














First Quarter 2020 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
Information and Communications Technology		
2020-01-28 - 2020-01-31	Foundation Excel for Financial and Business Analysis Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Advanced Excel Simplified for Financial Analysis Course	 Tom Associates Training
2020-02-03 - 2020-02-07	ISO/IEC 27001 Information Security Management System Lead Implementer Course (PECB)	 Tenol Alpha
2020-02-03 - 2020-02-07	Mastering Digital and Social Media Marketing Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Training on Epidemiological Data Analysis Using STATA	 Data-Afrique Consultants
<i>To view more courses in this category, click here</i>		
General Management		
2020-01-28 - 2020-01-31	Hit the Ground Running as a New Manager Course: Get Fast on the Right Track	 Tom Associates Training
2020-01-29 - 2020-01-31	Managers Personal Effectiveness Course	 Tom Associates Training
2020-01-29 - 2020-01-31	Manager's Personal Effectiveness Course	 Tom Associates Training
2020-01-31 - 2020-01-31	Effective Potent Leadership and Efficient Management Skills for Managers Course	 SDIL
2020-02-02 - 2020-02-06	Leadership, Creativity and Peak Performance Course	 Aztech Training and Consultancy
<i>To view more courses in this category, click here</i>		
Strategic Management		
2020-02-03 - 2020-02-07	Strategic Thinking Skills Workshop	 Capacity for Africa

2020-02-12 - 2020-02-14	Corporate Strategy and Business Planning Course	 Symantic Consulting
2020-02-17 - 2020-02-19	Business Process Improvement Programme	 Tom Associates Training
2020-03-09 - 2020-03-11	Business Acumen Master Class Transformative Learning of How the Business Makes Money	 Tom Associates Training
2020-03-29 - 2020-03-31	Strategic Management Workshop	 GLOMACS Training and Consultancy






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Report and Speech Writing

2020-02-18 - 2020-02-21	Grants Proposal Writing Course	 Newways Consulting
2020-02-24 - 2020-02-28	Training on Project Proposal and Report Writing Skills	 Uphilos Consultancy
2020-02-26 - 2020-02-28	Business Presentation and Persuasive Public Speaking Skills Course	 Tom Associates Training



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Leadership and Self Development

2020-01-28 - 2020-01-31	Hit the Ground Running as a New Manager Course: Get Fast on the Right Track	 Tom Associates Training
2020-01-29 - 2020-01-31	Manager's Personal Effectiveness Course	 Tom Associates Training
2020-01-30 - 2020-01-31	Managing Conflict and Difficult Situations at Work Course	 Tom Associates Training
2020-01-31 - 2020-01-31	Effective Potent Leadership and Efficient Management Skills for Managers Course	 SDIL
2020-02-02 - 2020-02-06	Leadership, Creativity and Peak Performance Course	 Aztech Training and Consultancy

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Engineering and Technical Skills

2020-02-09 - 2020-02-13	Health, Safety and Environment in Engineering Projects Course	 EuroMaTech Training and Management Consultancy
2020-02-12 - 2020-02-14	Total Productive Maintenance (TPM) Course	 Angelus Consulting and Research Limited

2020-02-18 - 2020-02-21	Facility Maintenance and Management Training	 Tom Associates Training
2020-02-26 - 2020-02-28	Nurturing Management Skills and Techniques of Engineers Course	 Windsor Training and Consulting Nigeria Limited
2020-03-03 - 2020-03-06	Air Conditioning Equipment, System Repairs and Maintenance Workshop	 Alpha Partners






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Operations Management

2020-02-03 - 2020-02-07	Facilities Maintenance and Management Training	 Capacity for Africa
2020-02-03 - 2020-02-07	ISO/IEC 27001 Information Security Management System Lead Implementer Course (PECB)	 Tenol Alpha
2020-02-24 - 2020-02-27	Certified Business Operations Professional Course	 LEORON Professional Development Institute
2020-03-03 - 2020-03-06	Excellent Operations Management - Value Improvement in Manufacturing and Service Operations Course	 Tom Associates Training
2020-03-10 - 2020-03-12	Preventing Equipment and Machine Breakdowns Course: Practical Predictive Maintenance Techniques	 Citadel for Technological and Engineering Dev.


