



## Fourth Quarter 2018 Conferences, Seminars and Training Guide

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| Date                            | Course Title   | Training Provider  |
|---------------------------------|--|--|
| <b>Internal Audit and Fraud</b> |  |  |
| 2018-10-03 - 2018-10-05         | Anti-Money Laundering and Anti-Terrorism Programs                                    |  TSI Limited    |
| 2018-10-22 - 2018-10-26         | Forensic Accounting Professional Certification (leading to MSc. Forensic Accounting) |  TSI Limited    |
| 2018-10-23 - 2018-10-26         | Fraud Risk and the Internal Auditor Course   |  Alpha Partners |

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### Logistics and Supply Chain Management

|                         |   |   |
|-------------------------|---|---|
| 2018-10-08 - 2018-10-12 | Procurement Planning and Management Workshop                                    |  CIR Capacity for Africa           |
| 2018-10-10 - 2018-10-12 | Effective Management of Contract and Procurement Peculiarities Course           |  Core Trainers                     |
| 2018-10-14 - 2018-10-25 | Procurement and Supply Chain Management Best Practices Training (PMI® Approved) |  GLOMACS Training and Consultancy  |
| 2018-10-17 - 2018-10-19 | Inventory, Logistics and Distribution Management Course                         |  Tom Associates                    |
| 2018-10-22 - 2018-10-23 | Logistics and Supply Chain Management Course                                    |  Allied Educational Resources Ltd. |

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### Finance and Accounting

|                         |   |  |
|-------------------------|---|--|
| 2018-10-03 - 2018-10-05 | Understanding and Analyzing Financial Statements and Reports Workshop               |  Alpha Partners |
| 2018-10-08 - 2018-10-10 | Taxation of Companies and the Intrinsic Issues in Tax Management and Administration |  Core Trainers  |
| 2018-10-08 - 2018-10-12 | Multi-Year Budgeting for Public Sector Officers Course                              |  Tom Associates |

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|-------------------------|---|--|
| 2018-10-09 - 2018-10-10 | IFRS MasterClass                            |  GODP Consulting |
| 2018-10-10 - 2018-10-12 | Cost Reduction and Management Guides Course |  Tom Associates |

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### Economic Management

|                         |   |  |
|-------------------------|---|--|
| 2018-11-20 - 2018-11-22 | Alternative Sources of Revenue Generation in a Dwindling Oil Based Economy Course |  Newways Consulting |
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### Public Administration

|                         |   |  |
|-------------------------|---|--|
| 2018-10-08 - 2018-10-12 | Enhancement of Public Sector Commercialization Talent Course                  |  Tom Associates   |
| 2018-10-08 - 2018-10-12 | Multi-Year Budgeting for Public Sector Officers Course                        |  Tom Associates   |
| 2018-10-22 - 2018-10-26 | Public Finance Refresher and Appropriation Programme                          |  Tom Associates   |
| 2018-11-05 - 2018-11-09 | Strengthening the Skills of Officers in Public Administration Course          |  Tom Associates |
| 2018-11-12 - 2018-11-16 | Management of the Contemporary Public Sector Training: The Pressure to Change |  Tom Associates |

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### Administrative and Secretarial

|                         |  |   |
|-------------------------|--|---|
| 2018-10-08 - 2018-10-12 | Administration and Office Management Course for Female Professionals |  Fontini Consulting Ltd            |
| 2018-10-10 - 2018-10-11 | Executive Administrative Personal Assistant Training                 |  Allied Educational Resources Ltd. |
| 2018-10-16 - 2018-10-19 | 5th Annual Admin Officers and Secretaries Conference 2018            |  Newways Consulting                |
| 2018-10-30 - 2018-11-02 | Managing your Boss in the Workplace Course                           |  Alpha Partners                    |
| 2018-11-05 - 2018-11-09 | Administrative Functions and Office Management Course                |  Tom Associates                    |

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### Conferences AGM Seminars

|                         |   |   |
|-------------------------|---|---|
| 2018-10-16 - 2018-10-19 | 5th Annual Admin Officers and Secretaries Conference 2018 |  Newways Consulting   |
| 2018-11-13 - 2018-11-16 | 3rd Annual Pension/Admin Conference 2018                  |  Newways Consulting  |
| 2018-11-28 - 2018-11-29 | Fourth Africa Conference on Business and Human Rights     |  International Network for Corporate Social Responsibility (INCSR) |

