

1st December, 2020

INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME FOR ACCOUNTANTS AND AUDITORS FOR THE MONTHS OF JANUARY - DECEMBER, 2021

We are please to invite you to send your staff to participate in our special training programme for Accountants and Auditors. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

	JANUARY - JULY	JULY - DECEMBER
1. Warehouse, Stores and Stock Control Management	13th - 15th January,	7th - 9th July, 2021
2. Fundamentals of Internal Auditing	13th - 15th January,	7th - 9th July, 2021
3. Credit Risk Assessment, Modeling and Management	20th - 22nd January,	14th - 16th July, 2021
4. Advanced Payroll Management and Administration Workshop	20th - 22nd January,	14th - 16th July, 2021
5. Best Practices in Corporate Cash Management	27th - 29th January,	28th - 30th July, 2021
6. Accounts Reconciliation Strategies Best Practices	27th - 29th January,	28th - 30th July, 2021
7. Advanced Supply Chains, Logistics and Transportation Management	3rd - 5th February,	4th - 6th August, 2021
8. Managing and Organizing Accounts Receivable and Accounts Payable	3rd - 5th February,	4th - 6th August, 2021
9. Preparing Financial Statements and The Annual Reports	10th - 12th February,	11th - 13th August, 2021
10. Risk Management: Internal Control and Fraud Prevention	10th - 12th February,	11th - 13th August, 2021
11. Current Issues and Best Practices in Tax Administration and Accounting	17th - 19th February,	18th - 20th August, 2021
12. Essentials of Internal Audit and Enterprise Risk Management	17th - 19th February,	18th - 20th August, 2021
13. Effective Purchasing and Contract Negotiation Strategies	24th - 26th February,	25th - 27th August, 2021
14. Accounts Receivable and Credit Policies Management	24th - 26th February,	25th - 27th August, 2021
15. Advanced Treasury and Cash Management	3rd - 5th March,	1st - 3rd September, 2021
16. Purchasing Fraud: Auditing and Detection Techniques	3rd - 5th March,	1st - 3rd September, 2021
17. Managing The Accounts Department of Your Organization	10th - 12th March,	8th - 10th September, 2021
18. Production Management and Material Requirements Planning	10th - 12th March,	8th - 10th September, 2021
19. Fraud Detection and Investigation for Internal Auditors	17th - 19th March,	15th - 17th September, 2021
20. Fundamentals of Purchasing Management	17th - 19th March,	15th - 17th September, 2021
21. New Strategies and Best Practices in Internal Auditing	24th - 26th March,	22nd - 24th September, 2021
22. Best Practices in Accounts Payable: Planning, Organizing and Achieving Results	24th - 26th March,	22nd - 24th September, 2021
23. Financial Analysis and Financial Reporting Skills	29th - 31st March,	28th - 30th September, 2021
24. Audit Report Writing for the Internal Auditors	29th - 31st March,	28th - 30th September, 2021
25. Budgeting, Forecasting, The Planning Process and Control	7th - 9th April,	6th - 8th October, 2021
26. E-Procurement Strategies for Success - Developing, Implementing and Managing Process	7th - 9th April,	6th - 8th October, 2021
27. Reconciliation of Accounts and Financial Transactions	14th - 16th April,	13th - 15th October, 2021
28. Effective Purchasing and Cost Saving Techniques	14th - 16th April,	13th - 15th October, 2021
29. Financial Analysis and Reporting using IFRS	21st - 23rd April,	20th - 22nd October, 2021
30. Warehouse Management Strategy, Implementation and Control	21st - 23rd April,	20th - 22nd October, 2021
31. Modern Approaches in Internal Auditing	28th - 30th April,	27th - 29th October, 2021
32. Inventory Planning and Stock Control	28th - 30th April,	27th - 29th October, 2021
33. Best Practices in Accounts Payable and Accounts Receivable	5th - 7th May,	3rd - 5th November, 2021
34. Nigerian Taxation Systems	5th - 7th May,	3rd - 5th November, 2021
35. Internal Control: Compliance, Operational and Financial	10th - 12th May,	10th - 12th November, 2021
36. Effective Inventory Cycle Count of Warehouse Materials	10th - 12th May,	10th - 12th November, 2021
37. Principles of Effective Internal Audit Report Writing	19th - 21st May,	17th - 19th November, 2021
38. Managing the Cash Cycle: Accounts Receivable and Payable Best Practices	19th - 21st May,	17th - 19th November, 2021
39. Understanding the Procurement Management Principles	26th - 28th May,	24th - 26th November, 2021
40. Best Practices in Internal Control and Risk Assessment	26th - 28th May,	24th - 26th November, 2021
41. Store-Keeping and Warehouse Management	2nd - 4th June,	24th - 26th November, 2021
42. Advanced Auditing for In-Charge Auditors	2nd - 4th June,	1st - 3rd December, 2021
43. Best Practices in Stock Taking, Reconciliation and Valuation	9th - 11th June,	1st - 3rd December, 2021
44. Final Accounts: Fast Closing Month-End and Year-End Accounts	9th - 11th June,	1st - 3rd December, 2021
45. Internal Audit: Incorporating Corporate Governance and Financial Risk Management	16th - 18th June,	8th - 10th December, 2021
46. Cash Management: Control, Reconciliation and Risk Strategies	16th - 18th June,	8th - 10th December, 2021
47. Effective Store-Keeping Skills	23rd - 25th June,	8th - 10th December, 2021
48. Payroll: Preparation, Analysis and Management	23rd - 25th June,	15th - 17th December, 2021
49. Financial Statement Fraud Detection for Internal Auditors	30th June - 2nd July,	15th - 17th December, 2021
50. Advanced Stores and Inventory Management	30th June - 2nd July,	15th - 17th December, 2021

