














First Quarter 2022 Conferences, Seminars and Training Guide





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Date	Course Title	Training Provider
E-Learning		
2022-01-24 - 2022-01-28	Procurement and Vendor Management Course	 Tom Associates Training
2022-01-24 - 2022-01-28	Guides to Setting up a New HR Department Course	 Tom Associates Training
2022-01-24 - 2022-01-26	Front Desk and Customer Relations Skills Course	 Tom Associates Training
2022-01-24 - 2022-01-28	Aggressive Market Penetration Training: Battles for Market Share	 Tom Associates Training
2022-01-25 - 2022-01-28	Hit The Ground Running as a New Manager - Get Fast on the Right Track	 Tom Associates Training
<i>To view more courses in this category, click here</i>		
Marketing and Sales Management		
2022-01-24 - 2022-01-28	Aggressive Market Penetration Training: Battles for Market Share	 Tom Associates Training
2022-01-31 - 2022-02-04	Customer Care and Conflict Resolution Training	 Capacity for Africa
2022-02-01 - 2022-02-04	Competency Training for Business Development Executives	 Tom Associates Training
2022-02-07 - 2022-02-09	Professional Selling - The Foundation Skills	 Tom Associates Training
2022-02-08 - 2022-02-10	Essential Selling Skills Training: Tools and Techniques	 LCL Coaches Consultants
<i>To view more courses in this category, click here</i>		
Leadership and Self Development		
2022-01-24 - 2022-01-28	Strategic Communication Training: The Managers' and Executives' Program	 Data-Afrique Consultants

2022-01-25 - 2022-01-28	Hit The Ground Running as a New Manager - Get Fast on the Right Track	 Tom Associates Training
2022-01-31 - 2022-02-04	Workshop on Leading Change Management	 Human Capital Associates Global Consult Ltd
2022-02-02 - 2022-02-04	Frontline Leadership - Emerging Leadership Course	 Tom Associates Training
2022-02-07 - 2022-02-18	Training Program on Senior Management Leadership	 Skills for Africa Training Institute



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Entrepreneurship and Business Development

2022-01-25 - 2022-01-28	Making your Business Blossom in a Suppressive Market: Groundbreaking Action Plans for Cutting-Edge Companies Course	 Tom Associates Training
2022-02-01 - 2022-02-03	Writing a Business Plan Workshop	 Newways Consulting
2022-02-07 - 2022-02-11	Business Process Improvement Course	 Tom Associates Training
2022-02-16 - 2022-02-18	How to Find and Win New Business - Opening Doors and Converting Opportunities	 Tom Associates Training

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Banking and Insurance

2022-02-07 - 2022-02-11	Bank Lending and Credit Administration Workshop	 Tom Associates Training
2022-02-08 - 2022-02-10	Pro-Active Debt Recovery Course	 Newways Consulting

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Finance and Accounting

2022-01-23 - 2022-01-27	Project Appraisal: Financial and Economic Factors	 The London Energy Training Centre
2022-01-24 - 2022-02-04	Financial Management, Budgeting and Auditing of Donor Funded Projects Course	 Upskill Development Institute
2022-01-31 - 2022-02-04	Capital Budgeting and Investment Analysis	 Talent Expertise International
2022-02-07 - 2022-02-11	Advanced Accounting and Financial Analysis Skills Training	 Capacity for Africa

2022-02-07 - 2022-02-11	Forensic Accounting, Auditing and Investigation Course	 Capacity for Africa
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Report and Speech Writing

2022-02-08 - 2022-02-11	Report and Proposal Writing/Crucial Communications Course	 Tom Associates Training
2022-02-21 - 2022-02-25	Advanced Business Writing Skills for Senior Executives	 GoldStead Resources Company Limited
2022-02-21 - 2022-03-04	Advanced Business Writing Skills for Senior Executives	 Learnway Africa






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Operations Management






2022-01-24 - 2022-01-28	ISO 9001 Quality Management System Lead Implementer Training (PECB)	 Tenol Alpha
2022-01-24 - 2022-01-28	Engineering Spare-parts Inventory Management Course	 Capacity for Africa
2022-01-24 - 2022-01-26	Company Operations Management and Process Efficiency	 Symantic Consulting
2022-01-26 - 2022-01-28	Operational Excellence Practices for Work Efficiency and Reduced Cost Training	 Tom Associates Training
2022-01-31 - 2022-02-04	Facilities Management & Maintenance Training	 Capacity for Africa

