-12-04 - 2017-12-15	Leadership Mastery Realising your Leadership Potential through Self-Discovery	 GLOMACS Training and Consultancy
2017-12-26 - 2017-12-29	Delivering Results through Teams	 Tom Associates Training




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### Engineering and Technical Skills

2017-11-13 - 2017-11-17	Hydraulic and Electro-Hydraulic Control Systems	 Angelus Consulting and Research Limited
2017-11-14 - 2017-11-17	Electrical Installation in Hazardous Areas: Classification, Safe Handling, Operation and Maintenance	 Alpha Partners
2017-11-19 - 2017-11-23	Maintenance Errors Understanding, Identifying and Managing the Human Factor	 PetroKnowledge Training
2017-11-22 - 2017-11-24	Pumps and Valves Operation and Maintenance	 Tom Associates Training
2017-11-27 - 2017-11-30	Building Maintenance: Standards and Best Practices	 Alpha Partners

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### Information and Communications Technology

2017-11-02 - 2017-11-03	Comprehensive Training on Ms Word	 Tom Associates Training
2017-11-13 - 2017-11-15	Computer Forensic Workshop	 Fontini Consulting Ltd
2017-11-20 - 2017-11-24	Computer Application to Project Management Using Microsoft Project 2013 (CIMSD 614)	 Administrative Staff College of Nigeria (ASCON)
2017-11-27 - 2017-11-30	IT Infrastructure and Disaster Recovery Planning	 Alpha Partners

2017-12-06 - 2017-12-08	Big Data Analysis and Dashboards with Microsoft Excel for Business Analysts	 Tom Associates Training
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### Management Consultancy

2017-11-04 - 2017-11-11	Certified Business Analysis Professional (weekend)	 JK Michaels Consulting
2017-11-11 - 2017-12-08	Management Consulting Course (MCSD 600)	 Administrative Staff College of Nigeria (ASCON)




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### Marketing and Sales Management

2017-11-02 - 2017-11-03	Selling In a Difficult Environment	 Tom Associates Training
2017-11-08 - 2017-11-10	Managing the Sales Team for Result	 Tom Associates Training
2017-11-13 - 2017-11-24	Product Launch and Management	 Reenel Associates
2017-11-13 - 2017-11-14	Strategies for Finding and Winning New Business	 Impact Training and Management Consulting Limited
2017-11-14 - 2017-11-17	Value Added Marketing: Advanced Marketing Strategies	 Tom Associates Training


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### Customer Service and Support

2017-11-14 - 2017-11-17	Customer Care Essentials	 Tom Associates Training
2017-11-15 - 2017-11-17	Customer Experience Management	 Tom Associates Training
2017-12-05 - 2017-12-08	Competencies in Service Strategy	 Tom Associates Training

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### Time and Self Management

2017-12-13 - 2017-12-15	Effective Management of Time, Priority and Work Pressure	 Tom Associates Training
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### General Management

2017-11-01 - 2017-11-03	Mastering and Managing the Corporate Planning Function	 Tom Associates Training
2017-11-06 - 2017-11-10	Managing Negotiation (ESD 609)	 Administrative Staff College of Nigeria (ASCON)
2017-11-07 - 2017-11-09	Supervisory Skills Improvement	 Angelus Consulting and Research Limited
2017-11-08 - 2017-11-10	Inventory Management and Stock Control Course	 Impact Training and Management Consulting Limited


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### Public Administration

2017-11-04 - 2017-11-17	Public Sector Auditing (FMSD 601)	 Administrative Staff College of Nigeria (ASCON)
2017-11-06 - 2017-11-10	Strengthening the Skills of Officers in Public Administration	 Tom Associates Training
2017-11-13 - 2017-11-17	Management of the Contemporary Public Sector: The Pressure to Change	 Tom Associates Training
2017-11-20 - 2017-11-24	Fluent English for Public Service Officers	 Tom Associates Training

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### Event Planning and Management

2017-11-20 - 2017-11-24	Protocol, Public Relations and Events Management	 Tom Associates Training
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### Protocol and Travel Management

2017-11-08 - 2017-11-10	Protocol and Travel Management	 Impact Training and Management Consulting Limited
2017-11-20 - 2017-11-24	Protocol, Public Relations and Events Management	 Tom Associates Training

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### Conferences AGM Seminars

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 Bernardis Consulting Ltd

2017-11-21 - 2017-11-24	Leadership and Performance Management Innovation Conference	 Administrative Staff College of Nigeria (ASCON)
2017-11-27 - 2017-12-01	Workshop on Diplomatic Principles and Foreign Policy	 Administrative Staff College of Nigeria (ASCON)



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### Risk Management

2017-11-06 - 2017-11-08	Effective Risk Reduction Implementation Strategy	 Symantic Consulting
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### Oil and Gas

2017-11-05 - 2017-11-09	Oil and Gas Contracts	 PetroKnowledge Training
2017-11-13 - 2017-11-17	Hydraulic and Electro-Hydraulic Control Systems	 Angelus Consulting and Research Limited
2017-11-14 - 2017-11-17	Fundamentals of Oil and Gas Accounting	 Alpha Partners
2017-12-12 - 2017-12-15	Oil and Gas Insurance Underwriting and Administration	 Alpha Partners


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### Banking and Insurance

2017-11-20 - 2017-11-24	Treasury Management Workshop (BEMSD 624)	 Administrative Staff College of Nigeria (ASCON)
2017-11-22 - 2017-11-24	Excessive Bank Charges Calculation Techniques and Recovery Process	 Tom Associates Training
2017-12-12 - 2017-12-15	Oil and Gas Insurance Underwriting and Administration	 Alpha Partners


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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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### Corporate Social Responsibility (CSR)

2017-11-20 - 2017-11-21	3rd International Conference on Business and Human Rights in Africa	 De Bernards Consulting Ltd
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### Women and Gender Issues



2017-11-13 - 2017-11-17

Five Day Workshop on Gender  
Mainstreaming in Projects and Program



Administrative Staff College of Nigeria  
(ASCON)

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### Research Methodology and Analytics

2017-11-13 - 2017-11-17

Workshop on Data Collection and Analysis



Administrative Staff College of Nigeria  
(ASCON)

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### Energy and Power

2017-11-13 - 2017-11-17

Hydraulic and Electro-Hydraulic Control  
Systems



Angelus Consulting and Research  
Limited

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