















## Third Quarter 2017 Conferences, Seminars and Training Guide

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Please click on your preferred course for more information

Date	Course Title	Training Provider
<b>Internal Audit and Fraud</b>		
2017-08-20 - 2017-08-24	Certified Internal Auditor® - Part 1 and 2	 LEORON Professional Development Institute
2017-09-04 - 2017-09-06	Compliance and Internal Auditing strategies	 Core Trainers
2017-09-13 - 2017-09-15	Compliance and Internal Auditing Super Techniques	 Symantic Consulting
2017-09-19 - 2017-09-22	Financial Statement Fraud Detection for Internal Auditors	 Alpha Partners
2017-09-19 - 2017-09-22	Mastering Internal Controls and Fraud Prevention	 Alpha Partners
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Marketing and Sales Management</b>		
2017-08-28 - 2017-08-30	The Techniques of Consultative Selling	 Tom Associates Training
2017-09-12 - 2017-09-15	Aggressive Market Penetration: Battles for Market Share	 Tom Associates Training
2017-09-18 - 2017-09-29	International Trade Promotion and Marketing Course - Diploma Postgraduate (Dubai)	 HRODC Postgraduate Training Institute
2017-09-18 - 2017-09-19	Selling in Tough Times	 Impact Training and Management Consulting Limited
2017-09-27 - 2017-09-29	Relationship Management and Marketing	 Tom Associates Training
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<b>Operations Management</b>		
2017-08-21 - 2017-08-25	Planning, Costing and Budgeting for Executive Decision-Making Course (London)	 HRODC Postgraduate Training Institute

2017-09-12 - 2017-09-15	Mastering Internal Controls: Operations, Financial, Management	 Tom Associates Training
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### Finance and Accounting

2017-08-14 - 2017-08-15	Commercial Debt Recovery and Credit Control	 Impact Training and Management Consulting Limited
2017-08-22 - 2017-08-25	Budgeting and Budgetary Control	 Tom Associates Training
2017-08-29 - 2017-08-30	Optimal Management of Working Capital	 Tom Associates Training
2017-09-04 - 2017-09-08	Government Budgeting Reforms (FMSD 618)	 Administrative Staff College of Nigeria (ASCON)
2017-09-11 - 2017-09-13	Building Financial Models	 Tom Associates Training




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### Administrative and Secretarial

2017-08-16 - 2017-08-18	Advanced Skills for Secretaries and Personal Assistants	 Core Trainers
2017-08-28 - 2017-08-30	Advanced Administrative Skills	 Symantic Consulting
2017-09-04 - 2017-09-08	Administrative Office Management Course	 CIR Capacity for Africa
2017-09-04 - 2017-09-08	Advanced Office Management and Administrative Skills	 Tom Associates Training
2017-09-04 - 2017-09-06	Supervisory and Administrative Practice	 Core Trainers

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### Logistics and Supply Chain Management

2017-08-28 - 2017-08-30	Effective Logistics and Supply Chain Management	 Core Trainers
2017-09-04 - 2017-09-08	Certification in Supply Chain and Operations Management (CISCOM)	 TSI Limited
2017-09-04 - 2017-09-07	APICS Certified Supply Chain Professional - Review Course	 LEORON Professional Development Institute

2017-09-11 - 2017-09-14	Effective Negotiation in Contract, Procurement and Supply Chain Management	 Human Capital Associates
2017-09-19 - 2017-09-22	Stores Management and Purchasing Procedures	 Alpha Partners


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### Leadership and Self Development

2017-08-14 - 2017-08-25	Key Managerial Skills for New Managers and Supervisors	 Reenel Associates
2017-09-04 - 2017-09-06	Building, Managing and Leading a High Performance Team	 Symantic Consulting
2017-09-04 - 2017-09-06	Supervisory and Administrative Practice	 Core Trainers
2017-09-07 - 2017-09-08	Future-Ready Directors: Dynamic Board for Young Businesses	 Tom Associates Training
2017-09-11 - 2017-09-22	Mastering Management and Leadership Skills	 EuroMaTech Training and Management Consultancy