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General Management

2022-01-19 - 2022-01-21	Handling Drivers Cognitive Dissonance and Perception in the Workplace	 Symantic Consulting
2022-01-24 - 2022-01-28	Document Control and Security, Records Tracking and Management	 Tom Associates Training
2022-01-24 - 2022-01-28	Strategic Communication Training: The Managers' and Executives' Program	 Data-Afrique Consultants
2022-01-24 - 2022-01-28	Human Resources Training	 Timeline Global Link Consulting
2022-01-25 - 2022-01-28	Hit The Ground Running as a New Manager - Get Fast on the Right Track	 Tom Associates Training

Human Resource Management

2022-01-24 - 2022-01-27	Management Workshop for Secretaries and Human Resource Officers	 Fontini Consulting Ltd
2022-01-24 - 2022-01-28	Guides to Setting up a New HR Department Course	 Tom Associates Training
2022-02-01 - 2022-02-04	Advancing Performance By S.M.A.R.T. Targets Setting and Appraisal Processes: Employee Performance Assurance Training	 Tom Associates Training
2022-02-02 - 2022-02-04	Line Managers Classroom Training Delivery Skills (Training-The-Trainer)	 Tom Associates Training
2022-02-08 - 2022-02-09	Certified Human Resources Professional (CHRP) - Class Room and Virtual Training	 McTimothy Associates Consulting LLC

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Information and Communications Technology

2022-01-24 - 2022-01-28	Training on Electronic Documents	 Data-Afrique Consultants
2022-01-25 - 2022-01-28	Big Data Analysis and Dashboard with Microsoft Excel for Business Analysts	 Tom Associates Training
2022-02-14 - 2022-02-25	Training Course on Microsoft Excel for Human Resource Professionals	 Datastat Research Center
2022-02-21 - 2022-02-25	Management and Protection of Information (MPI) Course	 Tom Associates Training
2022-02-21 - 2022-02-25	Modeling for Financial Reporting and Analysis Training	 Tom Associates Training

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Customer Service and Support

2022-01-24 - 2022-01-26	Front Desk and Customer Relations Skills Course	 Tom Associates Training
2022-01-31 - 2022-02-04	Customer Care and Conflict Resolution Training	 Capacity for Africa
2022-02-01 - 2022-02-04	Competencies in Service Strategy	 Tom Associates Training
2022-02-14 - 2022-02-16	Help and Support Desk Capability Training	 Tom Associates Training

2022-02-21 - 2022-02-25	Record Keeping and File Management Course	 GoldStead Resources Company Limited
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Media and Communication

2022-01-24 - 2022-01-26	Effective Corporate Communication Deliverables	 Core Trainers
2022-01-31 - 2022-02-04	Customer Care and Conflict Resolution Training	 Capacity for Africa

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Administrative and Secretarial

2022-01-19 - 2022-01-21	Handling Drivers Cognitive Dissonance and Perception in the Workplace	 Symantic Consulting
2022-01-24 - 2022-01-27	Management Workshop for Secretaries and Human Resource Officers	 Fontini Consulting Ltd
2022-01-24 - 2022-01-28	Document Control and Security, Records Tracking and Management	 Tom Associates Training
2022-01-24 - 2022-01-28	Training on Electronic Documents	 Data-Afrique Consultants
2022-01-25 - 2022-01-27	Administrators Challenges of the 21st Century Course- Reactive Versus Proactive Strategies	 Centre for Public Service Productivity and Development

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Project Management

2022-01-10 - 2022-01-14	Project Management (PMP) + Primavera P6/ MS Project Master Class	 Astute Trainers and Consultants Limited
2022-01-23 - 2022-01-27	Project Appraisal: Financial and Economic Factors	 The London Energy Training Centre
2022-01-24 - 2022-01-25	Two day Project Managements(PMP)Essentials and Cost Reduction for Team leaders and Managers	 SDIL
2022-01-24 - 2022-02-04	Financial Management, Budgeting and Auditing of Donor Funded Projects Course	 Upskill Development Institute
2022-01-24 - 2022-02-04	The 10-day Contract and Project Management Masterclass	 Talent Expertise International