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### Leadership and Self Development

|                         |  |  |
|-------------------------|--|--|
| 2018-10-09 - 2018-10-11 | How to Become a Productive Team Leader Training                              |  Centre for Public Service Productivity and Development |
| 2018-10-10 - 2018-10-12 | Frontline Leadership: Emerging Leadership Course                             |  Tom Associates   |
| 2018-10-11 - 2018-10-12 | Coaching for Peak Performance Course   |  Tom Associates   |
| 2018-10-15 - 2018-10-19 | New Manager Development Programme  |  Regenesys Business School                             |
| 2018-10-25 - 2018-10-26 | Discover and Master Your Emotional Energy for Maximum Accomplishments Course |  Tom Associates                                       |

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### Oil and Gas

|                         |   |   |
|-------------------------|---|---|
| 2018-10-23 - 2018-10-26 | Fundamentals of Oil and Gas Accounting      |  Alpha Partners          |
| 2018-11-26 - 2018-11-30 | Mini MBA: Oil and Gas and Energy Management |  PetroKnowledge Training |

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### General Management

|                         |  |  |
|-------------------------|--|--|
| 2018-10-10 - 2018-10-12 | Stock Control and Management Training  |  Tom Associates |
| 2018-10-15 - 2018-10-16 | The Art of Crisis Management Course  |  Tom Associates |
| 2018-10-17 - 2018-10-19 | Problem Solving and Decision Making Techniques Program                           |  Tom Associates |
| 2018-10-29 - 2018-11-02 | ISO 9001:2015 Quality Management System Lead Implementer Course (PECB Certified) |  Tenol Alpha    |

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|-------------------------|---|---|
| 2018-10-29 - 2018-10-31 | Mastering and Managing the Corporate Planning Function Course |  Tom Associates |
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### Customer Service and Support

|                         |  |   |
|-------------------------|--|---|
| 2018-10-08 - 2018-10-10 | Customer Relationship Management (CRM): the Power of Information |  Reenel Associates       |
| 2018-10-08 - 2018-10-12 | Customer Care and Conflict Resolution Training                   |  CIR Capacity for Africa |
| 2018-10-17 - 2018-10-19 | Customer Care Essentials Course                                  |  Tom Associates          |
| 2018-11-14 - 2018-11-16 | Customer Experience Management Course                            |  Tom Associates          |


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### Marketing and Sales Management

|                         |  |   |
|-------------------------|--|---|
| 2018-10-08 - 2018-10-10 | Customer Relationship Management (CRM): the Power of Information |  Reenel Associates                                   |
| 2018-10-08 - 2018-10-12 | Complete Sales-Person Course                                     |  Tom Associates                                    |
| 2018-10-08 - 2018-10-10 | Professional Selling Skills Course                               |  Impact Training and Management Consulting Limited |
| 2018-10-08 - 2018-10-12 | Complete Salesperson Course: The Seven Traits                    |  Tom Associates                                    |
| 2018-10-10 - 2018-10-12 | Intensive Marketing and Reinforcing Sales Strategies             |  Symantic Consulting                               |



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### Project Management

|                         |  |  |
|-------------------------|--|--|
| 2018-10-06 - 2018-10-20 | Project Management Professional Training |  JK Michaels Consulting |
|-------------------------|--|--|

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### Entrepreneurship and Business Development

|                         |   |  |
|-------------------------|---|--|
| 2018-10-09 - 2018-10-11 | Certified Business Analysis Professional Course |  JK Michaels Consulting |
| 2018-10-17 - 2018-10-19 | Business Acumen Master Class                    |  Tom Associates         |

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|-------------------------|---|--|
| 2018-10-17 - 2018-10-19 | How to Find and Win New Business Course: Opening Doors and Converting Opportunities   |  Tom Associates  |
| 2018-10-17 - 2018-10-19 | Business Acumen Master Class: Transformative Learning of How the Business Makes Money |  Tom Associates |
| 2018-10-23 - 2018-10-26 | Building and Sustaining a Successful Enterprise Course                                |  Tom Associates |