NOTE: Course contents are available on request or visit our website to download the course contents: www.avantgarderesourcescenter.com. For further information on these courses and in-house training arrangements, please call **TADE 0817 199 4955, 0803 468 4305** or send an email to **info@avantgarderesourcescenter.com**

FOR WHOM: Accountants, Auditors, Cash Officers/ Cashiers, Budget and Planning Officers, Tax Managers/Officers, Reconciliation Officers, Buyers, Accounts Payable Officers, Accounts Receivable Officers, Finance Managers, CFOs, Heads of Departments, Directors, Project Managers, Supervisors, Team Leaders, Investigators, Supply Chains/Logistics Managers, Purchasing and Stores Managers, Warehouse Managers, Store Keepers, Production Managers and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

The fee for each course is **One Hundred and Twenty Thousand Naira (N120,000:00)** only per participant to cover **Workshop Materials, Flash Drive, Bag, Lunch, Tea/Coffee Breaks, Photograph and Certificate**. Multiple participants for the same course attract discounts. Payment should be made in cash or cheques/bank draft in favour of **Avant-Garde Resources Center (ARC)**. All course will hold at **10, Mojidi Street, Off Toyin Street, Ikeja - Lagos**.

Yours faithfully,



TUGBOBO TADE
Training Director

10, Mojidi Street, Off Toyin Street, Ikeja - Lagos.
Tel: 0817 199 4955, 0803 468 4305, 0803 481 5501
E-Mail: info@avantgarderesourcescenter.com
Website: www.avantgarderesourcescenter.com

1st December, 2020

INVITATION TO ATTEND SPECIAL INFORMATION COMMUNICATION TECHNOLOGY TRAINING PROGRAMME FOR THE MONTHS OF JANUARY - DECEMBER, 2021

We are please to invite you to send your staff to participate in our special training programme on Information Communication Technology. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

