













Third Quarter 2016 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
Administrative and Secretarial		
08/29/2016 - 08/29/2016	Executive Administrative Personal Assistant Training	 Allied Educational Resources Ltd.
05 September 2016 - 09 September 2016	Advanced Office Management and Administrative Skills	 Tom Associates Training
19 September 2016 - 23 September 2016	Management Development for Personal Assistants and Senior Secretaries	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Engineering and Technical Skills		
09/19/2016 - 09/30/2016	Aveva Certified Plant Design Management System Training	 Lonadek Nigeria Limited
26 September 2016 - 30 September 2016	Bearing Maintenance and Lubrication	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Entrepreneurship and Business Development		
08 September 2016 - 09 September 2016	How to Generate Innovative Business Models for Delivering Strategic Goals	 Tom Associates Training
19 September 2016 - 23 September 2016	New Business-Owner Enterprise Management Programme	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Finance and Accounting		
29 August 2016 - 31 August 2016	Building Financial Models	 Tom Associates Training
07 September 2016 - 09 September 2016	Corporate Finance Course	 Fontini Consulting Ltd
09/12/2016 - 09/16/2016	CBA Certified Budget Analyst - Advanced Budgeting and Financial Forecasting using Advanced Excel	 LEORON Professional Development Institute

20 September 2016 - 21 September 2016

Cost Reduction Workshop



Impact Training and Management Consulting Limited

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General Management

19 September 2016 - 21 September 2016

Managing Trade and Industry Associations Successfully



Tom Associates Training

19 September 2016 - 21 September 2016

Supervisory Skills Development



Impact Training and Management Consulting Limited

27 September 2016 - 29 September 2016

Supervisory Skills Improvement



Angelus Consulting and Research Limited

28 September 2016 - 30 September 2016

Delivering Results through Teams



Tom Associates Training

28 September 2016 - 30 September 2016

Mastering Business Etiquette, Manners and Social Intelligence



Tom Associates Training

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Health and HSE

7 September 2016 - 9 September 2016

Workplace Health, Safety and Environmental Hazards



Sandhills Consulting Nigeria Ltd

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Human Resource Management

05 September 2016 - 09 September 2016

Guides to Setting up a New HR Department



Tom Associates Training

12 September 2016 - 16 September 2016

Advanced Human Resources Management



Tom Associates Training

12 September 2016 - 16 September 2016

Managing the Learning and Development Function



Tom Associates Training

19 September 2016 - 23 September 2016

Training Competence for Line Managers: Classroom Training Delivery Skills



Tom Associates Training

21 September 2016 - 22 September 2016

Essential Skills for HR Professionals



Chartered Institute of Personnel Management of Nigeria (CIPM)

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Information and Communications Technology

29 August 2016 - 31 August 2016

Big Data Analysis and Dashboards with Microsoft Excel for Business Analysts




Tom Associates Training

21 September 2016 - 23 September 2016	Business Data Analysis and Modeling with Excel	 Tom Associates Training
28 September 2016 - 30 September 2016	Electronic Document and Records Management (ERM) Workshop	 Human Capital Associates
29 September 2016 - 30 September 2016	PowerPoint Presentation Skills that are Stunning and Result-Driven	 Tom Associates Training


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Leadership and Self Development

21 September 2016 - 23 September 2016	Managers as Leaders	 Tom Associates Training
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Logistics and Supply Chain Management

21 September 2016 - 23 September 2016	Logistics and Supply Chain Management Course	 Impact Training and Management Consulting Limited
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Marketing and Sales Management

29 August 2016 - 31 August 2016	The Matrix of Marketing Management Imperatives	 Symantic Consulting
31 August 2016 - 2 September 2016	Radical Market Leading Strategies	 Symantic Consulting
5 September 2016 - 7 September 2016	Marketing Basics	 Growth Academy Limited
06 September 2016 - 09 September 2016	Marketing Knowledge Training for Beginners	 Tom Associates Training
06 September 2016 - 09 September 2016	Aggressive Market Penetration: Battles for Market Share	 Tom Associates Training












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Oil and Gas Energy and Power

09/05/2016 - 09/30/2016	Petroleum - Oil and Gas - Well Testing Course	 HRODC Postgraduate Training Institute
5 September 2016 - 9 September 2016	Natural Gas Custody Transfer Measurement and Maintenance	 Angelus Consulting and Research Limited

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Operations Management

4 September 2016 - 8 September 2016	ASQ Certified Six Sigma Black Belt	 LEORON Professional Development Institute
8 September 2016 - 9 September 2016	Bid and Tender Management	 Impact Training and Management Consulting Limited
21 September 2016 - 23 September 2016	Certified Business Analysis Professional Training	 JK Michaels Consulting
<i>To view more courses in this category, click here</i>		
Project Management		
7 September 2016 - 9 September 2016	Effective Project Management Workshop	 Impact Training and Management Consulting Limited
13 September 2016 - 16 September 2016	Effective Project Management Training	 JK Michaels Consulting
<i>To view more courses in this category, click here</i>		
Public Administration		
29 August 2016 - 31 August 2016	Crowd Management and Control Course	 TSI Limited
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Real Estate Management		
21 September 2016 - 23 September 2016	Facility Maintenance and Management Training	 Tom Associates Training
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Risk Management		
07 September 2016 - 09 September 2016	Risk Assessment and Emergency Management Course	 Tom Associates Training
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Security and Crime Prevention		
7 September 2016 - 9 September 2016	Effective Fire, Safety and Security Management Workshop for Safety / Security Executives	 Human Capital Associates
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Strategic Management		
19 September 2016 - 21 September 2016	Strategic Management Accounting Functions	 Tom Associates Training
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Customer Service and Support		
06 September 2016 - 09 September 2016	Competencies in Service Strategy	 Tom Associates Training

22 September 2016 - 23 September 2016

How to Create Positive Customer Experience
- Service as an Art and a Science



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Internal Audit and Fraud

27 September 2016 - 30 September 2016

Forensic Auditing Competence



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