













## Second Quarter 2017 Conferences, Seminars and Training Guide




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Date	Course Title	Training Provider
<b>Finance and Accounting</b>		
2017-06-05 - 2017-06-07	Financial Statement Analysis Course	 Tom Associates Training
2017-06-05 - 2017-06-07	Mastering Tax Administration	 Tom Associates Training
2017-06-07 - 2017-06-09	Best Practice In Financial Reporting	 Fontini Consulting Ltd
2017-06-10 - 2017-06-14	Finance for Non-Financial Managers	 Tom Associates Training
2017-06-19 - 2017-06-21	Financial Management and Monitoring	 Symantic Consulting
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Internal Audit and Fraud</b>		
2017-06-12 - 2017-06-14	Fundamental of Internal Auditing	 TSI Limited
2017-06-13 - 2017-06-16	Forensic Auditing Competence	 Tom Associates Training
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Event Planning and Management</b>		
2017-06-12 - 2017-06-23	Travel and Protocol Management and Management Skills	 HRODC Postgraduate Training Institute
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Logistics and Supply Chain Management</b>		
2017-06-05 - 2017-06-09	Inventory, Stores and Warehouse Management	 CIR Capacity for Africa
2017-06-05 - 2017-06-07	Stock Management and Control Training	 Tom Associates Training

2017-06-05 - 2017-06-07	Contract and Procurement Management	 Impact Training and Management Consulting Limited
2017-06-07 - 2017-06-09	Beginners Training on Bids and Tenders Management	 Tom Associates Training
2017-06-13 - 2017-06-16	Supply Chain Management	 Angelus Consulting and Research Limited




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### Human Resource Management

2017-06-05 - 2017-06-09	Target Setting for Achieving Corporate Strategic Objectives	 Tom Associates Training
2017-06-08 - 2017-06-09	Change Management – Change and How to Deal With It	 Allied Educational Resources Ltd.
2017-06-12 - 2017-06-16	Competencies in Human Resources Management: Basic Human Resources Management	 Tom Associates Training
2017-06-15 - 2017-06-16	Performance Management Workshop	 Impact Training and Management Consulting Limited
2017-06-16 - 2017-06-16	Human Resources Performance Metrics	 Impact Training and Management Consulting Limited




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### Leadership and Self Development

2017-06-06 - 2017-06-09	Becoming an Effective Supervisory Manager	 Tom Associates Training
2017-06-07 - 2017-06-09	Building, Managing and Leading a high Performance Team	 Core Trainers
2017-06-21 - 2017-06-23	Managing the Sales Team for Result	 Tom Associates Training

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### General Management

2017-06-08 - 2017-06-09	Change Management – Change and How to Deal With It	 Allied Educational Resources Ltd.
2017-06-12 - 2017-06-14	Protocol and Travel Management	 Impact Training and Management Consulting Limited
2017-06-14 - 2017-06-16	Problem Solving and Decision Making Techniques	 Tom Associates Training

2017-06-15 - 2017-06-16

Commercial Awareness for Technical People



Impact Training and Management Consulting Limited

To view more courses in this category, [click here](#)

### Project Management

2017-06-03 - 2017-06-11

Project Management Professional



JK Michaels Consulting

2017-06-06 - 2017-06-07

Advanced Project Management



Allied Educational Resources Ltd.

2017-06-12 - 2017-06-14

Public-Private Partnership and Concessioning Workshop



Fontini Consulting Ltd

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### Information and Communications Technology

2017-06-05 - 2017-06-07

Foundation Excel for Financial and Business Analysis



Tom Associates Training

2017-06-21 - 2017-06-23

Intermediate Excel for Financial and Business Analysis



Tom Associates Training

To view more courses in this category, [click here](#)

### Media and Communication

2017-06-12 - 2017-06-16

Fluent English for Public Service Officers



Tom Associates Training

2017-06-19 - 2017-06-21

Smarter Presentation and Persuasive Public Speaking Skills



Tom Associates Training

To view more courses in this category, [click here](#)

### Administrative and Secretarial

2017-06-05 - 2017-06-09

Advanced Office Management and Administrative Skills



Tom Associates Training

2017-06-07 - 2017-06-09

Building, Managing and Leading a high Performance Team



Core Trainers

2017-06-12 - 2017-06-14

Protocol and Travel Management



Impact Training and Management Consulting Limited

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### Time and Self Management

2017-06-21 - 2017-06-23


Effective Management of Time, Priority and Work Pressure



Tom Associates Training



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### Entrepreneurship and Business Development

2017-06-20 - 2017-06-23	Building and Sustaining a Successful Enterprise	 Tom Associates Training
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### Customer Service and Support

2017-06-14 - 2017-06-16	Customer Experience Management	 Tom Associates Training
2017-06-20 - 2017-06-23	Excellence in Customer Service in Hotels	 Alpha Partners


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### Marketing and Sales Management

2017-06-08 - 2017-06-09	Succeeding in Outlet Sales and Management	 Tom Associates Training
2017-06-13 - 2017-06-16	Aggressive Market Penetration: Battles for Market Share	 Tom Associates Training
2017-06-15 - 2017-06-16	Commercial Awareness for Technical People	 Impact Training and Management Consulting Limited
2017-06-21 - 2017-06-23	Managing the Sales Team for Result	 Tom Associates Training
2017-06-22 - 2017-06-23	Selling in Tough Times	 Impact Training and Management Consulting Limited

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### Catering and Hotel Management

2017-06-20 - 2017-06-23	Excellence in Customer Service in Hotels	 Alpha Partners
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### Public Administration

2017-06-05 - 2017-06-07	Strengthening the Skills of Officers in Public Administration	 Tom Associates Training
2017-06-12 - 2017-06-16	Fluent English for Public Service Officers	 Tom Associates Training

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### Corporate Governance

2017-06-29 - 2017-06-30	IEMA Accredited Sustainability / CSR Practitioner Training (Dual UK and US Certification)	 De Bernards Consulting Ltd
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### Corporate Social Responsibility (CSR)

2017-06-29 - 2017-06-30

IEMA Accredited Sustainability / CSR  
Practitioner Training (Dual UK and US  
Certification)



De Bernards Consulting Ltd

To view more courses in this category, [click here](#)

### Engineering and Technical Skills

2017-06-19 - 2017-06-23

Hydraulic/Electro-Hydraulic Control System



Angelus Consulting and Research  
Limited

To view more courses in this category, [click here](#)

### Vocational Education and Training

2017-06-19 - 2017-06-23

Hydraulic/Electro-Hydraulic Control System



Angelus Consulting and Research  
Limited

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