## **January 4, 2017**

To
Hon, Ministers
Permanent Secretaries
Directors General/Comptrollers-General
Vice Chancellors, Rectors, Provosts, Principals
Chief Medical Directors/Medical Directors
Managing Directors/CEO
Directors of Personnel/Head of Human Resources/Training.
Head of Departments

Dear Sir,

## WORKSHOP CALENDER FOR PUBLIC & FOREIGN COURSES JAN-DEC 2017

Fontini Consulting Limited (Global Trainers) call for nomination of participants from your organization to our well researched training programmes aimed at enriching the del egates knowledge, enhancing their skills and to add value to their performance Our resource persons are seasoned professionals and productivity Consultants most of whom are experienced Industry Captains with many years of experience in the industry. The knowledge they will impact will be far-reaching, rewarding and also provide relevant practical solutions.

**WORKSHOP FEE:** The Workshop fee is attached alongside the programme below. This covers tuition, Seminar Material, Executive Leather Bag, Tea/Coffee, Break Launch, Group Photograph, Certificate of Participation and Administration.

**HOW TO REGISTER**: Send the list of nominees with the fee in cash/draft, made payable to Fontini Consulting Limited (ZENITH BANK PLC Account Number 1013360718 or Fund Transfer Sort Code 057151083 or Cash payment can also be made the Venue.

Kindly send or text the lists of your nominees to Francis 0803-506-2583,0808-226-3439 We look forward to welcome your nominees at the venue.

Yours faithfully

For: Fontini Consulting Ltd

Dr. FRANCIS OKEREKE FCA, FCIB, FILRM, AMNIM, MBA, Ph.D

**Programme Director** 

Tel: 08035062583; 0808226343

NO.	COURSES	WHO SHOULD	PARTIAL LIST OF	VENUES &
	DIDI IC DDW :	ATTEND	COURSES CONTENTS	DATES
1.	PUBLIC-PRIVATE-PARTNERSHIP & CONCESSIONING WORKSHOP	Project Managers, Directors, Senior Executives, and Managers from Public Sector organizations, Institutions providing large-scale project financing, and private companies working on / considering PPP projects.	<ul> <li>A. Dynamics of PPP in global economic development.</li> <li>B. The roles of private equity companies.</li> <li>C. PPP principles and constrains.</li> <li>D. What makes PPP's go right and wrong.</li> <li>E. Risk factors in PPP transactions</li> <li>F. Regulatory issues in PPP transactions.</li> </ul>	Westown Hotels Ikeja Lagos July 3-5, 2017 Fee: N215,000 Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Aug14-16 Fee: N215,000
	INTERNATIONAL			GHANA 12-14 JUNE \$4,500
2.	Effective Training Needs Assessment (TNA) Workshop	Training Managers in Private and Public institutions, Curriculum Planning and Development Managers, Consultancy units in Tertiary Institutions HR Managers and Experience Instructors Interested in becoming more Involved in programme/Course Planning and Development.	<ul> <li>A. Designing and Conducting TNA</li> <li>B. Key Element of Human performance System in Training</li> <li>C. Identifying Training Gap in Human Resources and Environment and Human Performance System.</li> <li>D. Major Steps for Engineering Effective Performance</li> <li>E. Selecting and Applying the Techniques and Tools Appropriate for TNA</li> <li>F. Steps and Processes in Conducting of TNA</li> <li>G. Understanding TNA Methodology</li> <li>H. Understanding the Techniques for Investigation in TNA</li> </ul>	Precint Hotel Yaba Lagos May15-17, Oct 2-3,2017 Workshop fee: N285,000 Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja June 5-7 & Nov 20- 22,2017  Workshop fee: N285,000

