














## Third Quarter 2018 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>		
2018-08-06 - 2018-08-10	International Conference on Fraud Management	 Fontini Consulting Ltd
2018-08-13 - 2018-08-17	Forensic Accounting Professional Certification Course (leading to MSc. Forensic Accounting)	 TSI Limited
2018-08-13 - 2018-08-17	Tools and Techniques for Modern Internal Auditors	 CIR Capacity for Africa
2018-08-14 - 2018-08-17	Internal Audit Best Practice and Principles Workshop	 Alpha Partners
2018-08-28 - 2018-08-31	Financial Auditing For Internal Auditors Course	 Alpha Partners
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Administrative and Secretarial</b>		
2018-08-06 - 2018-08-10	Advanced Administrative Management Training	 CIR Capacity for Africa
2018-08-07 - 2018-08-09	The FOI Act 2011 and Corporate Office Administration, Record and Information Management and Document Tracking Workshop	 Newways Consulting
2018-08-27 - 2018-08-31	Administrative Functions and Office Management Course	 Tom Associates
2018-09-03 - 2018-09-07	Advanced Office Management and Administrative Skills Course	 Tom Associates
2018-09-17 - 2018-09-21	Management Development for Personal Assistants and Senior Secretaries Course	 Tom Associates
<i>To view more courses in this category, <a href="#">click here</a></i>		
<b>Information and Communications Technology</b>		
2018-08-07 - 2018-08-09	The FOI Act 2011 and Corporate Office Administration, Record and Information Management and Document Tracking Workshop	 Newways Consulting

2018-08-28 - 2018-08-31	Configuring and Troubleshooting a Windows Server Network Infrastructure	 Alpha Partners
2018-08-28 - 2018-08-31	Computer Networks Workshop: Switching, Routing and WANS	 Alpha Partners
2018-09-10 - 2018-09-13	6th Annual E-Library Management Conference	 Centre for Public Service Productivity and Development
2018-09-10 - 2018-09-14	Management and Protection of Information (MPI) Course	 Tom Associates






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### General Management

2018-08-01 - 2018-08-01	Managing the Millennials and the Generation Divide Evolving in the Workplace Course	 Tom Associates
2018-08-01 - 2018-08-03	Basic Management Process Course: Early Stage Managers Development Programme	 Tom Associates
2018-08-07 - 2018-08-09	Emotional Intelligence for Today's Professionals	 Newways Consulting
2018-08-08 - 2018-08-10	Managerial Skills Appreciation Course: First Level Managers Programme	 Tom Associates
2018-08-15 - 2018-08-17	A Manager's Personal Effectiveness Course	 Tom Associates

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### Human Resource Management

2018-08-01 - 2018-08-01	Managing the Millennials and the Generation Divide Evolving in the Workplace Course	 Tom Associates
2018-08-01 - 2018-08-01	Effective Performance Management /Appraisals for HR professionals and Administrator Course	 SDIL
2018-08-07 - 2018-08-09	Emotional Intelligence for Today's Professionals	 Newways Consulting
2018-08-13 - 2018-08-17	Advanced Human Resources Management Course	 Tom Associates
2018-08-14 - 2018-08-17	5th Annual Labour /Trade Union Conference	 Centre for Public Service Productivity and Development

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### Leadership and Self Development

2018-08-01 - 2018-08-03	Basic Management Process Course: Early Stage Managers Development Programme	 Tom Associates
2018-08-06 - 2018-08-08	Leadership and Motivation in a Multicultural Environment	 Reenel Associates
2018-08-06 - 2018-08-10	Managing and Leading Innovation Course	 EuroMaTech Training and Management Consultancy
2018-08-07 - 2018-08-09	Emotional Intelligence for Today's Professionals	 Newways Consulting
2018-08-13 - 2018-08-15	The Power of Leaders	 Reenel Associates




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### Conferences AGM Seminars

2018-08-06 - 2018-08-10	International Conference on Fraud Management	 Fontini Consulting Ltd
2018-08-14 - 2018-08-17	5th Annual Labour /Trade Union Conference	 Centre for Public Service Productivity and Development
2018-08-30 - 2018-08-31	School Leaders Conference	 Ogudoro Leadership Trainers and Management Consultants
2018-09-10 - 2018-09-13	6th Annual E-Library Management Conference	 Centre for Public Service Productivity and Development




