



Third Quarter 2015 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
Administrative and Secretarial		
24 August 2015 - 28 August 2015	Preparation of Council Memorandum	 Administrative Staff College of Nigeria (ASCON)
07 September 2015 - 11 September 2015	Advanced Office Management and Administrative Skills	 Tom Associates Training
08 September 2015 - 12 September 2015	Certified Administrative and Office Management Professional	 Reenel Associates
14 September 2015 - 18 September 2015	Management Development for Personal Assistants and Senior Secretaries	 Tom Associates Training
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Engineering and Technical Skills		
03 August 2015 - 07 August 2015	Maintenance/Works Management Workshop	 Administrative Staff College of Nigeria (ASCON)
10 August 2015 - 14 August 2015	Reliability Centered Maintenance Management (RCM) Workshop	 Human Capital Associates
<i>To view more courses in this category, click here</i>		
Entrepreneurship and Business Development		
05 August 2015 - 07 August 2015	Business Development Executives Training	 Tom Associates Training
05 August 2015 - 07 August 2015	Competency Training for Business Development Executives	 Tom Associates Training
10 August 2015 - 14 August 2015	Effective Management of Cooperative Societies	 Administrative Staff College of Nigeria (ASCON)
28 September 2015 - 30 September 2015	Entrepreneurship Development for Managing a New Beginning	 Tom Associates Training
29 September 2015 - 30 September 2015	Innovating for Business: Rethinking Products and Service Success Strategies	 Tom Associates Training

Finance and Accounting

10 August 2015 - 14 August 2015	Comprehensive Basic Accounting Training	 Tom Associates Training
11 August 2015 - 14 August 2015	Portfolio Management	 PearlMutual Consulting Limited
15 August 2015 - 28 August 2015	Advanced Public Enterprises Financial Management Course	 Administrative Staff College of Nigeria (ASCON)
20 August 2015 - 21 August 2015	Major Accounts Management: Acquisition and Retention	 National Institute of Marketing of Nigeria (NIMN)
24 August 2015 - 29 August 2015	IFRS Advanced	 Fontini Consulting Ltd

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General Management

05 August 2015 - 07 August 2015	A Manager's Personal Effectiveness	 Tom Associates Training
05 August 2015 - 07 August 2015	Managerial Skills Appreciation:First Level Managers Programme	 Tom Associates Training
10 August 2015 - 12 August 2015	Effective Project Management Workshop	 Impact Training and Management Consulting Limited
10 August 2015 - 12 August 2015	Quality Improvement Process and Management	 Impact Training and Management Consulting Limited
13 August 2015 - 14 July 2015	Effective Presentation and Public Speaking Skills	 Impact Training and Management Consulting Limited

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Health and HSE

18 August 2015 - 21 August 2015	IEMA Lead Environmental (ISO 14001) Auditor Course	 Aecogreen International UK LTD
26 August 2015 - 27 August 2015	IEMA Certificate in Managing With Environmental Sustainability	 Aecogreen International UK LTD

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Human Resource Management

4 August 2015 - 5 August 2015	Team Building Skills: Conception to Performance	 Chartered Institute of Personnel Management of Nigeria (CIPM)
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5 August 2015 - 6 August 2015	Outsourcing and Productivity Enhancement Strategies	 Chartered Institute of Personnel Management of Nigeria (CIPM)
10 August 2015 - 14 August 2015	Advanced Human Resources Management	 Tom Associates Training
12 August 2015 - 14 August 2015	Performance Value-Chain	 Tom Associates Training
12 August 2015 - 13 August 2015	Organizational Development for HR	 Chartered Institute of Personnel Management of Nigeria (CIPM)

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Information and Communications Technology

23 September 2015 - 25 September 2015	Data Analysis, Dashboards, and Reports Techniques using Advanced Excel Tools	 Tom Associates Training
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Leadership and Self Development

17 August 2015 - 21 August 2015	Powerful Leadership Communication and Influence Management	 Tom Associates Training
24 September 2015 - 25 September 2015	Managers as Leaders	 Tom Associates Training

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Legal and Legislative

10 August 2015 - 14 August 2015	Alternative Dispute Resolution	 Administrative Staff College of Nigeria (ASCON)
28 September 2015 - 30 September 2015	Laws Relating to Employment and Regulatory Compliance	 Tom Associates Training

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Logistics and Supply Chain Management

04 August 2015 - 07 August 2015	Contract Management Course	 Tom Associates Training
05 August 2015 - 07 August 2015	Management of Non Current Assets (Fixed Assets Management)	 Tom Associates Training

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Management Consultancy

01 August 2015 - 28 August 2015	Management Consulting Course	 Administrative Staff College of Nigeria (ASCON)
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Marketing and Sales Management

10 August 2015 - 14 August 2015	Fundamental Selling Skills	 Tom Associates Training
11 August 2015 - 14 August 2015	Sales and Business Development Professional Demonstration Programmen for Managers and Executives	 Global Edge Training Consulting
20 August 2015 - 21 August 2015	Selling in a Difficult Environment	 Tom Associates Training
25 August 2015 - 28 August 2015	Value Added Marketing: Advanced Marketing Strategies	 Tom Associates Training
01 September 2015 - 04 September 2015	Aggressive Market Penetration: Battles for Market Share	 Tom Associates Training

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Media and Communication

26 August 2015 - 26 August 2015	Writing Reports and Proposals	 CIR Africa Limited
31 August 2015 - 2 September 2015	Strategic Public Relations Strategies	 Symantic Consulting

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Operations Management

18 August 2015 - 21 August 2015	Productivity Improvement in Manufacturing and Service Operations	 Tom Associates Training
24 August 2015 - 29 August 2015	Lean Six Sigma Green Belt Training Course	 Tom Associates Training
16 September 2015 - 18 September 2015	Facility Maintenance and Management Training	 Tom Associates Training

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Project Management

4 August 2015 - 7 August 2015	Project Management Practitioner	 Global Edge Training Consulting
4 August 2015 - 7 August 2015	PMP Training (Weekend) Abuja	 JK Michaels Consulting
4 August 2015 - 7 August 2015	Certified Project Risk Manager (CPRM)	 JK Michaels Consulting

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Research Methodology and Analytics

24 August 2015 - 28 August 2015	Workshop on Administrative Research	 Administrative Staff College of Nigeria (ASCN)
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Strategic Management		
10 August 2015 - 14 August 2015	Strategic Procurement Management - Lagos	 Reenel Associates
26 August 2015 - 28 August 2015	Strategic Procurement Management Course	 Tom Associates Training
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Pre-Retirement and New Beginnings		
03 August 2015 - 14 August 2015	Entrepreneurship Development Programme (EDP) For Retiring Officers	 Administrative Staff College of Nigeria (ASCN)
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Customer Service and Support		
12 August 2015 - 14 August 2015	Front Desk and Customer Relations Skills	 Tom Associates Training
01 September 2015 - 04 September 2015	Competencies in Service Strategy	 Tom Associates Training
14 September 2015 - 18 September 2015	Excellent Customer Service	 National Institute of Marketing of Nigeria (NIMN)
17 September 2015 - 18 September 2015	How to Create Positive Customer Experience	 Tom Associates Training
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Internal Audit and Fraud		
12 August 2015 - 14 August 2015	Tools and Techniques for Modern Internal Auditors	 CIR Africa Limited
17 August 2015 - 19 August 2015	Fraud Detection and Control	 TSI Limited
17 August 2015 - 19 August 2015	Forensic Accounting Professional Certification Course	 TSI Limited
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