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### Engineering and Technical Skills

|                         |  |  |
|-------------------------|--|--|
| 2018-10-08 - 2018-10-12 | PLC - Allen Bradley Training: Programming, Troubleshooting and Maintenance   |  Angelus Consulting and Research Limited          |
| 2018-10-16 - 2018-10-19 | Maintenance Management Best Practice: Systems, Tools and Techniques  |  Alpha Partners                                   |
| 2018-10-23 - 2018-10-26 | Fundamentals of Pumps and Valves and Their Selection for Optimal System Performance                                |  Alpha Partners                                   |
| 2018-10-23 - 2018-10-26 | Advanced Mechanical Drives System Maintenance Course   |  Tom Associates                                  |
| 2018-10-28 - 2018-11-01 | Leadership Development for Engineers: Motivating, Coaching and Conflict Management for Superior Performance Course |  EuroMaTech Training and Management Consultancy |






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### Energy and Power

|                         |   |   |
|-------------------------|---|---|
| 2018-11-26 - 2018-11-30 | Mini MBA: Oil and Gas and Energy Management |  PetroKnowledge Training |
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### Human Resource Management


|                         |   |   |
|-------------------------|---|---|
| 2018-10-08 - 2018-10-12 | HR Analytics: Concepts and Tools for Effective Decision-Making Workshop               |  Human Capital Associates                          |
| 2018-10-08 - 2018-10-10 | Fundamentals of Human Resources Management Course                                     |  Impact Training and Management Consulting Limited |
| 2018-10-08 - 2018-10-12 | Competencies in Human Resources Management Training: Basic Human Resources Management |  Tom Associates                                    |
| 2018-10-23 - 2018-10-26 | Company Law and Practices Workshop  |  Alpha Partners                                    |
| 2018-10-30 - 2018-11-02 | Administration and Office Management Professional Seminar                             |  Alpha Partners                                    |

### Information and Communications Technology

|                         |  |  |
|-------------------------|--|--|
| 2018-10-30 - 2018-11-02 | Information, Communication and Records Management Course |  Alpha Partners |
| 2018-11-26 - 2018-11-30 | Internet Security Awareness Training                     |  Tom Associates |





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### Legal and Legislative

|                         |                                    |  |
|-------------------------|------------------------------------|--|
| 2018-10-23 - 2018-10-26 | Company Law and Practices Workshop |  Alpha Partners |
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### Banking and Insurance

|                         |  |  |
|-------------------------|--|--|
| 2018-10-08 - 2018-10-12 | Banking Operations Workshop  |  Tom Associates   |
| 2018-11-05 - 2018-11-07 | Banking Services and Marketing Strategies Workshop                           |  Tom Associates   |
| 2018-11-05 - 2018-11-09 | Bank Lending and Credit Administration Workshop                              |  Tom Associates  |
| 2018-11-14 - 2018-11-16 | Excessive Bank Charges Training: Calculation Techniques and Recovery Process |  Tom Associates |
| 2018-11-27 - 2018-11-30 | Bank Treasury Management Training  |  Tom Associates |


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### Event Planning and Management

|                         |   |  |
|-------------------------|---|--|
| 2018-11-04 - 2018-11-08 | Events and Conferences Management Course: Principles and Best Practices |  EuroMaTech Training and Management Consultancy |
| 2018-11-26 - 2018-11-30 | Protocol, Public Relations and Event Management                         |  Tom Associates                                 |


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### Protocol and Travel Management

|                         |   |  |
|-------------------------|---|--|
| 2018-11-26 - 2018-11-30 | Protocol, Public Relations and Event Management |  Tom Associates |
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### Security and Crime Prevention

|                         |  |  |
|-------------------------|--|--|
| 2018-10-03 - 2018-10-05 | Protocol, Logistics and Escort Training Course |  Nigerian Institute for Industrial Security |
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| 2018-10-09 - 2018-10-12 | Corporate Security Manager's Course  |  Nigerian Institute for Industrial Security |
| 2018-11-26 - 2018-11-30 | Internet Security Awareness Training |  Tom Associates                           |


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### Media and Communication

|                         |   |  |
|-------------------------|---|--|
| 2018-10-29 - 2018-10-31 | Quality Proposal and Report Writing and Crucial Communications Course       |  Tom Associates   |
| 2018-11-04 - 2018-11-07 | Accelerated Certification Training in Public Relations                      |  Ogudoro Leadership Trainers and Management Consultants |
| 2018-11-13 - 2018-11-15 | Excellence in Crisis Communication and Public Information Management Course |  Centre for Public Service Productivity and Development |
| 2018-11-26 - 2018-11-30 | Excellent English for Public Service Officers Course                        |  Tom Associates   |