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### Drivers and Driving

2017-09-12 - 2017-09-15	Transport Management and Drivers Safety Course	 Alpha Partners
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### Health, Safety and Environment (HSE)

2017-08-29 - 2017-08-30	Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites	 Tom Associates Training
2017-09-13 - 2017-09-15	Healthcare Risk Management	 Symantic Consulting
2017-09-25 - 2017-09-29	Statistical Research Workshop for Medical Centers and Health Service Providers	 Administrative Staff College of Nigeria (ASCON)

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### Engineering and Technical Skills

2017-08-21 - 2017-08-25	Basic Mechanical Drives System Maintenance	 Tom Associates Training
2017-09-02 - 2017-11-19	Industrial Automation Training	 Angelus Consulting and Research Limited

2017-09-19 - 2017-09-22	Safety Requirements for Public Buildings	 Alpha Partners
2017-09-19 - 2017-09-22	Air Conditioning Equipment, System Repairs and Maintenance	 Alpha Partners
2017-09-25 - 2017-09-29	Bearing Maintenance and Lubrication	 Tom Associates Training

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### Information and Communications Technology

2017-08-28 - 2017-08-30	Big Data Analysis and Dashboards with Microsoft Excel for Business Analysts	 Tom Associates Training
2017-09-04 - 2017-09-07	Powerful Data Analysis Tools: The Spreadsheet Models	 Tom Associates Training
2017-09-04 - 2017-09-08	Records Management Workshop	 Administrative Staff College of Nigeria (ASCON)
2017-09-11 - 2017-09-15	Wireless Networking Training	 CIR Capacity for Africa
2017-09-11 - 2017-09-15	Management and Protection of Information (MPI)	 Tom Associates Training


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### Human Resource Management

2017-09-18 - 2017-09-22	Managing the Learning and Development Function	 Tom Associates Training
2017-09-19 - 2017-09-21	Advanced HR Analytics and the Future of Business	 Chartered Institute of Personnel Management of Nigeria (CIPM)
2017-09-25 - 2017-09-27	Laws Relating to Employment and Regulatory Compliance	 Tom Associates Training
2017-09-27 - 2017-09-29	Performance Appraisal and Target Setting	 Symantic Consulting



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### Real Estate Management

2017-09-20 - 2017-09-22	Facility Maintenance and Management Training	 Tom Associates Training
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### Customer Service and Support

2017-09-12 - 2017-09-15	Competencies in Service Strategy	 Tom Associates Training
2017-09-21 - 2017-09-22	How to Create Positive Customer Experience: Service as an Art and a Science	 Tom Associates Training


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### Project Management

2017-09-05 - 2017-09-08	Project Management Professional	 JK Michaels Consulting
2017-09-25 - 2017-09-29	Project Appraisal Techniques (ESD 611)	 Administrative Staff College of Nigeria (ASCON)

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### Management Consultancy

2017-09-20 - 2017-09-22	Certified Business Analysis Professional	 JK Michaels Consulting
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### Risk Management

2017-09-13 - 2017-09-15	Risk Assessment and Emergency Management Course	 Tom Associates Training
2017-09-24 - 2017-09-26	Round Table on Corporate Government and Risk Management	 Fontini Consulting Ltd



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### Entrepreneurship and Business Development

2017-08-23 - 2017-08-25	How to Turn around a Business that is Satisfactory but Underperforming	 Tom Associates Training
2017-09-04 - 2017-09-08	Workshop on Business Plan Development in Small and Medium Business (SME 609)	 Administrative Staff College of Nigeria (ASCON)
2017-09-11 - 2017-09-15	Feasibility Studies and Investment Analysis Workshop	 Administrative Staff College of Nigeria (ASCON)

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### General Management

2017-08-16 - 2017-08-18	Basic Management Process: Early Stage Managers Development Programme	 Tom Associates Training
2017-09-16 - 2017-09-29	General Security Management Course	 Administrative Staff College of Nigeria (ASCON)

