

LIST OF COURSES, DETAILS FOR IN HOUSE TRAINING PROGRAM

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ADMINISTRATION AND MANAGEMENT COURSES

1) MANAGEMENT SKILLS DEVELOPMENT WORKSHOP FOR PERSONAL ASSISTANTS AND CONFIDENTIAL SECRETARIES IN CHANGING AND COMPLEX ENVIRONMENTS.

For Whom: Personal Assistants, Confidential Secretaries, General Service Officers, Protocol, Control Communication Officers, Administrative Assistants etc.

Course Objective:

- To improve knowledge and skills of participants in the areas of planning, control, communication and decision making.
- To discuss the principles and models of management.
- To discuss the fundamental issues in strategic management and total quality Management.
- To make participants give effective and sufficient support to their bosses.

Course Contents:

- Management: a general overview.
- Total Quality Management
- Corporate strategy, types of organization change and growth.
- Interpersonal communication skills
- Communication and decision-making
- Re-engineering of organization
- Planning/Forecasting: an issue for effective secretaries and P.As
- Speech and Report writing
- Time management.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Fee: ₦ 65,000.00 per participant

2) ADVANCED MANAGEMENT DEVELOPMENT COURSE (For Levels 10-14)

For Whom: Commissioners, Permanent Secretaries, Directors and Deputy Director

Course Objective:

- To improve knowledge and skills of participants in the areas of planning, control and decision-making.
- To discuss the principles and models of management.
- To discuss the fundamental issues in strategic management and total quality Management.
- To make participants give effective and sufficient support to their subordinates and bosses.

Course Contents:

- Management: A general overview.
- Total Quality Management
- Corporate strategy, types of organization change and growth.
- Effective Interpersonal communication skills for managers
- Decision-making skills
- Conflict Resolution
- Performance Management for top Management staff
- Planning/Forecasting: an issue for effective management
- 8 habits of highly effective manager

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Fee:

₦ 95,000.00 per participant

3) OFFICE ADMINISTRATION AND MANAGEMENT SKILLS

For Whom: Personal Assistants, Confidential Secretaries, General Service Officers, Protocol, Control Communication Officers, Administrative Assistants, Mid-Level Officers (Level 8 - 10).

Course Objective:

- Ability to understand and work with your boss
- Expose to a lot of leadership skills
- Ability to manage stress and crisis management
- Reports writing and analysis
- Ability to set working and workable target, monitor and perform it
- Managing filing system
- Applying administrative and managerial principles to achieve organizational and individual goals

Course Contents:

- Documents and office security
- Understanding basic principles of registry management.
- Guidelines for efficient record-keeping
- Document management in crisis situation in corporate organization
- Mail handling and information management
- Organizing the office for efficient and effective corporate performance
- Work attitude and performance oriented staff
- Analytical skills and reports writing
- ICT in office administration
- Target-setting, monitoring and performance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Fee: ₦ 65,000.00 per participant

4) ABC OF SUPERVISING OTHERS

For Whom: Senior Officers up to Directors Cadre, Personal Assistants, Confidential Secretaries, General Service Officers, Protocol, Control Communication Officers, Administrative Assistants etc.

Course Objectives:

- Clarify roles and responsibilities of the participants in their various places of work
- Adjust to new role with confidence
- Develop your skills in listening asking questions, resolving conflicts and giving feed back
- Techniques for giving clear instructions
- Understanding the importance of developing good relationship with colleagues
- Identify some techniques to deal with employees challenges – hostility, complaints and laziness
- Supervising with ease.

Course Content:

- Understanding pre assignment review
- Transiting from individual to team player
- Roles of a supervisor
- Listening asking question and giving feedback techniques
- Asking what you want and giving instructions with confidence
- Master plan for orders, request and suggestions in working environment
- How to understand and cope with difficult employees/employers
- Trust & synergy
- Communicating effectively as a supervisor
- Orientation and re-orientation

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Venue: As will be decided
Duration: 5 days
Fee: ₦ 80,000.00 per participant

5) ETHICAL ADMINISTRATIVE PRACTICES FOR PUBLIC SECTOR PERSONNEL

For Whom: Management Staff level 8 – 13 (phased), Administrative Officers, Communications Officers

Course Objectives:

- To train participants on the appreciation of related functions, team work, encourage effectiveness of administrative system
- To expose admin staff to accounting and its principles.
- To equip participants with office administration and management skills
- To create an atmosphere of a sound working relationship
- To enhance supervisors and senior officers or team leaders with performance appraisal and supervising skills

Course Content:

- Office Management
- Building a team work system
- Ethics and professionalism
- Attitudinal Change & Impact
- Professionalism & Effect
- Discipline and Effect Management
- Morality and ethics in decision making process

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

6) INTEGRATED GENERAL MANAGEMENT WORKSHOP FOR MIDDLE-LEVEL OFFICERS AND MANAGER

For Whom: Managers and Middle-level Officers in Public and Private Sectors, Government Parastatal, Courts Commissions and Agencies (From level 9 – 14)

Course Objectives:

- This course is designed to help participants understand a whole matrix of management functions
- To expose participants to essential management principles and practice at all levels of organizational structure

