














## Fourth Quarter 2021 Conferences, Seminars and Training Guide

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Please click on your preferred course for more information

Date	Course Title	Training Provider
<b>Engineering and Technical Skills</b>		
2021-10-25 - 2021-10-29	3D Structural Analysis and Design for Structural Steel Building	 GLOMACS Training and Consultancy
2021-11-28 - 2021-12-02	Steel Design using American Codes (IBC, UBC, AISC)	 PetroKnowledge Training
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Project Management</b>		
2021-10-04 - 2021-10-15	Training on Effective Monitoring and Evaluation for Public and Donor-Funded Programmes	 Skills for Africa Training Institute
2021-10-04 - 2021-10-08	Monitoring and Evaluation (M and E) of Projects Course	 Tom Associates Training
2021-10-04 - 2021-10-15	Workshop on Program/Project Monitoring, Evaluation, Accountability and Learning (PMEAL)	 Skills for Africa Training Institute
2021-10-04 - 2021-10-08	Mobile Data Collection and Management using KoBoToolBox Course	 Upskill Development Institute
2021-10-18 - 2021-10-22	Project Development and Proposal Writing Course	 Upskill Development Institute
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Logistics and Supply Chain Management</b>		
2021-10-06 - 2021-10-08	Inventory, Logistics and Distribution Management Course	 Tom Associates Training
2021-10-11 - 2021-10-14	Certificate in Fleet and Transport Management	 Fontini Consulting Ltd
2021-10-13 - 2021-10-15	Virtual Training on Fleet Management for Profitability Course	 Tom Associates Training
2021-10-20 - 2021-10-22	Inventory (Stock) Control Training	 Tom Associates Training

2021-10-20 - 2021-10-22

Logistics and Supply Chain Management Course



Impact Training and Management Consulting Limited

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### E-Learning

2021-10-04 - 2021-10-08

Virtual Training on Business Data Analysis and Modelling with Excel



Tom Associates Training

2021-10-04 - 2021-10-08

Protocol, Public Relations and Events Management Course



Tom Associates Training

2021-10-04 - 2021-10-08

Superior Competencies in Human Resource Management Course



Tom Associates Training

2021-10-05 - 2021-10-08

Report and Proposal Writing/Crucial Communications Course



Tom Associates Training

2021-10-06 - 2021-10-08

Essential Knowledge of Bookkeeping Course



Tom Associates Training

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### Protocol and Travel Management

2021-10-04 - 2021-10-08

Protocol, Public Relations and Events Management Course



Tom Associates Training

2021-12-15 - 2021-12-17

Introduction to Fleet and Transport Management Course (Classroom and Virtual Training)



McTimothy Associates Consulting LLC

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### Banking and Insurance

2021-10-04 - 2021-10-06

Bond and Fixed Income Trading Workshop



TSI Limited

2021-10-04 - 2021-10-08

Artificial Intelligence in Banking



GLOMACS Training and Consultancy

2021-10-11 - 2021-10-15

Measuring and Managing Operational Risk Course



Capacity for Africa

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### Finance and Accounting

2021-10-04 - 2021-10-08

Accounting Officers Course: Improving Accounting Skills



Capacity for Africa

2021-10-04 - 2021-10-07

Advance Financial Management and Cost Control Workshop





Francis Consulting

2021-10-04 - 2021-10-08	Financial Analysis and Modelling using Excel Course	 Upskill Development Institute
2021-10-06 - 2021-10-08	Essential Knowledge of Bookkeeping Course	 Tom Associates Training
2021-10-11 - 2021-10-15	Modeling for Financial Reporting and Analysis Training	 Tom Associates Training


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### Risk Management

2021-10-11 - 2021-10-15	Measuring and Managing Operational Risk Course	 Capacity for Africa
2021-10-11 - 2021-10-12	Quality and Risk Summit 3.0	 Tenol Alpha


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### Leadership and Self Development


2021-10-04 - 2021-10-08	Advanced Writing Skills Workshop	 Capacity for Africa
2021-10-06 - 2021-10-08	Building Trust and Inspiring Followers - Small Behaviours that Create Positive Change	 Tom Associates Training
2021-10-06 - 2021-10-08	Management Skills Development	 Impact Training and Management Consulting Limited
2021-10-11 - 2021-10-15	Becoming an Effective Supervisory Manager Course	 Tom Associates Training
2021-10-11 - 2021-10-13	Effective Interpersonal Skills	 Impact Training and Management Consulting Limited

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### Marketing and Sales Management