	INTERNATIONAL		I. Effective Report Writing in TNA	KENYA 17-19 JULY \$4,500
3.	Managing the Training Functions  INTERNATIONAL	Experience Trainers and those familiar with Training Principles and Practices, Training Managers, HR Managers and Personnel Managing the Training Functions.	A. The Role of Training in Organizations B. The Role of Training Managers in Influencing Management Decision on Training and Development C. Strategic Plans for Programme Development, Maintenance and Renewal D. Financial Management for Trainers E. Improving Management Training Resources F. Understanding Key Concepts and Lessons on Integrating Computer Technology into Training	Precint Hotel Yaba Lagos  24-26 July 2017 FEE:235,000  Juanita Hotel Old GRA-PH River State  25-27 Sept 2017 FEE:285,000
				14-16 AUG \$4500
4.	Fixed Assets Mgt & Maintenance for Higher Institutions, Ministries,Parastals & Public Sector Entities Equipment And Structures: The Role of Engineers And Technical Officer	All engineers, Accountants , Maintenance, Technologists, Technical Officers and Technicians	A. Overview of Fixed Assets Mgt &Maintenance B. Equipment-Reducing Interruption of Services Due Breakdown and Failures C. Building & Office Safety D. Total Productive Maintenance and Maintenance Management E. The provision and Use of Work Equipment	Precint Hotel Yaba Lagos 7-9 Aug 2017 Accra Ghana
	INTERNATIONAL		Regulation 1998 F. Effective Prevention	Aug 2017 Fee:\$4500

			Maintenance	
5.	HR Management, Conflict Resolution, Industrial Relations and Labour Legislation issues.  INTERNATIONAL	Director of Administration, Head, Human Resources, Consultancy units in Tertiary Institutions HR Consultants, HR Managers, and Admin, Union Executives, All President/ Chairmen of Labor Union Trade Congress, Union Executives, and other functions directly related to personnel/Human Resources Matters,	<ul> <li>HR Management and Industrial Relations</li> <li>Labour Relations and Industrial Democracy</li> <li>Conflict in the Workplace</li> <li>Employee and Labour Relations</li> <li>Nigeria Oil and Economic Unrest Productivity Movement in Nigeria</li> <li>Dispute Resolutions</li> </ul>	Sheraton Hotels & Towers Abuja June 19-21 & Nov 13- 15,2017 =N=285,000  Westown Hotels Ikeja Lagos May1-3, 2017 =N=255,000 LONDON 21-23 SEPT \$4,500
6.	Advanced Security Management Course Plus (Strategies in Combating Anti terrorism & Anti- money Laundering Issues)  INTERNATIONAL	Director of HR,Directors of Logistics, Head of Legal Divisions, Directors & Head OF Security Divisions of Entities in both Public and Private Sector,Banks and Oil and Gas Companies, Senior Managers in the Presidency, Senate, House Etc.	-What effective & efficient security entails -Modes of security in an organization -Guards operations and security operatives routine duties -Types of crime usually committed -Strategies for anticipating, preventing and minimizing corporate crises -Types of hazards, Causes of sabotage and counter measures to prevent themSecurity agencies legal issues and institutional framework -Corruption in public offices -The place of the various institutions in corruption management such as the ICPC, EFCC and their international counterpart such as NCCT, UNODC, NEPAD etc	Precint Hotel Yaba Lagos  19-21 June & 16-18 Oct 2017 N235,000  Alexis Hotels ABUJA. Aug14-16 Fee: N245,000  Johannesbur g South Africa Oct 2017 Fee:\$4,500

7.	Performance Measurement &Budgetary Control Strategies+Performance Based Auditing  INTERNATIONAL	Director of Administration, Head, Human Resources, Consultancy units in Tertiary Institutions HR Consultants, HR Managers, and Admin, Executives, and other functions directly related to personnel matters	<ul> <li>Performance         Measurement and         performance Based         Budgeting (PBB); An         Overview</li> <li>Performance         Measurement</li> <li>Principles</li> <li>Performance         Management Model</li> <li>Performance         Management         Benchmarking</li> <li>Performance Based         Budgeting</li> <li>Institutionalizing         Performance         Measurement</li> <li>Managing Accuracy</li> <li>Integrating Performance         into Budget Decision         Making, etc</li> </ul>	Westown Hotels Ikeja-Lagos May 1-3 & Nov20-22, 2017 N255,000  Alexis Hotel ABUJA Aug7-9 Fee: N265,000  SOUTH AFRICA 16-18 OCT \$4,500
8.	International Public Sector Accounting Standard (IPSAS)	Director of Administration, Head, Human Resources, Consultants, HR Managers, and Administration and other functions directly related to personnel/human Resources Matters,	<ul> <li>Conceptual framework for General Purpose financial reporting by public sector entities.</li> <li>In-dept look at key standards:         <ul> <li>Hyperinflation, adjusting and non adjusting events, disclosure requirement, investment reporting-equity/costs, interest in joint ventures.</li> <li>Accounting and financial reporting for service concession arrangements.</li> <li>Amendments, reviews and changes in IPSAS and expected future developments.</li> </ul> </li> <li>Outsourcing Information System.</li> </ul>	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Aug7-9 Fee: N295,000  Tricontinent al Industrial Academy 5th Floor, Outer Rotunda, Elephant Cement House-Alausa Ikeja Lagos

