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Second Quarter 2015 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
Administrative and Secretarial		
13 April 2015 - 17 April 2015	Administrative Functions and Office Management Course	Tom Associates Training
15 April 2015 - 17 April 2015	Management and Business Skills for Secretaries and Executive Assistants	Impact Training and Management Consulting Limited
11 May 2015 - 15 May 2015	Management Development for Personal Assistants and Senior Secretaries	Tom Associates Training
01 June 2015 - 05 June 2015	Advanced Office Management and Administrative Skills	Tom Associates Training
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Conferences AGM Seminars		
21 April 2015 - 23 April 2015	The GTC Executive Conference: Strategies for 21st Century Successful Leaders	GTC
To view more courses in this category, click here		
Entrepreneurship and Business Development		
08 April 2015 - 10 April 2015	Managers as Corporate Entrepreneurs	Tom Associates Training
08 April 2015 - 10 April 2015	Competency Training for Business Development Executives	Tom Associates Training
23 April 2015 - 24 April 2015	Innovating for Business: Rethinking Products and Service Success Strategies	Tom Associates Training
03 June 2015 - 05 June 2015	Entrepreneurship Development for Managing a New Beginning	Tom Associates Training
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Executive Education		
11 April 2015 - 24 April 2015	Public Administration and Management Course (PASD 600)	Administrative Staff College of Nigeria (ASCON)
To view more courses in this category, click here		

Finance and Accounting

09 April 2015 - 10 April 2015	Getting up to Speed in Marketing of Financial Services	Tom Associates Training
11 April 2015 - 24 April 2015	Financial Management Course	Administrative Staff College of Nigeria (ASCON)
14 April 2015 - 17 April 2015	Budgeting and Budgetary Control	Tom Associates Training
16 April 2015 - 18 April 2015	Treasury Management Course	Fontini Consulting Ltd
22 April 2015 - 24 April 2015	Payroll Management, Compensation and Benefits Administration	Tom Associates Training

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General Management

13 April 2015 - 17 April 2015	Target Setting Workshop for Managers	Administrative Staff College of Nigeria (ASCON)
14 April 2015 - 17 April 2015	Training Managers to Train: Classroom Training Delivery Skills	Tom Associates Training
16 April 2015 - 17 April 2015	Building a high Performing Team - Managers Perspective	DACA Consults Limited
20 April 2015 - 22 April 2015	Succession Planning in all Strategic Business Units	Symantic Consulting
21 April 2015 - 24 April 2015	Workshop on Facilities Maintenance Management	Human Capital Associates

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Corporate Governance

11 April 2015 - 24 April 2015	Governance and Sustainable Development Course	Administrative Staff College of Nigeria (ASCON)

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Health and HSE

21 May 2015 - 22 May 2015	Occupational Health and Safety Management	Tom Associates Training

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Human Resource Management

11 April 2015 - 24 April 2015	Train-the-Trainers	Administrative Staff College of Nigeria (ASCON)

11 April 2015 - 24 April 2015	Train-the-Trainers Course (MSD 601)	Administrative Staff College of Nigeria (ASCON)
13 April 2015 - 17 April 2015	Modernizing the Human Resource Functions in Organisations	Administrative Staff College of Nigeria (ASCON)
21 April 2015 - 22 April 2015	Managing Learning and Development Function	Chartered Institute of Personnel Management of Nigeria (CIPM)
21 April 2015 - 22 April 2015	Essential Skills for Human Resourse Administrators	Chartered Institute of Personnel Management of Nigeria (CIPM)

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Information and Communications Technology

11 April 2015 - 24 April 2015	Database Management Course	Administrative Staff College of Nigeria (ASCON)
21 April 2015 - 24 April 2015	Financial Modeling and Forecasting Techniques using Advanced Excel Tools	Tom Associates Training
03 June 2015 - 05 June 2015	Foundation Excel for Financial and Business Analysis	Tom Associates Training
22 June 2015 - 24 June 2015	Optimising Digital Marketing	Symantic Consulting
24 June 2015 - 26 June 2015	Intermediate Excel for Financial and Business Analysis	Tom Associates Training