Course Contents:

- Integrated management approach in corporate environments
- Strategic-planning and management
- Essentials of organization management
- Effective interpersonal communication skills
- Managing people and resources for optimum production
- Motivation and performance management
- Time management
- Re-engineering and restructuring: a current issue in Nigeria business sector
- Decision making in corporate organization
- Group work

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

7) EFFECTIVE TIME MANAGEMENT AND SELF ORGANIZATION

For Whom: **MODULE I:** Managers, senior officers, and other middle level officers in public sector
MOBULE II: Junior Officers (Level 1-7)

Course Objective:

- To develop the necessary skills required for time management in the participants.
- To enable participants plan their daily, weekly and monthly workload effectively and prioritize their work
- To deal with telephone calls and drop – in visitors
- To save time and ensure maximum productively

Course Contents:

- Planning and its roles in self-
- Questionable issue in time management
- Identifying time robbers and dealing with them
- Managing time robbers
- Management principles and their application to self-organization
- Understanding corporate vision and objective
- Interpersonal Communication
- Developing work-plan and identifying priorities
- Delegation and control

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

8) RETIREMENT AND ENTREPRENEURIAL COURSES FOR RETIRING CIVIL SERVANTS.

For Whom: Civil servants nearing retirement age and other senior level officers and other officers Interested.

Course Objectives:

- To Prepare retiring civil servants ahead of their retirement
- To reposition retiring civil servants psychologically for life after retirement
- To further expose them to financial mastery techniques

Course Contents:

- Planning toward retirement/post retirement living.
- Retirement planning ideas and opportunities.
- Funding Retirement ideas/ventures.
- Managing Health and Time in retirement.
- Legal requirement for new business.
- How to prepare business plan.
- How to manage small business.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

9) 21ST CENTURY PERFORMANCE APPRAISAL SYSTEM (PAS)

For Whom: Human Resource Officers and Managers, Supervisors,
Head of Departments and officers responsible for appraising other staffs

Course Objective:

- Identify the purpose and uses of PAs
- State the Objectives and imperatives of PAs to the organization/individual
- Understand different methods in PAs
- Define PMS and state the elements of PMS
- Appreciate the use of the control loop method of PMS
- Identify the problem of validity and reliability in PAs.

Course Contents:

- Meaning of Performance Appraisal
- The objective of PAs
- Roles of Performance Appraisal in an Organization
- Developmental Roles
- Methods of Performance appraisal
- Performance management system
- Operational imperative of PAs
- Three Element of PAs
- The Control loop system of PMs

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

10)EFFECTIVE PROJECT MANAGEMENT

For Whom: Project managers in Public and Private sectors, International agencies,
Estate management and construction company's coordinators,
Project Officers, Coordinators and personnel in health,
Environmental and Socio-Economic/Development Agencies, Banks, Finance Institutions and NGOs,
Engineering and Works Units or Department.

Course Objective:

- To characterize and discuss strategic issues in effective project management.
- To enhance the capabilities of participants in project panning implementation and management.
- To help participants understand the significance of measurable indicators to project monitoring and evaluation.
- To discuss and utilize M & E methodologies.

Course Contents:

- Project Management: A general overview.
- Basic Principles of project Management.
- Effective communication and decision making process

- Time and performance management
- Leadership Role in project management
- Developing logical frame work
- Monitoring, supervision and Evaluation methodologies
- Effective Report Writing Skills

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

11) MANAGING I.T RESOURCES FOR OPTIMUM ADVANTAGE

For Whom: Senior and Middle Level Officers in Public and Private Sectors Organizations, Parastatals, Commissions and Agencies of Governments.

Course Objectives:

- To expose participants to the IT world.
- To enhance the capacities of participants through IT Networks and appreciation
- To discuss basic principles and advantages of IT in a dynamic economy.

Course Content:

- Introduction to IT and its application
- Basic program in IT
- Developing software and networking Techniques
- Basic Computer programming
- Internet and networking
- Cyber café design and operations
- Internet in the New Age
- Networking and Administration of corporate organization using IT
- Information Technology and the Nigerian liberalization and deregulation process.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

12) EMOTIONAL INTELLIGENCE AT WORK PLACE

For Whom: Junior level staff up to Directors and Commissioners **MODULE I & II**

Course Objective

By the end of this two day training course, the participants will have:

- Gained an insight into emotional intelligence, what it is and how you can use it
- Develop self-awareness and self-management of personal emotions
- Explore ways to advance personal emotional intelligence
- Recognize emotions in others, responding to those emotions in order to inspire high performance
- Understood the consequences of behavior and weigh decisions before action

Course Outline:

- Definition of EQ is and its key components and Occupational EQ and self-awareness
- Empathy & relationships for improved communications

- Managing your own emotions to positive outcomes
- Understanding change & others – difference in communication and decision-making
- Self-motivation & SOCS problem-solving

Course Methodology: Demonstration on the latest thinking on EQ: Revealing opportunities for skills practice in both small and larger groups for continuous improvement.