1. Implementing Security Management for Cisco Network
2. Systems and Network Security
3. Designing and Troubleshooting Cisco Data Center Infrastructure
4. Cloud Management and Security: Principles and Best Practices
5. Implementing Desktop Application Environment
6. Database System Deigns Tools and Techniques: MySQL
7. Business Continuity Management and IT Disaster Recovery
8. Designing and Implementing an Advanced Server Infrastructure
9. Information and Security Controls
10. Implementing Web Application Security
11. Installation, Storage and Compute with Windows Server 2019
12. Configuration and Troubleshooting of Cisco Networks
13. Security Management in ICT Environment
14. Information Technology Management
15. Securing Windows Files System
16. Configuration and Installation of Window Networks (Servers and Clients)
17. Computer and Network Security
18. Information Technology for IT Professionals
19. Information Storage and Management
20. Best Practices in Information Security Management
21. Implementing and Maintaining Microsoft SQL Server (2016 Integration Services)
22. Securing Web Applications, Services and Servers
23. Systems Management and PC Maintenance
24. Interconnecting Cisco Network Devices
25. Network Operations and Administration
26. Configuring and Troubleshooting Window Servers Network Infrastructures
27. Web Based Information Systems
28. Designing, Optimizing and Maintaining a Database Administrative Solution with SQL Server
29. Microsoft 365 Security Administrator
30. Computer Networks: Switching, Routing and WANs
31. Configuration and Administration of Linux Systems
32. Microsoft Azure Security Technology and Administration
33. Advanced Administration of Windows Server Network
34. Information Security and ICT Management
35. Securing SQL Server 2017
36. Network Security Policy Configuration and Administration
37. Information Security Controls for IT Professionals
38. Window Servers Management
39. Troubleshooting, Upgrading and Installation of PC
40. Network Configuration, Troubleshooting and Security
41. Cyber-Security Risk Assessment and Management
42. Configuring and Administering Web Services: IIS/Apache
43. ICT Systems Maintenance Management Best Practices
44. Business Intelligence: Data Analysis and Reporting
45. Managing the IT Department of Your Organization
46. Storage and High Availability with Windows Server
47. Audit and Security of Networks, Operating Systems and Databases
48. Information Security and Data Protection
49. Advanced PC Configuration, Troubleshooting and Data Recovery
50. Networking with Window Server 2019

JANUARY - JULY

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JULY - DECEMBER

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FOR WHOM: Chief Information Officers, Heads of Departments, IT Department Supervisors/Managers, IT Development Managers, Information Managers, IT Executives, Database/Systems Administrators, Network/IT Personnel and Staff, System Engineers, Servers Managers, Web Developers, System Analysts, Security Professionals and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

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Yours faithfully,



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1st December, 2020

INVITATION TO ATTEND SPECIAL MANAGEMENT TRAINING PROGRAMME FOR THE MONTHS OF JANUARY - DECEMBER, 2021

We are please to invite you to send your staff to participate in our special training programme on Management. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

1. Administration and Office Management: Best Practices and Technologies
2. Electronic Record and Document Filing Management Systems
3. Mastering People Management and Team Leadership
4. Sales Management Techniques and Strategies
5. Strategic Human Resources Management
6. Rewards Management: Compensation Packages and Salary Structures
7. Mastering Communication, Negotiation and Presentation Skills
8. Excellence in Customer Relationship Management and Loyalty
9. Understanding and Implementing Lean Six Sigma
10. Business Relationship Management: Aligning IT and the Business
11. Contract and Project Management - Planning, Scheduling and Control
12. Successful Fleets and Transport Management
13. e-HR: Modern Trends and Application
14. Strategic Planning, Communication, Measurement and Implementation
15. Developing Core Skills for Administrators, Secretaries and Personal Assistants
16. Performance Management: Setting Objectives and Conducting Appraisals
17. Effective Soft Skills and Emotion Intelligence
18. Access Control and Physical Security Management
19. Managing the Human Resources Department of Your Organization
20. Excellence in Salaries and Wages Administration
21. Advanced Office Management and Effective Administration Skills
22. Strategic Change Management for Professional
23. Competency Development for Supervisory Excellence
24. Successful Leading and Managing People
25. Facilities Management Procedures and Practices
26. Nigerian Labour Laws and Employment Practices
27. Strategic Planning, Management Control and Effective Budgeting
28. Human Resources Administrative Skills
29. Fraud Prevention, Detection and Investigation
30. Skills Improvement Course for Administrators, Secretaries and Personal Assistants
31. Recruitment, Selection and Retention: Creating a Highly Competent Motivated Workforce
32. Nigerian Pension Administration
33. Enterprise Resource Planning (ERP) and Enterprise Risk Management (ERM)
34. Data Governance, Protection and Compliance Management
35. New Media: Critical Windows for Efficiency Public Relations Delivery
36. Managerial Skills for New Managers and Supervisors
37. Negotiation, Dispute Resolutions and Conflicts Management
38. Security Management, Planning and Asset Management
39. Strategic Marketing: Planning, Development and Implementation
40. HR Processes, Culture and Change Management Programme
41. Tax Administration - Preparation and Remittances
42. Governance, Risk and Compliance
43. Pre-Retirement Planning and Employee Investment Schemes
44. Advanced Writing Skills and Business Writing that Works
45. Insurance Principles and Claims Administration
46. Writing Human Resources Policies and Procedures
47. Essential Skills for Executive Secretaries, Personal Assistants, Office Managers & Administrative
48. Improving Productivity Through Quality Enhancement and Cost Reduction
49. Security Risk Assessment and Management
50. Maintenance Management Principles for Admin Managers