2021-10-04 - 2021-10-08	Managing People and Commercial Shrewdness Training	 Capacity for Africa
2021-10-05 - 2021-10-08	Product Liability in Manufacturing	 Alpha Partners
2021-10-11 - 2021-10-13	Professional Selling Skills	 Impact Training and Management Consulting Limited
2021-10-11 - 2021-10-13	How to Find and Win New Business - Opening Doors and Converting Opportunities	 Tom Associates Training

2021-10-11 - 2021-10-13	Virtual Training on Credit Sales, Debt Recovery and Account Receivables Management	 Tom Associates Training
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Pre-Retirement and New Beginnings</b>		
2021-10-25 - 2021-10-29	Pre-Retirement Course: Preparing to Manage a New Beginning	 Tom Associates Training
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<b>Research Methodology and Analytics</b>		
2021-10-04 - 2021-10-08	Training on Mobile Data Collection Using ODK	 Data-Afrique Consultants
2021-10-04 - 2021-10-15	GIS and Data Analysis for WASH (Water Sanitation and Hygiene) Programmes Course	 Upskill Development Institute
2021-10-04 - 2021-10-08	Mobile Data Collection and Management using KoBoToolBox Course	 Upskill Development Institute
2021-10-18 - 2021-10-22	Training Course on Qualitative Data Management and Analysis with NVIVO	 Datastat Research Center
2021-11-01 - 2021-11-12	Research Design,ODK Mobile Data Collection,GIS Mapping, Data Analysis using NVIVO and STATA Course	 Foscore Development Center
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Media and Communication</b>		
2021-10-04 - 2021-10-08	Advanced Writing Skills Workshop	 Capacity for Africa
2021-10-11 - 2021-10-15	Corporate Communications and Public Relations Course	 Foscore Development Center
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Public Administration</b>		
2021-10-04 - 2021-10-08	Monitoring and Evaluation (M and E) of Projects Course	 Tom Associates Training
2021-10-04 - 2021-10-08	Public Relations in the Oil and Gas Industry	 The London Energy Training Centre
2021-10-11 - 2021-10-15	Corporate Communications and Public Relations Course	 Foscore Development Center
2021-10-11 - 2021-10-15	Virtual Training on Medium Term Sector Strategies for Ministries, Departments and Agencies	 Tom Associates Training

2021-10-13 - 2021-10-15	Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) Regulations in Nigeria for Designated Non-Financial Institution (DNFI)	 Windsor Training and Consulting Nigeria Limited
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


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### General Management

2021-10-04 - 2021-10-15	High Performance Teams	 Reenel Associates
2021-10-06 - 2021-10-08	Management Skills Development	 Impact Training and Management Consulting Limited
2021-10-11 - 2021-10-15	Becoming an Effective Supervisory Manager Course	 Tom Associates Training
2021-10-12 - 2021-10-15	The Approach to Turning Mid-Level Functional Managers into Great Leaders Course	 Tom Associates Training
2021-10-12 - 2021-10-14	Achieving Administrative Excellence	 Impact Training and Management Consulting Limited




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### Information and Communications Technology

2021-10-04 - 2021-10-08	Virtual Training on Business Data Analysis and Modelling with Excel	 Tom Associates Training
2021-10-04 - 2021-10-08	Training on Mobile Data Collection Using ODK	 Data-Afrique Consultants
2021-10-04 - 2021-10-08	Artificial Intelligence in Banking	 GLOMACS Training and Consultancy
2021-10-11 - 2021-10-15	Modeling for Financial Reporting and Analysis Training	 Tom Associates Training
2021-10-25 - 2021-10-29	E-Archiving and Electronic Document Management System Training	 LCL Coaches Consultants

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### Administrative and Secretarial

2021-10-04 - 2021-10-15	Administration and Office Management: Best Practices and Technologies	 Reenel Associates
2021-10-12 - 2021-10-15	8th Annual Admin Officers and Secretaries Conference 2021	 Newways Consulting
2021-10-12 - 2021-10-14	Achieving Administrative Excellence	 Impact Training and Management Consulting Limited

2021-10-20 - 2021-10-21	Management and Business Skills for Secretaries and Executive Assistants	 Impact Training and Management Consulting Limited
2021-10-25 - 2021-10-29	Administrative Functions and Office Management Course	 Tom Associates Training

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### Entrepreneurship and Business Development

2021-10-11 - 2021-10-13	How to Find and Win New Business - Opening Doors and Converting Opportunities	 Tom Associates Training
2021-10-20 - 2021-10-22	Virtual Training on How to Turn Around an Underperforming Business: Five Steps to Breathing New Life Into a Difficult Business	 Tom Associates Training
2021-10-25 - 2021-10-29	Virtual Training on Growing as an Entrepreneur - What Set Successful Entrepreneurs Apart	 Tom Associates Training