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Customer Service and Support

2020-02-03 - 2020-02-07	Customer Care and Conflict Resolution Training	 Capacity for Africa
2020-02-03 - 2020-02-05	Customer Care Essentials Course	 Tom Associates Training
2020-02-06 - 2020-02-07	Fundamentals of Customer Service Management Course	 McTimothy Associates
2020-02-11 - 2020-02-14	Competencies in Service Strategy Course	 Tom Associates Training
2020-02-24 - 2020-02-26	Customer Experience Management Course	 Tom Associates Training

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Oil and Gas

2020-02-02 - 2020-02-06	Infographics and Data Analytics for Oil and Gas Reporting Seminar	 GLOMACS Training and Consultancy
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2020-02-03 - 2020-02-07	Mini MBA: Oil and Gas and Energy Management	 GLOMACS Training and Consultancy
2020-03-31 - 2020-04-03	Understanding Energy Contracts Course	 Alpha Partners



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Research Methodology and Analytics

2020-02-02 - 2020-02-06	Infographics and Data Analytics for Oil and Gas Reporting Seminar	 GLOMACS Training and Consultancy
2020-02-03 - 2020-02-07	GIS and Statistical Analysis for Wash Programs	 Afriex Training
2020-02-03 - 2020-02-07	GIS and Spatial Analysis for Agriculture and Food Security Training	 Data-Afrique Consultants
2020-02-03 - 2020-02-14	International Training on Monitoring and Evaluation for Development Results	 Data-Afrique Consultants
2020-02-03 - 2020-02-14	Quantitative Data Management, Analysis And Visualization With Python Course	 Data-Afrique Consultants


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Real Estate Management

2020-02-12 - 2020-02-14	Facility Management Course	 Impact Training and Management Consulting Limited
2020-02-18 - 2020-02-20	Facility Management Course	 JK Michaels Consulting


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Energy and Power

2020-02-03 - 2020-02-07	Mini MBA: Oil and Gas and Energy Management	 GLOMACS Training and Consultancy
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Administrative and Secretarial

2020-02-03 - 2020-02-07	Administrative Functions and Office Management Course	 Tom Associates Training
2020-02-03 - 2020-02-07	New Approach to Document Control and Records Management Course	 Tom Associates Training
2020-02-10 - 2020-02-14	Advanced Office Management and Administrative Skills Course	 Tom Associates Training

2020-02-17 - 2020-02-21	Office Management and Effective Administration Course	 Foscore Development Center
2020-02-17 - 2020-02-21	Management Development for Personal Assistants and Senior Secretaries Course	 Tom Associates Training

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Public Administration

2020-02-17 - 2020-02-21	Office Management and Effective Administration Course	 Foscore Development Center
2020-02-18 - 2020-02-20	Strategic Public Relations, Events and Meetings Management Course	 Centre for Public Service Productivity and Development

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Security and Crime Prevention

2020-02-03 - 2020-02-07	Security Guards Training and Development Course	 Timeline Global Link Consulting
2020-02-04 - 2020-02-07	Port Facility Security Officers Course	 Centre for Public Service Productivity and Development




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Drivers and Driving

2020-02-10 - 2020-02-14	Administrative Support Skills for Drivers Training	 GoldStead Resources Company Limited
2020-02-24 - 2020-02-28	Drivers Training and Development Course	 Timeline Global Link Consulting






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Banking and Insurance

2020-02-03 - 2020-02-05	Anti-Money Laundering, Economic Crimes and Countering Terrorisim Financing Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Value for Money Audit Training	 Data-Afrique Consultants
2020-02-03 - 2020-02-07	Banking Operations Workshop	 Tom Associates Training
2020-02-10 - 2020-02-13	Excessive Bank Charges Course: Calculation Techniques and Recovery Process	 Tom Associates Training
2020-02-18 - 2020-02-21	Bank Treasury Management Training	 Tom Associates Training