			Human Resources	Nigeria
			Development Strategy	3-5 July 2017
	INTERNATIONAL		Model 2	
			Outsourcing	KENYA
			Implementation,	20-22 NOV
			Problems and solutions	
9.	Project Management	Chief Executives	Guideline for re-	Westown
	Fundamentals &	Directors, Members of	imbursement of the	Hotels
	Monitoring	Federal and States	expenditure incurred by	Ikeja - Lagos
	(under the New	procurement Bureau	states	May 1-3 &
	Guidelines for	including Administration	How to obtain the	Oct 2-4, 2017
	Reimbursement of	and Planning and	approval of the president	Fee:
	Federal Government	Statistics Federal and	through relevant MDA's	N245,000
	Projected by States	States Procurement	for the execution of	
	Government. )Theme:	Officers, Director of	Federal Government	
	Reimbursement of	Works, Engineers,	Project by State	Alexis Hotel
	Expenditure Claims by	Contractors	Governments	& Conference
	States	Suppliers/Consultants of	<ul> <li>Understanding the</li> </ul>	Centre. Plot
		Goods, Works and	prescribed technical	693 Obafemi
		Services Finance and	standards and guidelines	Awolowo
		Accounts and Audit	for the execution of	Way Jabi-
		Executives and all	federal government	Abuja
		functions related to	projects by state	Nigeria.
		Procurement of Goods,	governments	Aug7-9
		Works and Services,	<ul> <li>Understanding basic</li> </ul>	Fee:
		Project Managers and	skills and concept to	N245,000
		NGO'S	help manage projects	
			with confidence	
			<ul> <li>Strategies to address and</li> </ul>	
			curb the high cost pf	
			procurement in Nigeria	
			Categories of federal	
			government projects that	
			state governments could	
			execute and strategies to	
			raise fund to execute	
			them	
			• Understand the duties	
			and responsibilities of	
			the special project audit committee	
			Planning Tools  Tachniques and	
			Techniques and Methodology	
			Methodology	
			Project life cycles	
			Project scheduling	

10.	Security Analysis and Portfolio Management  INTERNATIONAL	Directors of Accounts and Finance, Stock Brokers, Bankers, Portfolio Managers, Regulatory Agencies such as Securities and Exchange Commission, Nigerian Stock Exchange	<ul> <li>Risk management in project management</li> <li>Managers tracking and reporting process</li> <li>Change management and control and</li> <li>Project closure</li> <li>The Process of Portfolio Management</li> <li>Investment Analysis and Portfolio Management</li> <li>Portfolio Diversification and Analysis</li> <li>Portfolio Risk and Performance</li> <li>Analysis</li> <li>Active and Passive Strategies</li> <li>Bond Portfolio Management Securities Operations</li> </ul>	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Aug7-9 Fee: N235,000
11.	Safety And Security Awareness for Drivers	Executive Drivers, Drivers of Fire Fighting Vehicles, Haulage Supervisors, Motor Vehicle Attendants and Conductors.	<ul> <li>Driving Safety</li> <li>Defensive Driving</li> <li>Vehicle Safety Program Guidelines</li> <li>Sample Vehicle Safety Program</li> <li>Strategies Highway Safety Plan</li> <li>Case Study</li> </ul>	Precint Hotel Yaba Lagos 10-12 July 2017 N235,500
12.	Leadership and Motivation Workshop	Director-Genera/Chief Executives, Director of Administration, Head, Human Resources, Consultants, HR Managers and Admin, Executives, and other functions directly related to personnel matters	<ul> <li>Introduction to         Motivation and         Historical Theories</li> <li>Motivation defined</li> <li>Component of         motivation</li> <li>Antecedents of         motivation</li> <li>Interact ional Motivation         Model</li> <li>Conceptions of         motivation</li> <li>Achieving society model</li> </ul>	Westown Hotels Ikeja Lagos Nov16-18, 2017 N295,000  Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-