The learning will have four fundamental principles which will be:

1. **Highly engaging** (methods that talk to the ‘head and heart’)
2. **Interactive** (mix of experience, discussion and practice)
3. **Innovative** (latest thinking & tools) and...
4. **Encourage participation** (a ‘Socratic’ learning methodology applied) so that delegates take ownership of their own development and future behavior.

The emotional intelligence training will be supported with:

- An optional participant pre-course questionnaire
- A set of color printed course materials with space for personal notes

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 80,000.00 per participant

13)ADVANCED MANAGEMENT AND LEADERSHIP

For Whom: Commissioners, Permanent Secretaries and Directors

Course Outline

Foundations of Management

- Definition of Management
- The difference between Management and Leadership
- Managerial levels
- The Four Management Functions
- Management Skills
- Coaching and monitoring – A key management function

Goal setting and planning

- Goal setting
- Strategic, tactical and operational goals
- Breakdown and alignment of goals
- Management By Objectives (MBO)
- Types of plans
- Planning techniques for assessing the environment: Environmental Scanning & Benchmarking
- Planning techniques for allocating resources: Budgeting, Break-even Analysis & project planning

Managing Change in the workplace

- 1) What is change and its driving forces
- 2) The change process
- 3) How people respond to change
- 4) Change and the organizational structure and Managing the resistance to change

Leadership theory & Practice

- Leadership defined
- Contemporary views of leadership
- Charismatic and Transformational leadership

- What do effective leaders do and the Five Practices of effective leadership
- Situational leadership

Setting the right Controls

- What is control and the control process
- Controlling for Organizational Performance
- Setting Key Performance Indicators (KPI's)

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

14)CHAIRING & MANAGING MEETINGS (DGs, PERMANENT SECRETARIES AND DIRECTORS)

For Whom: Commissioners, Permanent Secretaries, Senior Level Officers (Directors)

Course Aim

Our aim is to equip officers with the skills to organize and manage effective and efficient meetings. This includes the skills necessary to manage difficult situations and difficult people.

Key Learning

You will learn a technique to help you evaluate the benefits of attending the meetings currently in your diary – and whether you should or should not attend! There will be an opportunity to greatly enhance your personal communication skills and your ability to influence and persuade others. You will be able to use these skills in all aspects of your work.

We will introduce you to powerful new communications strategies such as Transactional Analysis and Preferred Communication Channels which will help you understand more about how people communicate with each other and why a lot of communication goes wrong!

There is a session on how to engage others at the meeting and how to handle questions. The day is full of high impact tips, hints and strategies.

Course Objectives:

- Assess and prioritize the meetings you attend and identify where you can save time
- Organize, chair, and manage meetings that are concise, speedy and productive
- Improve your personal communication and influencing skills
- Vastly improve the effectiveness of the meetings culture within your Council

Course Content:

- The secrets of organizing, structuring and chairing highly effective and productive meetings.
- Skills and strategies to engender and nurture positive contributions during meetings.
- How to manage negative behaviors and handle difficult people and how to keep control!
- Communications strategies: Transactional Analysis
- Learn how to engage others at a meeting and how to handle questions.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

15) SUPERVISORY MANAGEMENT

For Whom: All Senior level Officers from level 10 - 15

Course Content:

- Managing for results.
- Effective methods of decision taken.
- Public relation and interpersonal skills.
- Mentor and Coach a Supervisory Manager.
- Resources management.
- Relationship management.
- Sound working environment created by a supervisor.
- Leadership
- Discipline, reward and punishment.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

16) EFFECTIVE SECURITY AND SAFETY MANAGEMENT

For Whom: Security Managers, supervisors and officers, surveillance and intelligence officers in corporate organizations

Course Objectives:

- To discuss the basic security and safety tips
- To characterize the typologies of threat to security of lives and properties in work place
- To examine and discuss safety precautions that are essentials to security management

Course content:

- The typologies of Security and safety management
- Prevention and precautionary methods in security management.
- Surveillance and intelligence reporting
- Basic psychological issues in investigation and crime detection.
- Routine supervision and monitoring
- Equipping, staffing and physical fitness.
- Fire accident prevention and control.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

17) EFFECTIVE MAINTENANCE AND FACILITY MANAGEMENT

For Whom: Maintenance and Facility Officers,
Plant and Workshop Managers and supervisors in Property and Estate Management,
Construction companies and corporate organization.

Course Objectives:

- To expose participants the basic and simple methods of facility management
- To develop the skill of participants in rudimentary aspects of facility maintenance and management
- To improve their performance and productivity.

Course Content:

- Environmental dimension of facility management
- Profiling high vulnerable Sectors.
- Essential steps and methods of facility maintenance and management
- Routine supervision and monitoring
- Developing maintenance culture in work place
- Ecstatic values and Health Dimension of facility management

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

18) HUMAN RELATIONS AND PERFORMANCE IMPROVEMENT WORKSHOP

For Whom: Human Resources Managers and Officers, Frontline staff,
Corporate Image-makers in public sectors

Course Objectives:

- To train participants in best human relations attitude and practices
- To expose participants to skills that will enable them recognize human relation opportunities and develop strategies that will utilize them.
- To improve the knowledge and skills of participants on how to deal with difficult situations and people.