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Finance and Accounting

2020-01-28 - 2020-01-31	Foundation Excel for Financial and Business Analysis Course	 Tom Associates Training
2020-02-03 - 2020-02-05	Anti-Money Laundering, Economic Crimes and Countering Terrorism Financing Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Advanced Excel Simplified for Financial Analysis Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Account Receivables and Credit Policies Management Course	 Capacity for Africa
2020-02-03 - 2020-02-05	Essential Knowledge of Bookkeeping Course	 Tom Associates Training



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Agriculture and Rural Development

2020-02-03 - 2020-02-07	Farmer Field School (FFS) Training	 Data-Afrique Consultants
2020-02-03 - 2020-02-07	GIS and Spatial Analysis for Agriculture and Food Security Training	 Data-Afrique Consultants
2020-02-03 - 2020-02-07	Training on Rural Development	 Data-Afrique Consultants
2020-02-10 - 2020-02-13	Agricultural Credit Management and Risk Analysis Course	 Fontini Consulting Ltd



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Risk Management

2020-02-02 - 2020-02-06	Contract Risk Management and Compliance: Managing the Golden Triangle Course	 GLOMACS Training and Consultancy
2020-02-10 - 2020-02-13	Agricultural Credit Management and Risk Analysis Course	 Fontini Consulting Ltd

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Marketing and Sales Management

2020-02-03 - 2020-02-07	Mastering Digital and Social Media Marketing Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Aggressive Market Penetration Training: Battles for Market Share	 Tom Associates Training

2020-02-11 - 2020-02-12	Selling in a Difficult Environment Course	 Tom Associates Training
2020-02-13 - 2020-02-15	Activation Marketing Master Class	 Tom Associates Training
2020-02-17 - 2020-02-19	How to Find and Win New Business - Opening Doors and Converting Opportunities	 Tom Associates Training

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Media and Communication

2020-02-03 - 2020-02-07	Training on Development Communications	 Data-Afrique Consultants
2020-02-03 - 2020-02-05	Interpersonal Relations and Effective Communication Skills Training	 Tom Associates Training
2020-02-25 - 2020-02-27	Current Issues in Integrated Marketing Communications Course	 Newways Consulting

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Internal Audit and Fraud

2020-02-03 - 2020-02-07	Value for Money Audit Training	 Data-Afrique Consultants
2020-02-05 - 2020-02-07	Introduction to Audit Reporting Writing Course	 Windsor Training and Consulting Nigeria Limited
2020-02-11 - 2020-02-14	Risk Based Internal Auditing Techniques Training	 Alpha Partners
2020-02-17 - 2020-02-21	Experienced Auditors Refresher Programme	 Tom Associates Training
2020-03-04 - 2020-03-06	Tax Audit and Investigation Training	 Tom Associates Training

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Human Resource Management

2020-01-28 - 2020-01-31	Human Resources Business Partnering Course	 Tom Associates Training
2020-01-30 - 2020-01-31	Managing Conflict and Difficult Situations at Work Course	 Tom Associates Training
2020-02-04 - 2020-02-07	Advancing Performance through Targets Setting and Appraisal Processes: Employee Performance Assurance Training	 Tom Associates Training

2020-02-10 - 2020-02-14	Intermediate Skills Level for Human Resources Management Course	 Tom Associates Training
2020-02-11 - 2020-02-13	The 360° Leader: Emotional Intelligence in Leadership Excellence Course	 LCL Coaches Consultants


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Logistics and Supply Chain Management

2020-02-03 - 2020-02-07	Transport and Logistics Management Training	 Afriex Training
2020-02-10 - 2020-02-14	Training on Public Procurement, Supply Chain and Contract Management	 Datastat Research Center
2020-02-16 - 2020-02-20	e-Procurement : Developing, Implementing and Managing the Complete Logistic and Supply Process Course	 EuroMaTech Training and Management Consultancy
2020-02-24 - 2020-02-29	Experiential Megatrends for The Top-Level Executives: How the Future of Businesses Are Being Shaped at the C-Suite?	 Tom Associates Training
2020-02-25 - 2020-02-28	Warehouse, Stores and Stock Control Management Course	 Alpha Partners