2017-09-18 - 2017-09-19	Team Building – Developing High Performance Teams	 Allied Educational Resources Ltd.
2017-09-21 - 2017-09-23	Loan Documentation Course	 Fontini Consulting Ltd


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### Event Planning and Management

2017-08-21 - 2017-08-25	Protocol, Public Relations and Events Management	 Tom Associates Training
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### Protocol and Travel Management

2017-08-21 - 2017-08-25	Protocol, Public Relations and Events Management	 Tom Associates Training
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### Conferences AGM Seminars

2017-08-21 - 2017-08-24	4TH Annual Labour/Trade Union Conference 2017	 Centre for Public Service Productivity and Development
2017-09-11 - 2017-09-14	5TH Annual E-Library Management Conference 2017	 Centre for Public Service Productivity and Development


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### E-Learning

2017-09-11 - 2017-09-14	5TH Annual E-Library Management Conference 2017	 Centre for Public Service Productivity and Development
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### Vocational Education and Training

2017-08-21 - 2017-08-24	4TH Annual Labour/Trade Union Conference 2017	 Centre for Public Service Productivity and Development
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### Banking and Insurance

2017-09-11 - 2017-09-13	Intermediate Bank Examiners Course	 Symantic Consulting
2017-09-21 - 2017-09-23	Loan Documentation Course	 Fontini Consulting Ltd

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### Report and Speech Writing

2017-09-04 - 2017-09-08	Workshop on Report Writing and Presentation for Consulting Assignments (MCSD 603)	 Administrative Staff College of Nigeria (ASCN)
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2017-09-18 - 2017-09-20

Excellent Business Communication and Report Writing

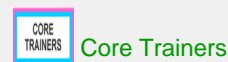


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### Media and Communication

2017-09-11 - 2017-09-13

Digital Public Relations Strategies



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### Economic Management

2017-08-28 - 2017-08-30

Economic Impact Analysis and Business Potentials



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### Strategic Management

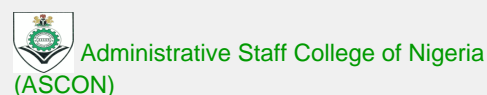
2017-08-28 - 2017-08-30

Economic Impact Analysis and Business Potentials



2017-09-16 - 2017-09-29

Gender Mainstreaming and Strategic Planning

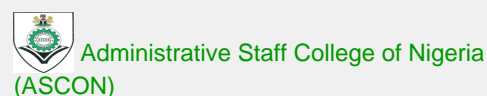


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### Women and Gender Issues

2017-09-16 - 2017-09-29

Gender Mainstreaming and Strategic Planning



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### Corporate Governance

2017-09-24 - 2017-09-26

Round Table on Corporate Government and Risk Management



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### Public Administration

2017-09-04 - 2017-09-08

Advanced Administrative and Management Principles, Processes and Practices (PASD 615)

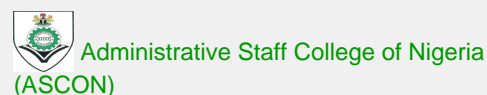


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### Security and Crime Prevention

2017-09-16 - 2017-09-29

General Security Management Course



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### Legal and Legislative

2017-09-04 - 2017-09-08

Workshop on Humanitarian Law and Human Rights



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### Research Methodology and Analytics

2017-09-25 - 2017-09-29

Statistical Research Workshop for Medical Centers and Health Service Providers



Administrative Staff College of Nigeria (ASCON)

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### Time and Self Management

2017-08-14 - 2017-08-15

Time and Priority Management



Impact Training and Management Consulting Limited

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### Energy and Power

2017-09-25 - 2017-09-27

Industrial Electrical Maintenance



Angelus Consulting and Research Limited

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### Executive Education

2017-09-28 - 2017-09-29

Executive Administrative Personal Assistant Training



Allied Educational Resources Ltd.

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