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### Education

|                         |                                       |  |
|-------------------------|---------------------------------------|--|
| 2018-10-09 - 2018-10-12 | School Leaders and Promoters Training |  Ogudoro Leadership Trainers and Management Consultants |
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### Executive Education

|                         |  |  |
|-------------------------|--|--|
| 2018-11-18 - 2018-11-22 | Women in Leadership Course: Unleashing the Power, Potential and Positivity of Women in the Workplace |  LEADWomen Executive Education UK |
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### Women and Gender Issues

|                         |  |  |
|-------------------------|--|--|
| 2018-11-18 - 2018-11-22 | Women in Leadership Course: Unleashing the Power, Potential and Positivity of Women in the Workplace |  LEADWomen Executive Education UK |
| 2018-11-18 - 2018-11-22 | Empowering Women to Succeed at Work Course   |  LEADWomen Executive Education UK |

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### Operations Management

|                         |  |  |
|-------------------------|--|--|
| 2018-10-17 - 2018-10-19 | Operational Excellence Practices for Work Efficiency and Reduced Cost Training |  Tom Associates |
| 2018-10-18 - 2018-10-19 | Fundamentals of Total Quality Management and Cost Reduction Course             |  SDIL           |

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|-------------------------|--|---|
| 2018-10-29 - 2018-11-02 | ISO 9001:2015 Quality Management System Lead Implementer Course (PECB Certified)   |  Tenol Alpha            |
| 2018-10-30 - 2018-10-31 | Attaining Shop Floor and Office Excellence Course Using the Five S System  |  Tom Associates        |
| 2018-11-14 - 2018-11-16 | Strategy for Developing a Procurement Plan, Specification and Solicitation, Documentation for Goods, Works and Consultancy Services Course |  DACA Consults Limited |

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### **Risk Management**

|                         |   |  |
|-------------------------|---|--|
| 2018-10-15 - 2018-10-19 | ISO 31000 Lead Risk Manager Course (PECB)                                   |  Tenol Alpha  |
| 2018-10-22 - 2018-10-26 | Investment Management and Risk Analysis Course                              |  Fontini Consulting Ltd                                   |
| 2018-11-06 - 2018-11-08 | Foundations of Emergency Management Course                                  |  Centre for Public Service Productivity and Development   |
| 2018-11-13 - 2018-11-15 | Excellence in Crisis Communication and Public Information Management Course |  Centre for Public Service Productivity and Development  |
| 2018-11-20 - 2018-11-22 | Effective Emergency Exercise Design Course                                  |  Centre for Public Service Productivity and Development |


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### **Strategic Management**

|                         |   |  |
|-------------------------|---|--|
| 2018-10-25 - 2018-10-26 | Root Cause Analysis Training: Diagnosing Underlying Causes of Problems and Undesired Events |  Tom Associates |
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### **Report and Speech Writing**

|                         |   |  |
|-------------------------|---|--|
| 2018-10-29 - 2018-10-31 | Quality Proposal and Report Writing and Crucial Communications Course |  Tom Associates |
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### **Pre-Retirement and New Beginnings**

|                         |  |  |
|-------------------------|--|--|
| 2018-11-13 - 2018-11-16 | Pre-Retirement Course: Preparing to Manage a New Beginning |  Tom Associates |
|-------------------------|--|--|

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### **Health, Safety and Environment (HSE)**

|                         |  |  |
|-------------------------|--|--|
| 2018-11-01 - 2018-11-02 | Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites |  Tom Associates |
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| 2018-11-01 - 2018-11-02 | Occupational Health and Safety Management Course |  Tom Associates  |
| 2018-11-06 - 2018-11-08 | Foundations of Emergency Management Course       |  Centre for Public Service Productivity and Development |
| 2018-11-20 - 2018-11-22 | Effective Emergency Exercise Design Course       |  Centre for Public Service Productivity and Development |


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### Corporate Social Responsibility (CSR)

|                         |  |   |
|-------------------------|--|---|
| 2018-10-08 - 2018-10-12 | Corporate Governance, Business Ethics and Corporate Social Responsibility Course |  Foscore Development Center  |
| 2018-11-05 - 2018-11-09 | ISO 26000 Social Responsibility Training - Lead Implementer                      |  International Network for Corporate Social Responsibility (INCSR) |

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### Corporate Governance

|                         |  |  |
|-------------------------|--|--|
| 2018-10-08 - 2018-10-12 | Corporate Governance, Business Ethics and Corporate Social Responsibility Course |  Foscore Development Center |
|-------------------------|--|--|

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