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### Finance and Accounting

2018-08-05 - 2018-08-09	Financial Modelling Master - Advanced Diploma Course on Financial Modelling using Excel and VBA	 LEORON Professional Development Institute
2018-08-06 - 2018-08-10	How to Enhance the Enterprise Shareholder Value Course	 Tom Associates
2018-08-06 - 2018-08-07	Certificate in Value Added Tax Implementation Course	 LEORON Professional Development Institute
2018-08-08 - 2018-08-10	Management of Non-Current Assets: Fixed Assets Management Course	 Tom Associates
2018-08-13 - 2018-08-17	Comprehensive Basic Accounting Training	 Tom Associates

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### Oil and Gas

2018-08-14 - 2018-08-17	Oil and Gas Project Management, Accounting and Financial Management	 Alpha Partners
2018-08-14 - 2018-08-17	Sales, Purchasing, Marketing and Distribution of Oil and Gas	 Alpha Partners
2018-09-03 - 2018-09-07	Mini MBA: Oil and Gas and Energy Management	 PetroKnowledge Training






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### Project Management

2018-08-11 - 2018-08-25	Project Management Professional Training	 JK Michaels Consulting
2018-08-14 - 2018-08-17	Oil and Gas Project Management, Accounting and Financial Management	 Alpha Partners
2018-09-10 - 2018-09-14	Monitoring and Evaluation (M and E) of Government Projects Course	 Tom Associates

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### Marketing and Sales Management

2018-08-01 - 2018-08-03	Banking Services and Marketing Strategies Workshop	 Tom Associates
2018-08-01 - 2018-08-03	The Techniques of Consultative Selling Training	 Tom Associates
2018-08-07 - 2018-08-10	Making Your Business Blossom in a Suppressive Market: Groundbreaking Action Plans Course for Cutting-Edge Companies	 Tom Associates
2018-08-09 - 2018-08-10	Selling In a Difficult Environment Course	 Tom Associates
2018-08-13 - 2018-08-14	Strategies for Finding and Winning New Business Course	 Impact Training and Management Consulting Limited

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### Logistics and Supply Chain Management

2018-08-01 - 2018-08-03	Inventory, Logistics and Distribution Management Course	 Tom Associates
2018-08-27 - 2018-08-31	Strategic Procurement and Vendor Management Course	 Tom Associates
2018-08-28 - 2018-08-31	Effective Inventory Management Techniques and Control Workshop	 Alpha Partners

2018-08-28 - 2018-08-31

Effective Purchasing, Tendering and Supplier Selection Workshop

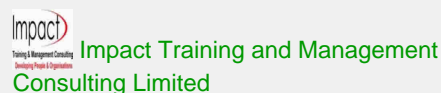


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### Time and Self Management

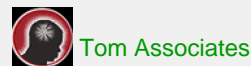
2018-08-09 - 2018-08-10

Time and Priority Management Course



2018-08-29 - 2018-08-31

Effective Management of Time, Priority and Work Pressure Course



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### Entrepreneurship and Business Development

2018-08-01 - 2018-08-03

How to Turn Around an Underperforming Business Course



2018-08-06 - 2018-08-10

How to Enhance the Enterprise Shareholder Value Course



2018-08-08 - 2018-08-10

Competency Training for Business Development Executives



2018-08-16 - 2018-08-17

Starting Your New Business Course : Develop All You Need in 2 Days



2018-09-04 - 2018-09-07

Business Literacy Course - Mastering the Dynamics of Business Drivers



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### Banking and Insurance

2018-08-01 - 2018-08-03

Banking Services and Marketing Strategies Workshop



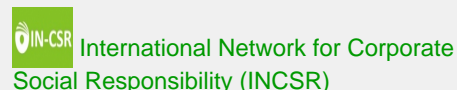
2018-08-22 - 2018-08-24

Bank Operations Deliverables and Critical Behavioral Issues



2018-08-24 - 2018-08-25

Sustainable Banking - Managing Direct and Indirect Environmental and Social Risks Course



2018-08-27 - 2018-08-31

Bank Lending and Credit Administration Workshop



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### Health, Safety and Environment (HSE)

2018-08-02 - 2018-08-03

Job Hazard Analysis Training: Health and Safety Hazards at SME's Worksites



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## Public Administration

2018-08-06 - 2018-08-10	Public Sector Service Transformation Course	 Tom Associates
2018-08-13 - 2018-08-17	Excellent English Course for Public Service Officers	 Tom Associates
2018-08-18 - 2018-08-24	Accelerated Certification Training in Public Relations	 Ogudoro Leadership Trainers and Management Consultants