Course Content:

- An overview of corporate human relationship
- Corporate image and identity
- Effective communication and motivation
- Human relations in workplaces
- Interpersonal skills and feed back
- Building confidence and self-esteem
- Assertiveness: understanding and defining behaviors
- Time Management
- Performance improvement and indicators for performance assessment.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 65,000.00 per participant

19) EFFECTIVE TIME MANAGEMENT AND SELF ORGANIZATION

For Whom: Managers, Senior Officers, and other middle level Officers in public sector

Course Objectives:

- To develop the necessary skills required for time management in the participants.
- To enable participants plan their daily, weekly and monthly workload effectively and prioritize their work
- To deal with telephone calls and drop – in visitors
- To save time and ensure maximum productivity

Course Content:

- Planning and its roles in self- Questionable issue in time management
- Identifying time robbers and dealing with them
- Managing time robbers
- Management principles and their application to self-organization
- Understanding corporate vision and objective
- Interpersonal Communication
- Developing work-plan and identifying priorities
- Delegation and control

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

20) SENIOR MANAGEMENT SUPERVISORY TECHNIQUES COURSE

For Whom: Directors, Deputy Directors, Permanent Secretaries and Commissioners.

Course Objective:

- Clarify roles and responsibilities of the participants in their various places of work
- Adjust to new role with confidence
- Develop your skills in listening asking questions, resolving conflicts and giving feed back
- Techniques for giving clear instructions
- Understanding the importance of developing good relationship with colleagues
- Identify some techniques to deal with employees challenges – hostility, complaints and laziness
- Supervising with ease.

Course Contents:

- Understanding 21st century supervisory strategies
- Setting goals and planning success in supervisory position
- Leadership skills for supervisors
- Managing conflicts
- Disciplinary actions in organizations
- Recommending appropriate training for sub-ordinates
- Effective delegation
- Emotional Intelligence
- Top Level Management Idea generation strategies

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days

Venue: As will be decided
Fee: ₦ 75,000.00 per participant

21) BASIC MANAGEMENT WORKSHOP FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS (TO BE PHASED)

For Whom: Executive Secretaries, Principal Secretaries, Chief Secretaries, Senior Secretaries, Personal Assistants, Secretaries and Senior Confidential Secretaries

MODULE I: Executive Secretaries

MODULE II: Principal Secretaries, Chief Secretaries, Senior Secretaries, Personal Assistants, Secretaries and Senior Confidential Secretaries

Course Objective:

- To appreciate the roles of Executive Secretaries in management functions
- To help participants understand the function of management team and the principles of management
- To help participants learn how to give support to their bosses.
- To enhance the efficiency of Executive Secretaries and PAs in order to prepare them for higher future responsibilities

Course Content:

- Introduction to management
- The Roles of senior secretaries and P.As
- Development of administrative strength in Executive Secretaries and P.As
- Interpersonal Communication
- Effective Communication skills resources management.
- Diplomacy and conflict management
- Organization behavior and corporate image
- Speeches and effective reporting

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 65,000.00 per participant

22) PAYROLL AND PERSONAL INCOME TAX ADMINISTRATION

For Whom: Finance and administrative officers, Account Officers, Internal Auditors etc.

Course Objective:

- Design a perfect payroll system
- Identify difficulties associated with the formulation of payroll systems
- Restructure existing payroll system and financial information

Course Contents:

- Accounting systems, design and installation
- Payroll formulation process and techniques
- Payroll formulation in the public sector organizations
- Role of Account officers in payroll formulation and implementation
- Restructure techniques for existing payroll systems
- Application of computer to payroll formulation, design and implementation
- Cash handling & management

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

23) PUBLIC SERVICE REFORM AND TRANSFORMATION - PARADIGM CHANGE

For Whom: Public Officers in federal, state and local government service

Course Objectives:

- You will attain improved instructional capacity, efficiency and effectiveness
- The participants will experience optimal service delivery
- It will help the participant to renew focus on ethical and moral issues
- It will enable the participants to see the need in reviewing civil service rules and regulations and ensuring their uniform application
- This training will help inculcating in participant a new national ideology and code of ethics for public officer
- Participating public officers will have a better understanding of the schedule of duties in line with the mission and vision statement of their ministries, departments and agencies (MDAs)
- It will enable the participant to build and rebrand Nigeria
- A more competent, reliable and professional 21st century public service.

Course contents:

- History and evolution of reform and transformation in Nigerian public service
- The challenges to public service reform
- Reform as a key to meeting development challenges of public servants
- Modernizing government machinery towards achieving public service 21st century dream
- Minimizing the crisis of governance & under-development through modern strategy and reform
- From a bureaucratic society to a society based on information technology
- Abandoning hierarchy for networks through transformation
- Mobilize scarce resources for accomplishing more results
- Moving service delivery from government to governance
- Public service pension reform
- Becoming strong without necessarily being big
- Become reformer via reformist' strategies

Course Methodology:

Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

24) PROBLEM-SOLVING AND DECISION MAKING AS A SUPERVISOR

For Whom: Public officers in Federal, State and Local governments

Course Objectives:

- Ability to understand and work with your boss
- Increase your awareness of problem solving steps and problem solving tools
- Distinguish root causes from symptoms to identify the right solution for the right problem
- Recognize the top ten rules of good decision-making
- Improve your problem solving and decision making skills through identifying your own problem solving style
- Identify ways to think creatively and work towards creative solutions
- Expose to a lot of leadership skills
- Ability to manage stress and crisis management
- Reports writing and analysis
- Ability to set working and workable target, monitor and perform it
- Managing filing system
- Applying administrative and managerial principles to achieve organizational and individual goals

Course Content:

- What is problem solving and styles
- Problem solving role
- Six ways to approach a decision
- Thinking outside the box
- Planning and self-organization a method of decision making and problem solving
- Conflict resolution strategies used to solve problem
- Identifying decision making styles
- Knowing your corporate culture
- Analyzing your responsibility
- Deciding Whom to involve in a decision
- Using analytical method, Developing creative thinking, Gathering information, Forecasting the future, Using models
- Using fail-safe strategies, Assessing the consequences for staff, Making your decision
- Communicating decision, Overcoming objections, Handling other people's decisions

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

25) PERFORMANCE IMPROVEMENT TRAINING/WORKSHOP FOR CLERICAL OFFICERS/ASSISTANTS, AND OTHER JUNIOR LEVEL OFFICERS

For Whom: Clerical officers, Assistants, Accounts and junior level management staff

Course Objectives:

- To train participants in best human relations attitude and practices
- To expose participants to skills that will enable them recognize human relation opportunities and develop strategies to utilize them.
- To improve the knowledge and skills of participants on how to deal with difficult situations and people.
- To improve their office management knowledge in line with their new status.
- To empower the participant to understand the usage of time as a resources.
- The participants would have understood the need for them to be more professional and ethical in their dealings with colleagues and the public.
- The training will help participants to gain self-esteem

Course Content:

- Knowing your role, responsibility and limitations in an organization, a tool for performance
- Ethics and Professionalism
- Effective communication and motivation
- Human relations in workplace
- Communication and feed back
- Building confidence and self-esteem
- Effective management of time and its importance to performance
- Performance improvement and indicators for performance assessment.
- General Office and document management
- The essence of Team work in your new status

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 60, 000.00 per participant

26) CUSTOMER SERVICE EXCELLENCE IN PUBLIC SERVICE (WHAT SERVICOM HAS NOT TOLD YOU)

For Whom: Public officers in federal, state and local service

Course Objectives:

- To enlighten public officers that modern day public service requires that the public are served and satisfied
- To work in harmony with other employees or colleagues
- Inculcating spirit of satisfying every staff or target groups
- To cultivate good etiquette and working attitude
- Develop ability to listen and ask relevant questions to bring about improved performance
- Increase your awareness of problem solving steps and tools
- Communicate more assertively and effectively
- Develop more confidence and skills as a problem-solver
- Learn some ways to make customer service a team approach.

Course Contents:

- Who are your customers
- Why does the public service need customer service training
- The customer care methodologies suitable for public sector
- How to treat colleagues (internal customers) to bring about effective performance
- The listening and questioning technique in customer care
- The service cycles – good or poor the point where the public service missed it
- Strategies for managing customers (difficult and easy) or friendly
- What customers expect of you and attitudes customers look out for
- Test keys of customer service and 21st century public sector strategy on handling customers
- Business etiquette in customer care and public service
- Smart goals, Communication skills
- Developing your leadership styles
- Conflict resolution in customer service

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 55,000.00 per participant

27) ADVANCED MANAGEMENT PROGRAMME: Level 12 – 17 (CEO, Directors, etc.)

Objective/Benefits to the individual

Personal coaching begins before you attend the programme and continues when you have completed it - this is key in making sure you get the maximum benefit from the AMP -making the learning and experience really work for you back in the workplace. Through AMP you will:

- Gain a deeper self-awareness of your personal leadership skills
- 'Unlearn' personal practices that inhibit your ability to manage
- Learn to lead at a more strategic level
- Take time to reflect on you and take your management skills to a new level
- See the bigger picture for your organisation and the changes you can make

Benefits to the organisation

- Provides a comprehensive development process for managers to reach a higher level of performance and contribution
- Increases the leadership talent pipeline for the organisation to support growth and succession planning
- Injects the latest thinking on key strategic topics that underpin organisational success at a senior level where this can get immediate leverage

Course Content:

Broadening perspectives - differing world views

- Introduction to the programme and coaching
- Responsible leadership
- 360 feedback
- Leading a winning team
- Reputation, ethics and responsibility
- Thinking globally
- Leading generation Y and Z
- Trends and developments in the global economy
- Customer management
- Leadership insights and leadership actions

Making strategic choices and decisions

- Demystifying strategy
- Developing commercial strategy
- Leading in a VUCA (Volatile, Uncertain, Complex and Ambiguous) Environment
- Authentic leadership day
- Leading a sustainable business/Strategic finance

Implementing change for performance

- Leading Organisational Change
- Strategic implementation
- Organisational energy
- Dominate, innovate or die - Thriving in the new world
- The language of leadership/Leadership agenda

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 85,000.00 per participant

28) MANAGEMENT & POLICY DEVELOPMENT SKILLS FOR LEGAL OFFICERS

For Whom: Senior Government officers with administrative, Finance and Human Resources functions, Head of departments and units

Course Objectives:

- I identify clearly the nature of policy problems and put them in proper context
- Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy development efficient channels of policy communication
- Coordinate policy management activities

Course Content:

- Policy process and sustainability for effectiveness
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and public sector approach
- Managing policies in legal environment
- Application of Information Technology in management of public policy-development

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

29) CORPORATE STRATEGY & MANAGEMENT OF MICRO/MACRO BUSINESS ENTERPRISE

For Whom: Entrepreneurs, Top level Executives (directors), Corporate Advisers and assistants And others who are board members and top level decision makers' both at private and public sectors of the economy.