JANUARY - JULY

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JULY - DECEMBER

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FOR WHOM: Heads of Departments, Directors, Human Resources Managers, Public Relations Managers, Project Managers, Marketing Managers, Brands Managers, Office Managers, Supervisors, Team Leaders, Union Leaders, Tax Managers, Business Development Managers, HR Personnel, Budget Officers, Administrators, Secretaries, Personal Assistants, Customer Services Managers, IT Professionals, Maintenance Engineers, Electrical Engineers, Mechanical Engineers, Building Maintenance Managers/Personnel, Sales Representatives, Technician, Security and Safety Professionals and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

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Yours faithfully,



TUGBOBO TADE
Training Director

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1st December, 2020

INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME FOR ENGINEERS AND TECHNICIANS FOR THE MONTHS OF JANUARY - DECEMBER, 2021

We are please to invite you to send your staff to participate in our special training programme for Engineers and Technicians. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

	JANUARY - JULY	JULY - DECEMBER
1. Health and Safety Benchmarking Principles and Practices	13th - 15th January,	7th - 9th July, 2021
2. Vehicle Maintenance Management and Inspection	13th - 15th January,	7th - 9th July, 2021
3. Electrical Installation in Hazardous Areas: Classification, Operation and Maintenance	20th - 22nd January,	14th - 16th July, 2021
4. Pump and Valve Operation, Control, Maintenance and Troubleshooting	20th - 22nd January,	14th - 16th July, 2021
5. Generators: Operations, Maintenance, Control, Testing and Troubleshooting	27th - 29th January,	28th - 30th July, 2021
6. Modern Maintenance and Operation of Rotating Equipment Technologies	27th - 29th January,	28th - 30th July, 2021
7. Hydraulics Systems Design, Operation and Maintenance	3rd - 5th February,	4th - 6th August, 2021
8. Advanced Strategic Maintenance Management	3rd - 5th February,	4th - 6th August, 2021
9. Operation and Maintenance of Refrigeration Equipment for Technicians	10th - 12th February,	11th - 13th August, 2021
10. Heating, Ventilation and Air-Conditioning (HVAC) Systems	10th - 12th February,	11th - 13th August, 2021
11. Effective Warehouse Management for Electrical Equipment	17th - 19th February,	18th - 20th August, 2021
12. Electric Distribution System: Equipment Preventive Maintenance and Engineering Principles	17th - 19th February,	18th - 20th August, 2021
13. Industrial Equipment and Turbo-machinery: Pumps, Compressors, Turbines and Motors	24th - 26th February,	25th - 27th August, 2021
14. Advanced Electric Motors: Operation, Maintenance and Troubleshooting	24th - 26th February,	25th - 27th August, 2021
15. Cost Engineering - Effective Estimating and Cost Control of Technical Projects	3rd - 5th March,	1st - 3rd September, 2021
16. Mechanical Equipment, Compressors, Pumps, Seals, Motors and Variable-Speed Drives	3rd - 5th March,	1st - 3rd September, 2021
17. Effective Contractor Management in Maintenance and Technical Projects	10th - 12th March,	8th - 10th September, 2021
18. Electrical Equipment and Control Systems: Commissioning, Testing and Troubleshooting	10th - 12th March,	8th - 10th September, 2021
19. Building Operations Maintenance: Inspection, Condition Assessment and Management	17th - 19th March,	15th - 17th September, 2021
20. Best Practices in Facilities Maintenance Management	17th - 19th March,	15th - 17th September, 2021
21. Troubleshooting and Maintenance of Air Conditions and Refrigerators	24th - 26th March,	22nd - 24th September, 2021
22. Pumps and Compressors: Operation, Maintenance and Troubleshooting	24th - 26th March,	22nd - 24th September, 2021
23. Maintenance Technology Best Practices: Inspection, Analysis and Monitoring	29th - 31st March,	28th - 30th September, 2021
24. Electrical Distribution Equipment Operation and Maintenance	29th - 31st March,	28th - 30th September, 2021
25. Best Practices for Procurement and Contract Management	7th - 9th April,	6th - 8th October, 2021