			<ul> <li>Mc Clelland's model of achievement training</li> <li>Leadership Syndrome</li> <li>Atkinson's achievement motivation theory</li> <li>Important of success and failure</li> <li>Crandall (1982) theory</li> <li>Leadership keys</li> <li>Personality of a leader</li> <li>Leader's inventory</li> </ul>	Abuja Nigeria. Nov16-18 Fee: N265,000
13.	The Secret to Writing Successful Grant Proposals	NGO's, Government establishment seeking grants from international agencies or Donors, individual wishing to acquire skills on how to write grant proposals can attend	<ul> <li>Types of grants and source of funding</li> <li>The most important components of any grant proposal</li> <li>Why projects get funded and why proposals fail</li> <li>The grant proposal development process</li> <li>Grant proposal resources</li> <li>How to build a grant proposal team</li> <li>The 10 most common elements of a wining proposal and how to improve your chance of getting funded</li> <li>Specifics in writhing the grant proposal gets funded</li> </ul>	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Aug7-9 Fee: N275,000
14.	Policy Formulation and Implementation and Management Workshop	Chief Executives, Directors and Head of Departments in Ministries, Parastalas and Government Agencies Directors Planning and Statistics and those involved in public policy design, Planning and Implementation Including members of the State Assembly.	<ul> <li>Overview of Public Policy</li> <li>Public Policy and Processes</li> <li>Policy Implementation</li> <li>Policy Analysis and Decision Making</li> <li>Financing Public Policy</li> <li>Human Factors in Public Policy Design, Planning and Implementation</li> <li>The role of Directors (PRS) in Public policy</li> </ul>	Westown Hotels Ikeja Lagos Dec 4-6, 2017 N285,500  Alexis Hotel & Conference Centre. Plot 693 Obafemi

			management  • Policy implantation, monitoring and Evaluation  • Impact of public policy on private sector management	Awolowo Way Jabi- Abuja Nigeria. Aug7-9 Fee: N265,000
15.	Management Retreat Sustainable Poverty Alleviation Scheme in the Grassroots Course fee	Chief Executives, Directors and Head of Departments. Ministries, Parastatals and Government Agencies Directors Planning and Statistics, and those involved in public policy design planning and Implementation Including members of the State of Assembly.	<ul> <li>Basic concepts of poverty and poverty alleviation scheme</li> <li>Socio-economic implication of poverty</li> <li>Socio-economic environment under which a sustainable poverty reduction scheme should operate</li> <li>Understand key problems and constrains facing sustainable poverty reduction scheme</li> <li>Strategies for effective and sustainable poverty reduction scheme.</li> <li>Challenges of poverty reduction for sustainable development at the grassroots</li> <li>Using micro credit operation for empowerment</li> <li>Effective use of skill acquisition strategy for</li> </ul>	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.  Aug7-9 Fee: N265,000  Precint Hotel Yaba Lagos Nigeria 12-14 June 2017 N235,500

16.	Management for Workshop Health Professionals and Administrators	Medical Director Pharmacist, Nurses, Midwives and other Medical Professional Managers/Administrator s and Trainers	poverty reduction  The role of informal sector in poverty reduction scheme  Monitoring and evaluation of poverty reduction project/scheme  Management process  Management of Health Institutions and services  Leadership and Supervision  Team Building  Managing Relationship in the Hospital Environment  Effective Communication in Hospital Environment  Problem solving decision making  Motivation  Resource management  Budget and budgetary control  Time management  Performance of appraisal	Westown Hotels Ikeja Lagos July 17-19, 2017 Fee: N275,000
17.	Management Workshop for Matrons, Nurses and Midwives Course fee	Matrons, Nurses, Midwives and other Medical Professional Managers/ Administrators and Trainers	<ul> <li>Principles of         Management</li> <li>The Matrons Nurse as a         leader</li> <li>Concept of work and         work ethics</li> <li>Planning and organizing         work</li> <li>Health record         management</li> <li>The Matron Nurse as a         Team Member</li> <li>Problem solving         decision making</li> <li>Interpersonal Skills</li> <li>Effective         Communication Skills</li> <li>Time and Stress</li> </ul>	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Nov20-21 Fee: N275,000  Precint Hotel Yaba Lagos  Nigeria 5-7 June &