Course Objective:

- To provide participants an authoritative and practical-oriented approach to the major and minor issues confronting them as directors and top executives of their various organizations
- Understanding the nature and intricacies of responsibilities of being a director in an organization
- Be in a better position to know when to differently apply leadership, management, administrative and entrepreneurial skills, and
- When to combine skills to achieve results.

Course Content:

- The role of the Director in an Organization
- Corporate and tactical strategies
- Managing change
- Issues and conflict management
- Boardroom practice/politics
- Accounting and financial planning – strategy and control

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 65,000.00 per participant

30) ADVANCED TREASURY MANAGEMENT STRATEGIES

For Whom: Directors of finance, Accountant- Generals, Senior and Mid-level financial officers Treasures and controllers and their assistants and Directors/Officers of treasury.

Course Objectives:

- Identify the organizational treasury functions
- Identify the main problems associated with treasury management and proffer appropriate solution
- Apply appropriate treasury management techniques
- Outline the roles of the internal audit in treasury management.

Course Content:

- An overview and features of treasury management system
- Imprest accounting and treasury management
- The role of organization treasury internal control
- ICT & fraud detections, prevention and control measures
- Internal audit and treasury management
- Cash budgeting, budgeting and budgetary control
- Treasury problems and solution
- Current treasury technology
- Projecting cash flow, cash flow tracker and other financial entries
- Loan amortization schedules
- Cash handling & management

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 82,000.00 per participant

31) TAX PLANNING, TAX MANAGEMENT AND COMPLINANCE WORKSHOP

For Whom: Accountants, Auditors in the Federal, State & Local Government, and Private Sector

Course Objectives:

- Satisfying the purpose of raising maximum revenue
- Administer tax collection system properly
- Identify the benefits of tax planning and administration
- Presents and overview of the federal tax collection system
- Analyze the impact of tax planning and administration on the conduct of business operations
- Draw on the disciplines of business finance, public finance and accounting as they relate to taxation

Course Contents:

- Overview of Tax Planning and Administration
- Optimizing PIT through Efficient salary Restructuring
- Effective Management of Capital Gain
- Tax Capital Allowance
- Withholding Tax System
- Regulatory frameworks for Tax Remittance
- Value Added Tax Process
- Combating Tax Evasion

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 100,000.00 per participant

32) BUDGET IMPLEMENTATION, MONITORING AND MANAGEMENT (CHALLENGES & SOLUTION)

For Whom: Admin, Finance, Account, Budget and treasury officers.

Course Objectives:

- Identify abstracts to effective budget preparation and implementation in their various organizations and devise appropriate strategies to address them.
- Understand the bases for fiscal and monitor policies and how they affect their organization
- Identify positive contributions that good budgeting practice can make to the management of public sector organizations
- Get identified with modern strategies for implementing national, sectional and local government budget for a sustainable national development.

Course Content:

- Planning for retirement
- Sect oral policy implementations of the 2013 budget
- Computer application of budget implementation
- Inter-governmental relationship and issues in the federation account & statutory allocation to all tiers of government
- Effective and efficient monitoring and management of budgeting the role of the public sector in national development overview of public expenditure programming and management in Nigeria
- Planning in Government
- Fiscal/Monetary policies
- Financial control in government
- Budget execution and cash management
- Programme monitoring and evaluation
- Problems of budget implementation
- Budgeting innovation & revenue forecasting
- Managing negotiation in budget defence
- Macroeconomic framework for public expenditure, programming and management.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 85,000.00 per participant

33) LEADERSHIP AND TEAM DEVELOPMENT FOR MANAGERIAL SUCCESS

For Whom: Senior, Middle and Top Executives in Public and Private Organization who are Unit/Dept. Leaders with subordinates under them.

Course Content:

- Leadership roles, styles and functions
- Leaders vs Managers
- Challenges & responsibilities of creative leadership
- Building motivating & leading high performance team attitudinal problems
- Concept of management of change & handling of attitudinal problems

- Concept of TQM and successful team work.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

34) VANDALISATION PREVENTION, EMERGENCY & MAINTENANCE MANAGEMENT SKILLS

For Whom: Senior officers in Ministries, Parastatals and Local Governments, Security Officers Managers and Officers of armed forces, Police and other parliaments

Course Objectives:

- To adopt and practice current innovation in the field of vandalization disaster and emergency management
- Recognize the vital role of the disaster manager in the achievement of the over-all Objectives of the organization
- Devise measures of preventing and planning for any vandalization, disaster and emergency occurrences.

