












Second Quarter 2016 Conferences, Seminars and Training Guide


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Date	Course Title	Training Provider
Engineering and Technical Skills		
20 June 2016 - 24 June 2016	Bearing Maintenance and Lubrication	 Tom Associates Training
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Finance and Accounting		
20 June 2016 - 24 June 2016	Comprehensive Basic Accounting Training	 Tom Associates Training
28 June 2016 - 30 June 2016	Investment Analysis and Portfolio Management	 Tom Associates Training
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General Management		
28 June 2016 - 30 June 2016	Delivering Results through Teams	 Tom Associates Training
28 June 2016 - 30 June 2016	Management Challenges for 21st Century Managers	 Human Capital Associates
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Health and HSE		
20 June 2016 - 24 June 2016	Health and Safety Management in Industrial and Flammable Environments Course	 HRODC Postgraduate Training Institute
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Human Resource Management		
20 June 2016 - 24 June 2016	Driving Performance through Targets and Appraisal Processes: Employee Performance Assurance Training	 Tom Associates Training
20 June 2016 - 24 June 2016	Building High Performance Teams	 Fontini Consulting Ltd
06/21/2016 - 06/23/2016	Advanced HR Analytics and the Future of Business	 Chartered Institute of Personnel Management of Nigeria (CIPM)

21 June 2016 - 23 June 2016	Strategy Formulation and Execution for Senior Executives	 Chartered Institute of Personnel Management of Nigeria (CIPM)
21 June 2016 - 24 June 2016	Delivering Value through People in the Public Sector	 Chartered Institute of Personnel Management of Nigeria (CIPM)

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Information and Communications Technology

22 June 2016 - 24 June 2016	Intermediate Excel for Financial and Business Analysis	 Tom Associates Training
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Leadership and Self Development

20 June 2016 - 24 June 2016	Becoming an Effective Supervisory Manager	 Tom Associates Training
20 June 2016 - 23 June 2016	Leadership and Influence Training	 Growth Academy Limited
29 June 2016 - 30 June 2016	Business Leadership Training - Becoming Management Material	 Allied Educational Resources Ltd.





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Logistics and Supply Chain Management

20 June 2016 - 24 June 2016	Contract Management Course	 Tom Associates Training
21 June 2016 - 22 June 2016	Store Keeping and Inventory Management Workshop	 Human Capital Associates
23 June 2016 - 25 June 2016	Stores and Inventory Management	 Sandhills Consulting Nigeria Ltd

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Marketing and Sales Management

14 June 2016 - 17 June 2016	Aggressive Market Penetration: Battles for Market Share	 Tom Associates Training
16 June 2016 - 17 June 2016	Strategies for Finding and Winning New Business	 Impact Training and Management Consulting Limited
22 June 2016 - 24 June 2016	Managing the Sales Team for Result	 Tom Associates Training
28 June 2016 - 30 June 2016	Mastering Negotiations: The Principles and Practice	 Tom Associates Training

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Media and Communication

28 June 2016 - 30 June 2016

Business Reports and Proposal Writing Skills



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Operations Management

22 June 2016 - 24 June 2016

Managing Fleet for Profitability



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Risk Management

15 June 2016 - 17 June 2016

Integrated Risk Assurance Training for Business Continuity



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Strategic Management

22 June 2016 - 24 June 2016

Strategic Management Accounting Functions



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Time and Self Management

23 June 2016 - 24 June 2016

Effective Management of Time, Priority and Work Pressure



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Customer Service and Support

28 June 2016 - 30 June 2016

Customer Care Essentials



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