26. Operation, Maintenance and Testing of Diesel Power Generation Plant	7th - 9th April,	6th - 8th October, 2021
27. Pipeline and Piping Inspection, Maintenance and Integrity Assessment	14th - 16th April,	13th - 15th October, 2021
28. Pumps, Compressors and Valves Maintenance	14th - 16th April,	13th - 15th October, 2021
29. Troubleshooting of Electrical Equipment and Control Systems	21st - 23rd April,	20th - 22nd October, 2021
30. Refrigeration Engineering and Technology	21st - 23rd April,	20th - 22nd October, 2021
31. Mechanical Seals: Designs, Selection, Installation, Troubleshooting and Maintenance	28th - 30th April,	27th - 29th October, 2021
32. Pump Selection, Installation, Operation, Maintenance and Troubleshooting	28th - 30th April,	27th - 29th October, 2021
33. Electrical Maintenance, Grounding and Safety for Modern Electrical Systems	5th - 7th May,	3rd - 5th November, 2021
34. Modern Heating, Ventilation, Air-Conditioning (HVAC) and Refrigeration System	5th - 7th May,	3rd - 5th November, 2021
35. Setting Strategy for Building Maintenance and Facilities Maintenance	10th - 12th May,	10th - 12th November, 2021
36. Transformer Diagnostic Methods, Maintenance and Lifetime Extension	10th - 12th May,	10th - 12th November, 2021
37. Safety Operation and Maintenance in Electrical Power Supply	19th - 21st May,	17th - 19th November, 2021
38. Troubleshooting Mechanical Drive Systems and Rotating Equipment	19th - 21st May,	17th - 19th November, 2021
39. Centrifugal Pump and Compressor Selection, Construction, Operation, Maintenance, Repair and Troubleshooting	26th - 28th May,	24th - 26th November, 2021
40. Operations, Maintenance and Troubleshooting of Generators	26th - 28th May,	24th - 26th November, 2021
41. Air Conditioning Systems Design, Selection and Operation	2nd - 4th June,	24th - 26th November, 2021
42. Maintenance Strategy Development and Cost Effective Implementation	2nd - 4th June,	1st - 3rd December, 2021
43. Chiller Design, Installation, Maintenance and Troubleshooting	9th - 11th June,	1st - 3rd December, 2021
44. Structure Condition Assessment of Existing Buildings and Structures	9th - 11th June,	1st - 3rd December, 2021
45. Electrical Equipment and Safety: Operation, Control, Maintenance and Troubleshooting	16th - 18th June,	8th - 10th December, 2021
46. Hydraulics Control Circuit Maintenance and Troubleshooting	16th - 18th June,	8th - 10th December, 2021
47. Pump and Valve Technology: Selection, Operation and Maintenance	23rd - 25th June,	8th - 10th December, 2021
48. Maintenance Planning and Maintenance Management	23rd - 25th June,	15th - 17th December, 2021
49. Operation and Maintenance of Refrigeration for Technicians	30th June - 2nd July,	15th - 17th December, 2021
50. Advanced Technology of Pipeline Design, Construction and Mechanical	30th June - 2nd July,	15th - 17th December, 2021

NOTE: Course contents are available on request or visit our website to download the course contents: www.avantgarderesourcescenter.com. For further information on these courses and in-house training arrangements, please call **TADE 0817 199 4955, 0803 468 4305** or send an email to info@avantgarderesourcescenter.com

FOR WHOM: Electrical Engineers, Civil Engineers, Mechanical Engineers, Plant Engineers, Facilities Engineers, Inspectors Engineers, Contractors, Designs Engineers, Operations Engineers, Structure Engineers, Process Engineers, Heads of Departments, Directors, Maintenance Managers, Project Managers, Production Managers, Technicians, Schedulers, Supervisors, Team Leaders, Supply Chains/Logistics Managers, Warehouse Managers/Store Keepers, and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

The fee for each course is **One Hundred and Twenty Thousand Naira (N120,000:00)** only per participant to cover **Workshop Materials, Flash Drive, Bag, Lunch, Tea/Coffee Breaks, Photograph and Certificate**. Multiple participants for the same course attract discounts. Payment should be made in cash or cheques/bank draft in favour of **Avant-Garde Resources Center (ARC)**. All course will hold at **10, Mojidi Street, Off Toyin Street, Ikeja - Lagos**.

Yours faithfully,



TUGOBO TADE
Training Director

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