Course Content:

- Basic control and maintenance management, inventory and a sets documentation, planned and preventive-maintenance
- Issues in Maintenance Management and Inventory & Stock Management
- Maintenance Management Information Technology and essentials of Information Communication Technology
- Overview of Management, function, materials control, equipment acquisition & Maintenance cycle
- Theory of crime vandalisation
- Prevention strategies & measures, the patterns of vandalisation in Nigeria
- Systematic fault diagnostic recording, computer and information system for maintenance management
- Issues of information and leakage in the public services and the necessary counter measures.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 65,000.00 per participant

35) TOTAL QUALITY MANAGEMENT FOR PERSONAL AND ORGANIZATIONAL DEVELOPMENT

For Whom: Senior and Middle Managers, Consultants, Entrepreneurs, Administrators Trainers; Team leaders and other executives who have responsibilities for ensuring quality products and services.

Course Objectives:

- Determine the role which quality management can plan in the task of achieving their organization's Objectives
- Apply modern quality management techniques in all area of operation to improve productivity advise on the maintenance of quality at minimum overall cost to satisfy customer needs

- Create an enabling environment , creativity, innovation and leadership development build customer-driven organization proffer solution to quality problems

Course Content:

- Confidence building towards total quality management team
- Confidence building motivation as a tool for effective and quality efficient service delivery
- TQM in public Service Rules and challenges of generation
- TQM in Retirement plans
- Computer application, roles, relevance & benefit in TQM

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 65,000.00 per participant

36) PERFORMANCE IMPROVEMENT WORKSHOP FOR PURCHASING & STORES OFFICERS

For Whom: Purchasing officers, Store officers, senior buyers, Depot offices and warehouse officers
Member of the tender's board

Course Objectives:

- Learn to effectively manage inventory and avoid risk
- Become a more effective efficient and productive purchasing/store officer
- Improve the services provided by your department through more effective planning
- Understand the ethical/legal aspects of purchasing and possible liabilities
- Find out how to select vendors and suppliers of desired quality

Course Content:

- An overview of purchasing & store functions, Roles and qualities of modern purchasing and store officers; store officers, documentation and records.
- Inventory valuation and control Local and International Sources and procurement techniques
- Materials, logistics, time and stress management fraud prevention and control in purchasing & store functions.
- Total quality management concepts, and purchasing & store functions
- Code of ethics for purchasing and store officers
- ICT and record management for stores officers

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 85,000.00 per participant

37) BUILDING & MANAGING EFFECTIVE TEAM

For Whom: Managers and senior Managers, Head of Department, Unit/Sectional Head
Team and Project Leaders, Chairmen/Chairpersons of committees

Course Objectives:

- Apply knowledge and skills in building
- Leading and managing work team achieve optimal productivity through team work self and subordinate effectively resolve
- Manage Conflict Handles criticisms effectively

Course Content:

- Team, Team roles and functional Roles
- The characteristics of an effective Team and to valid Effective Teams
- Group dynamics Leadership and Leadership styles
- Allocating Work to team members, managing discussion and leading
- Handling conflict and conflict management, communication and Human Relations
- Managing Self and Time
- Evaluating and Improving Performance of Teams
- The role of ICT in building & managing effective team

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 65,000.00 per participant

38) ACHIEVING ORGANIZATIONAL GOAL AND TARGET SETTINGS

For Whom: Special assistants, Project manager, Project supervisors, Planners, Administrators and directors

Course Objectives:

- Differentiate between mission, Objectives and goals of their organization
- Formulate appropriate strategies for programme implementation

Course Content:

- Managing people
- Organizational Mission, Objectives and Goals
- Target setting and Evaluation
- Time Management
- Management principles and practice
- Total quality Management
- Analysis & Understanding of case study
- Role of ICT in Job Analysis

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 65,000.00 per participant

39) VALUES RE-ORIENTATION & OFFICE ETHICS SENSITIZATION

For Whom: Middle and senior Officers cutting across all the Operational Departments of the Organization

Course Objectives:

- Discover how attitude is a powerful tool for positive action
- Monitor and manage attitude
- Identify those attitudes that hold you back and those that propel you forward
- Consider which attitude are conducive to goal-setting and which can spoil the process
- Recognize and get rid of a debilitating attitude by identifying the three P's that cause bad attitudes
- Look at underlying causes of a bad attitudes and learn the three types of bad attitudes

Course Content:

- Corporate vision, mission and Objectives: challenges for the categories of workers
- Overview of attitude formulation and attitude change
- Eradicating Organization Negative attitude issues, challenges and solutions
- Principle and practice of Time Management
- Public Services Rules and code ethics in the civil services
- Communication and human relations
- Managing Organizational Climate for Effective Performance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 80,000.00 per participant

40)ADMINITRATION & MAINTENANCE OF ORGANIZATION ASSETS, UTILITIES & FACILITIES FOR IMPROVED EFFICIENCIES

For Whom: Directors, Assistant directors (public sector),

Senior Managers/Executives (Private organization)

Other higher officers in charge of management and administration of their organization's assets and facilities/utilities

Other professionals, other than admin personnel who oversee the smooth running of support services in their organization will find the work highly beneficiary