			Management	Nov 19-21 2017 Fee: N235,000
18.	Capacity Building Workshop on Universal Basic Education Course fee	Professional involved in educational Planning and Management, and those involved in Policy design planning and implementation in the sector should sattend.	<ul> <li>Emerging issue in Basic Education Curriculum</li> <li>Resource in the implementation of UBE programme</li> <li>Strategies for the implementation of UBE programme</li> <li>Achieving Entrepreneurial Skills through UBE programme</li> <li>Comprehensive Evaluation of UBE programme</li> </ul>	Precint Hotel Yaba Lagos Sept13-16, 2017 Fee: N245,000
19.	Obeying Traffic Laws for Drivers	Executive Drivers, Drivers of Fire Fighting Vehicles, Haulage Supervisor, Motor Vehicle Attendants and Conductors.	<ul> <li>Road Traffic         (Amendment) Law</li> <li>FRSC Enforcement         Strategy</li> <li>Vehicle Safety Program         Guidelines</li> <li>Sample Vehicle Safety         Program</li> <li>Defensive Driving</li> <li>Case Study</li> </ul>	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Sept 4-6 Fee: N265,000
				Precint Hotel Yaba Lagos Oct 9-11 2017 Fee: N255,000
20.	Achieving	Officers of Servicom,	Customer Service Skills	Westown

	Excellent Customer Service Course fee	Front Desk Officers Technical officers Admin Officers, Executive Officers and all Staff Responsible for Efficient Service Delivery to the public	<ul> <li>Online Customer Support</li> <li>Online Customer Service Studies</li> <li>Provision of Customer Service and its benefits</li> <li>Customers Service</li> <li>The who, what, Where, When Why and How</li> <li>Today's service reality</li> <li>Service competencies for the new millennium</li> <li>The service Difference System</li> <li>Healing the Customer Relationship</li> <li>Meeting Unspoken Customer Needs.</li> </ul>	Hotels Ikeja Lagos Oct23-25, 2017 Fee: N235,000
21.	Management of Pollution and Environment Degradation	Assistant Directors Health Inspector, /Officers Community Development Inspector Administrative Officers Executive Officer Labour Inspectors Cooperative Inspectors Confidential Secretary Planning Officers Medical Laboratory Technologist Social welfare Officers Community Development Officers Technical Officers	Environment Health Hazard Issues of Environment degradation The environmental media National Environmental Standards, Regulations & Enforcement Environment resource management principles of environment planning Management Vs Leadership	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Sept 4-6 Fee: N245,000 Accra Ghana Sept 2017 Fee: \$4500
22	Environment Health and Safety Management Systems Course fee	Directors Health Inspector Officers Technical Officers Community Development Inspectors Administrative Officers Executive Officers Labour Inspectors Cooperative Inspectors Medical Records Technicians Confidential secretary	<ul> <li>Techniques Effective         Environmental         Management</li> <li>Waste Management:         Practical Application of         the New Ethical         Concepts of Eco-Ethics         International Union</li> <li>National Environment         Standard and         Regulations and         Enforcement Agency</li> </ul>	Westown Hotels Ikeja Lagos Aug 1-3, 2017 Fee: N255,000

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	Planning Officers	(NISREL AND	
	Medical Laboratory	Environment Sanitation	
	Technologist social	)	
	welfare officers	<ul> <li>Fundamental of</li> </ul>	
	Community	Environment Resource	
	Development officers	Management	
		Management vs. Leadership	
System contingency	The course is designed	G. Overview of System	Westown
Planning &	for public sector officers	Contingency Planning	Hotels
Disaster Recovery	on level 08 and above.	H. Understanding Team	Ikeja - Lagos
Strategies	Bankers, business	Work	Oct 9-11,
	executives and	I. Technique for Effective	2017
	researches involved in	Planning	Fee:
	planning and	J. Disaster Management	N255,000
	management of social	K. Preparing for the world	
	services and	Are Disaster Agencies	
	infrastructure will also	Effective?	
	benefit from the course.		



## **DISCLAIMER**

CALL DR.FRANCIS OKEREKE ON +2348035062583;08082263439
EARLY BOOKING IS MANDATORY AT LEAST 1 MONTH TO THE SCHEDULED
DATE OF THE PROGRAMME AS
FONTINI CONSULTING RESERVES THE RIGHT TO CANCEL ANY WORKSHOP
FOR THE REASON OF UNAVOIDABLE CERCUMSTANCES