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### Strategic Management

2021-10-11 - 2021-10-15	Virtual Training on Medium Term Sector Strategies for Ministries, Departments and Agencies	 Tom Associates Training
2021-10-21 - 2021-10-22	Innovating for Business - Rethinking Products and Service Success Strategies	 Tom Associates Training
2021-10-25 - 2021-10-27	Effective Management of Contract and Procurement Peculiarities	 Core Trainers




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### Human Resource Management

2021-10-04 - 2021-10-08	Superior Competencies in Human Resource Management Course	 Tom Associates Training
2021-10-04 - 2021-10-08	Managing People and Commercial Shrewdness Training	 Capacity for Africa
2021-10-06 - 2021-10-08	Employment and Contract Laws	 Impact Training and Management Consulting Limited
2021-10-11 - 2021-10-15	Advanced Human Resources Management Course	 Tom Associates Training
2021-10-11 - 2021-10-15	Training on Pension Fund Strategies, Governance, Regulation and Investment	 Data-Afrique Consultants

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### Report and Speech Writing

2021-10-04 - 2021-10-08	Advanced Writing Skills Workshop	 Capacity for Africa
2021-10-05 - 2021-10-08	Report and Proposal Writing/Crucial Communications Course	 Tom Associates Training
2021-10-18 - 2021-10-22	Project Development and Proposal Writing Course	 Upskill Development Institute


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### Health, Safety and Environment (HSE)

2021-10-04 - 2021-10-15	GIS and Data Analysis for WASH (Water Sanitation and Hygiene) Programmes Course	 Upskill Development Institute
2021-10-07 - 2021-10-08	Virtual Training on Occupational Health and Safety Management	 Tom Associates Training
2021-10-14 - 2021-10-16	Training on Health, Safety and Environment Workshop	 McTimothy Associates Consulting LLC

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### Management Consultancy

2021-10-21 - 2021-10-22	Innovating for Business - Rethinking Products and Service Success Strategies	 Tom Associates Training
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### Customer Service and Support

2021-10-20 - 2021-10-22	Customer Care Essentials Course	 Tom Associates Training
2021-11-16 - 2021-11-18	Building Business Relationship	 Adoney Associates Limited

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### Conferences AGM Seminars

2021-10-12 - 2021-10-15	8th Annual Admin Officers and Secretaries Conference 2021	 Newways Consulting
2021-10-26 - 2021-10-29	9th Annual E-Library Management Conference 2021	 Centre for Public Service Productivity and Development
2021-11-16 - 2021-11-19	6th Annual Pension Admin Conference 2021	 Newways Consulting


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### Internal Audit and Fraud

2021-10-11 - 2021-10-15	Internal Audit for Result Course	 Timeline Global Link Consulting
2021-10-12 - 2021-10-15	Integrated Budgeting, Forecasting and Business Planning Training	 LCL Coaches Consultants
2021-10-13 - 2021-10-15	Tax Audit and Investigation Training	 Tom Associates Training
2021-10-20 - 2021-10-22	Methods of Fraud Prevention Course	 Tom Associates Training


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### Corporate Governance

2021-10-11 - 2021-10-15	Training on Pension Fund Strategies, Governance, Regulation and Investment	 Data-Afrique Consultants
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### Drivers and Driving

2021-10-18 - 2021-10-22	Excellent Service Delivery and Safety Consciousness for Drivers and Dispatch Riders	 GoldStead Resources Company Limited
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### Time and Self Management

2021-10-07 - 2021-10-08	Time and Priority Management	 Impact Training and Management Consulting Limited
2021-10-14 - 2021-10-15	How to Manage Workloads and Multiple Tasks Programme	 Tom Associates Training

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### Energy and Power

2021-10-03 - 2021-10-07	Foundations of Energy Finance	 The London Energy Training Centre
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### Oil and Gas

2021-10-04 - 2021-10-08	Public Relations in the Oil and Gas Industry	 The London Energy Training Centre
2021-11-28 - 2021-12-02	Steel Design using American Codes (IBC, UBC, AISC)	 PetroKnowledge Training
2021-12-12 - 2021-12-16	Oil and Gas Commercial Contracts and Negotiation Skills (Online/ Classroom)	 EuroMaTech Training and Management Consultancy

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### Legal and Legislative



2021-12-12 - 2021-12-16

Oil and Gas Commercial Contracts and  
Negotiation Skills (Online/ Classroom)



EuroMaTech Training and  
Management Consultancy

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### Operations Management

2021-11-17 - 2021-11-19

Quality Improvement Process and  
Management



Impact Training and Management  
Consulting Limited

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