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Risk Management

2022-01-10 - 2022-01-14	Project Management (PMP) + Primavera P6/ MS Project Master Class	 Astute Trainers and Consultants Limited
2022-02-01 - 2022-02-04	Risk Analysis and Management in Agric Business Course	 Fontini Consulting Ltd

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Logistics and Supply Chain Management

2022-01-24 - 2022-01-28	Procurement and Vendor Management Course	 Tom Associates Training
2022-01-24 - 2022-01-28	Engineering Spare-parts Inventory Management Course	 Capacity for Africa
2022-02-01 - 2022-02-04	Current Good Manufacturing Practices (cGMP) Course	 Tom Associates Training
2022-02-06 - 2022-02-10	Effective Supply Chain, Warehouse and Inventory Management (Online/ Classroom)	 EuroMaTech Training and Management Consultancy
2022-02-08 - 2022-02-10	Logistics and Supply Chain Management Course	 Impact Training and Management Consulting Limited

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Strategic Management

2022-02-02 - 2022-02-04	Innovating for Business - Rethinking Products and Service Success Strategies	 Tom Associates Training
2022-02-22 - 2022-02-25	Strategic Warehousing Course	 Tom Associates Training
2022-02-22 - 2022-02-25	Value Added Marketing: Advanced Marketing Strategies Course	 Tom Associates Training
2022-03-07 - 2022-03-09	Corporate Strategy and Business Planning	 Core Trainers

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Agriculture and Rural Development

2022-02-01 - 2022-02-04	Risk Analysis and Management in Agric Business Course	 Fontini Consulting Ltd
2022-02-14 - 2022-02-25	Agricultural Value Chain Finance	 Datastat Research Center


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Internal Audit and Fraud

2022-02-01 - 2022-02-04	Mastering Internal Controls Course: Operations, Financial, Management	 Tom Associates Training
2022-02-07 - 2022-02-11	Forensic Accounting, Auditing and Investigation Course	 Capacity for Africa

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Time and Self Management

2022-02-21 - 2022-02-22	Managing Feedback : Leading with Courage, Boosting People's Ability and Confidence	 Tom Associates Training
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Oil and Gas

2022-01-10 - 2022-01-14	Cathodic Protection System in Oil and Gas Exploration Industry Training	 PetroKnowledge Training
2022-03-13 - 2022-03-17	Steel Design using American Codes (IBC, UBC, AISC)	 PetroKnowledge Training


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Executive Education

2022-01-06 - 2022-01-07	Peak Performance Training Programme for Managers and Executive Officers	 Greenville Consulting
2022-01-24 - 2022-01-28	Strategic Communication Training: The Managers' and Executives' Program	 Data-Afrique Consultants

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Protocol and Travel Management

2022-02-07 - 2022-02-11	Protocol, Public Relations and Events Management Course	 Tom Associates Training
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Management Consultancy

2022-01-27 - 2022-01-28	Executive Administrative and Personal Assistant Training (EAPA)	 Allied Educational Resources Ltd.
2022-02-02 - 2022-02-04	Innovating for Business - Rethinking Products and Service Success Strategies	 Tom Associates Training
2022-02-02 - 2022-02-04	Frontline Leadership - Emerging Leadership Course	 Tom Associates Training

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Research Methodology and Analytics

2022-02-01 - 2022-02-03	Data Analysis and Decision-Making Workshop	 Centre for Public Service Productivity and Development
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Public Administration

2022-02-16 - 2022-02-18

Fundamentals of Stakeholder Engagement
Process and Management Course



Tom Associates Training

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Engineering and Technical Skills

2022-02-02 - 2022-02-04

Preventive Maintenance



Tom Associates Training

2022-03-13 - 2022-03-17

Steel Design using American Codes (IBC,
UBC, AISC)



PetroKnowledge Training

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Legal and Legislative

2022-01-24 - 2022-02-04

The 10-day Contract and Project
Management Masterclass



Talent Expertise International

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