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Event Planning and Management

2020-02-18 - 2020-02-20	Strategic Public Relations, Events and Meetings Management Course	 Centre for Public Service Productivity and Development
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Legal and Legislative

2020-02-03 - 2020-02-14	Training on Monitoring and Evaluating for Human Rights Programmes	 Data-Afrique Consultants
2020-02-18 - 2020-02-21	Masterclass for Personal Assistant - Company Secretaries and Legal Advisers	 Fontini Consulting Ltd
2020-03-17 - 2020-03-20	The Company Secretary/Legal Adviser Program	 Centre for Public Service Productivity and Development

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Project Management

2020-02-02 - 2020-02-06	Contract Risk Management and Compliance: Managing the Golden Triangle Course	 GLOMACS Training and Consultancy
2020-02-03 - 2020-02-14	International Training on Monitoring and Evaluation for Development Results	 Data-Afrique Consultants

2020-02-03 - 2020-02-07	Impact Evaluation Practice Training	 Capacity for Africa
2020-02-24 - 2020-02-28	Training on Project Proposal and Report Writing Skills	 Uphilos Consultancy

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Education

2020-02-25 - 2020-02-28	Educational Leadership and Management Workshop	 Centre for Public Service Productivity and Development
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Corporate Social Responsibility (CSR)

2020-02-10 - 2020-02-14	Training on Corporate Social Responsibility	 Datastat Research Center
2020-03-09 - 2020-03-13	ISO 26000 Social Responsibility Lead Implementer - Training and Certification	 International Network for Corporate Social Responsibility (INCSR)


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Health, Safety and Environment (HSE)

2020-01-30 - 2020-01-31	Occupational Health and Safety Management Course	 Tom Associates Training
2020-02-03 - 2020-02-07	Training on Epidemiological Data Analysis Using STATA	 Data-Afrique Consultants
2020-02-03 - 2020-02-07	Training on Trauma Support and Counselling	 Data-Afrique Consultants
2020-02-09 - 2020-02-13	Health, Safety and Environment in Engineering Projects Course	 EuroMaTech Training and Management Consultancy
2020-02-10 - 2020-02-14	ISO 14001 Environmental Management Lead Implementer - Training and Certification	 International Network for Corporate Social Responsibility (INCSR)


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Pre-Retirement and New Beginnings

2020-03-09 - 2020-03-13	Pre-Retirement Course: Preparing to Manage a New Beginning	 Tom Associates Training
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Entrepreneurship and Business Development

2020-02-17 - 2020-02-19	How to Find and Win New Business - Opening Doors and Converting Opportunities	 Tom Associates Training
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2020-02-17 - 2020-02-19	Business Process Improvement Programme	 Tom Associates Training
2020-03-03 - 2020-03-06	Building and Sustaining a Successful Enterprise Course	 Tom Associates Training
2020-03-09 - 2020-03-13	Mastering Business Data Collection, Analysis and Presentation Course	 EuroMaTech Training and Management Consultancy
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Management Consultancy		
2020-02-20 - 2020-02-21	Training on Innovating for Business - Rethinking Products and Service Success Strategies	 Tom Associates Training
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Women and Gender Issues		
2020-02-03 - 2020-02-14	Training on Monitoring and Evaluating for Human Rights Programmes	 Data-Afrique Consultants
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Telecommunications		
2020-02-03 - 2020-02-07	Training on Development Communications	 Data-Afrique Consultants
<i>To view more courses in this category, click here</i>		
Time and Self Management		
2020-02-03 - 2020-02-05	Effective Management of Time, Priority and Work Pressure Course	 Tom Associates Training
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Aviation and Maritime		
2020-02-04 - 2020-02-07	Port Facility Security Officers Course	 Centre for Public Service Productivity and Development
<i>To view more courses in this category, click here</i>		
Catering and Hotel Management		
2020-03-10 - 2020-03-13	Hospitality and Guest Relations Training	 Newways Consulting
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Executive Education		
2020-03-04 - 2020-03-05	Leading with Personal Impact during Slow Growth Course	 TEXEM
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