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## Strategic Management

2018-08-08 - 2018-08-10	Mastering Competitive Positioning, Blue Ocean Strategy and Value Chain Management Course	 Tom Associates
2018-08-13 - 2018-08-17	Medium Term Sector Strategies Training for Ministries, Department and Agencies	 Tom Associates
2018-08-27 - 2018-08-31	Managing the Monitoring and Evaluation Functions	 Human Capital Associates
2018-09-17 - 2018-09-19	Strategic Managerial Accounting Course: Cost Behaviors, Systems and Analysis	 Tom Associates

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## Report and Speech Writing

2018-08-09 - 2018-08-10	Incident Investigation and Reporting Course	 Tom Associates
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## Media and Communication

2018-08-13 - 2018-08-17	Excellent English Course for Public Service Officers	 Tom Associates
2018-08-18 - 2018-08-24	Accelerated Certification Training in Public Relations	 Ogudoro Leadership Trainers and Management Consultants

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## Operations Management

2018-08-13 - 2018-08-17	ISO 14001:2015 Environmental Management System Lead Implementer Course (PECB Certified)	 Tenol Alpha
2018-08-14 - 2018-08-17	Excellent Operations Management Course: Value Improvement in Manufacturing and Service Operations	 Tom Associates
2018-08-27 - 2018-08-31	ISO/IEC 27001 Information Security Management System Lead Auditor Course (IRCA)	 Tenol Alpha

2018-08-28 - 2018-08-31	Current Good Manufacturing Practices Course (cGMP)	 Tom Associates
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### Customer Service and Support

2018-08-15 - 2018-08-17	Front Desk and Customer Relations Skills Course	 Tom Associates
2018-08-28 - 2018-08-31	Customer Service Excellence Training: How to Win and Keep Customers	 Alpha Partners
2018-09-11 - 2018-09-14	Competencies in Service Strategy Course	 Tom Associates
2018-09-20 - 2018-09-21	How to Create Positive Customer Experience Training: Service as an Art and a Science	 Tom Associates


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### Engineering and Technical Skills

2018-08-01 - 2018-08-03	AC Frequency Drives Course - Danfoss and Siemens: Operation and Troubleshooting	 Angelus Consulting and Research Limited
2018-08-27 - 2018-08-31	Reliability Centered Maintenance (RCM) Management	 Human Capital Associates
2018-08-28 - 2018-08-31	Structural Design, Condition Assessment and Renovation of Buildings	 Alpha Partners
2018-08-28 - 2018-08-31	Improving Effectiveness of Works, Services and Maintenance Department	 Alpha Partners
2018-08-29 - 2018-08-31	Optimal Handling of Generators and Other Related Equipment	 Core Trainers


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### Energy and Power

2018-09-03 - 2018-09-07	Mini MBA: Oil and Gas and Energy Management	 PetroKnowledge Training
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### Legal and Legislative

2018-08-28 - 2018-08-31	Negotiating, Drafting and Understanding Contracts Workshop	 Alpha Partners
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### Event Planning and Management

2018-08-27 - 2018-08-31

Protocol, Public Relations and Event Management Course



Tom Associates

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### Protocol and Travel Management

2018-08-27 - 2018-08-31

Protocol, Public Relations and Event Management Course



Tom Associates

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### Education

2018-08-30 - 2018-08-31

School Leaders Conference



Ogudoro Leadership Trainers and Management Consultants

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### Executive Education

2018-09-30 - 2018-10-04

Women in Leadership Course: Unleashing the Power, Potential and Positivity of Women in the Workplace



LEADWomen Executive Education UK

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### Women and Gender Issues

2018-09-02 - 2018-09-06

Breaking through the Glass Ceiling: Impasses on the Way up the Career Ladder Course



LEADWomen Executive Education UK

2018-09-30 - 2018-10-04

Women in Leadership Course: Unleashing the Power, Potential and Positivity of Women in the Workplace



LEADWomen Executive Education UK

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### Real Estate Management

2018-09-19 - 2018-09-21

Facility Maintenance and Management Training



Tom Associates

2018-09-24 - 2018-10-05

Conveyancing and Property Valuation Course



HRODC Postgraduate Training Institute, A Postgraduate-Only Institution

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### Corporate Social Responsibility (CSR)

2018-08-21 - 2018-08-25

ISO 26000 - Social Responsibility Lead Implementer Course



International Network for Corporate Social Responsibility (INCSR)

2018-08-24 - 2018-08-25

Sustainable Banking - Managing Direct and Indirect Environmental and Social Risks Course



International Network for Corporate Social Responsibility (INCSR)

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### Risk Management

2018-09-12 - 2018-09-14

Risk Assessment and Emergency Management Course



Tom Associates

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