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Leadership and Self Development

08 April 2015 - 10 April 2015	Mentoring Skills Training for Managers	Tom Associates Training
11 April 2015 - 24 April 2015	Personal Effectiveness for Managers	Administrative Staff College of Nigeria (ASCON)
23 April 2015 - 24 April 2015	Power of Positive Reinforcement	Tom Associates Training
06 May 2015 - 08 May 2015	Frontline Leadership: Emerging Leadership Course	Tom Associates Training
20 May 2015 - 22 May 2015	Influencing Skills	Tom Associates Training

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Logistics and Supply Chain Management

15 April 2015 - 17 April 2015	Advanced Strategic Warehousing and Stores Management	Tom Associates Training
22 April 2015 - 24 April 2015	Effective Tender Design and Bidding Procedures	DACA Consults Limited
05 May 2015 - 08 May 2015	Contract Management Course	Tom Associates Training
06 May 2015 - 08 May 2015	Management of Non Current Assets (Fixed Assets Management)	Tom Associates Training

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Marketing and Sales Management

10 April 2015 - 21 April 2015	Selling in Tough Times	Impact Training and Management Consulting Limited
15 April 2015 - 17 April 2015	Mastering Business Negotiations: The Principles and Practice	Tom Associates Training
15 April 2015 - 17 April 2015	Relationship Management and Marketing	Tom Associates Training
20 April 2015 - 21 April 2015	Sharpening Negotiation Skills	Impact Training and Management Consulting Limited
22 April 2015 - 24 April 2015	Selling High Stake Products	Tom Associates Training

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Media and Communication

29 April 2015 - 29 April 2015	Writing Reports and Proposals	CIR Africa Limited

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Oil and Gas Energy and Power

13 April 2015 - 17 April 2015	Financial Modelling for the Power Sector Using Excel	GTC
11 May 2015 - 15 May 2015	Quality of Service Regulation in Power and Gas	GTC

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Operations Management

14 April 2015 - 17 April 2015	Lean Six Sigma Yellow Belt	Tom Associates Training

20 April 2015 - 24 April 2015	Production Pre- Commissioning Management	GTC
20 April 2015 - 24 April 2015	Lean Six Sigma Black Belt - IASSC	JK Michaels Consulting
13 May 2015 - 15 May 2015	Facility Maintenance and Management Training	Tom Associates Training
24 June 2015 - 26 June 2015	Managing Fleet for Profitability	Tom Associates Training

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Project Management

13 April 2015 - 15 April 2015	Effective Project Management Workshop	Impact Training and Management Consulting Limited
21 April 2015 - 24 April 2015	Project Management Practitioner	Global Edge Training Consulting
28 April 2015 - 30 April 2015	Business Essentials for Analysts	PearlMutual Consulting Limited
5 May 2015 - 8 May 2015	Project Management Training PMP (Weekday)	JK Michaels Consulting

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Risk Management

10 June 2015 - 12 June 2015	Integrated Business Risk Assurance Training for Managers	Tom Associates Training

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Security and Crime Prevention

13 April 2015 - 17 April 2015	Search Operations	GTC

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Strategic Management

07 May 2015 - 08 May 2015	How to Generate Innovative Business Models for Delivering Strategic Goals	Tom Associates Training

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Time and Self Management

25 June 2015 - 26 June 2015	Effective Management of Time, Priority and Work Pressure	Tom Associates Training

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Customer Service and Support

08 April 2015 - 10 April 2015	Customer Care Essentials	Tom Associates Training
16 April 2015 - 17 April 2015	Excellent Customer Service	National Institute of Marketing of Nigeria (NIMN)
27 April 2015 - 30 April 2015	Competencies in Service Strategy	Tom Associates Training
28 April 2015 - 30 April 2015	Front Desk and Customer Relations Skills	Tom Associates Training

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