Course Objectives:

- Improve the operational efficiency of the participants, with respect to their management, administration and maintenance of resources at their disposal to highlights the challenges of administering these needed support services
- With a view of identifying the problems they encounter and ultimately providing pragmatic solutions to them

Course Content:

- Overview and analysis of procedures and regulations for administrative services in an organization
- The task involved in administering organizational support services concepts and precepts maintenance management; types, policies, method & management
- Skills in handling company properly and estate management nature, purpose and techniques of organization & method
- Practice application effective transports fleet management – policies and strategies
- Introduction to fundamentals of insurances – types & polices, method and procedures for insurance claims inventory management and materials handling system

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 85,000.00 per participant

41) PRODUCTIVITY & SAFETY IMPROVEMENT COURSE FOR TRANSPORT OFFICERS & DRIVERS

For Whom: Drivers, Drivers/Mechanic Transport Officers & those responsible for the management of motor vehicle fleet & other related assets

Course Objectives:

- Assist their organization to reduce expenses incurred on company's vehicle by learning the ways and methods to this
- Be exposed to usual tricks employed by artisans, mechanics and allied workmen to defraud organizations thereby paving ways reduction in maintenance cost
- Appreciate the company's focus and vision towards the building and sustenance of the corporate culture and identify with view to ensuring achievement of company's goals and Objectives at minimal cost display sound ethical conducts and professionalism in the discharge of their duties

Course Content:

- Security hazards related to driving
- Training in observation and perception
- Defensive Driving Techniques
- Awareness of new and emerging traffic rules instituted by various traffic organs
- Driving under uncontrollable influences. Danger and consequences to self and the organization
- Appreciating self-rules and procedures for life preservation
- Crisis management; a security stand point and survival maneuvers in distress (practice)
- Understanding your boss and his/her management
- Time management and urgency appreciation
- Basic engineering tit-bits and vehicle maintenance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 60,000.00 per participant

42) COMMERCE, INDUSTRY AND INVESTMENT COURSE

For Whom: Development officers in Public Organizations, Senior Managers

Course Content:

- Broadening and strengthening of the industrial base
- Case study
- E - commerce
- Entrepreneurial Development/ Capital
- General overview of Integrated Investment initiative, commercial Development and Sustainable Industrial Growth
- Key to Technology Transfer (Firm-level Technological capabilities)
- Leadership Management
- Planning and performance
- Relevance of NEEDS and SMES to Industrial Development
- Strategic Marketing Capability
- Team building
- Work Ethics and standards

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

43) INDUSTRIAL CRISIS GRIEVANCE RESOLUTION PROCEDURE AND APPLIED PRACTICES COURSE

For Whom: Directors, Assistant Directors, Middle level officers, Executive Officers, Principal Admin. Officers, Chief Admin. Officers, senior admin Officers, Admin Officers (Senior/Higher) Personal Assistants, Senior Secretaries

Course Content:

- Communication and Information in Industrial Relation
- Conflict Management and Settlement
- Fraud Prevention in Union's finances
- Import of collective Bargaining and dispute settlement
- Labor legislations on employment controls for Effective Industrial Relation
- Overview of Labor Relations in Nigeria
- Team building unity in the work place
- Why workers' training is Essential for Good Labor-relation and productivity

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

44) CUSTOMER RELATIONSHIP MANAGEMENT

For Whom: Executive and non-Executive Directors, Nodal Officers, Marketing Directors, Senior Managers, Heads of Department, Training Managers, Account Managers, Customer Relationship Managers, Consultants, Sales Professionals, Customer Service Representatives.

Course contents:

- Skills to deliver excellent customer service; Communicating, Building rapport, Developing Emotional Intelligence (EI)
- Customer Relationship Management Overview; Definition, Importance, Tools needed
- Campaign/Contact Management; Processes (Dialogue, React, Repeat), Formulation and Testing different Direct Marketing and Personalization risk/returns elements
- Quality Management And Customer Services; Introduction, Concepts, Identifying Customers' Wants and at what cost, Managing customers' satisfaction, knowing customers' perception/expectation
- Service Quality – Tools Technique; Effective quality management, Quality measurement and control, Continuous improvement, Course effect and analysis, Recognise Customer body language.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

45) ADMINISTRATION & MAINTENANCE OF ORGANISATION ASSETS, UTILITIES & FACILITIES FOR IMPROVED EFFICIENCY

For Whom: Directors, Asst. Director (Public Sector), Senior Managers/Executives (Private Sector), and other professionals, other than admin personnel.

Course Content:

- Overview and analysis of procedures and regulations for administrative services in an organization
- The task involved in administering organizational support services concepts and precepts maintenance management; types, policies, methods & management
- Skills in handling company property and estate management nature, purpose and techniques of organization & method
- Practical application effective transport fleet management – policies and strategies
- Introduction to fundamentals of insurance – types & policies, methods and procedures for insurance claims
- Inventory management and materials handling system.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

46) SUCCESSION PLANNING & CURRENT STRATEGIC ADMINISTRATIVE MANAGEMENT SKILLS WORKSHOP

For Whom: Administrators and Human Resources Managers

Course Content:

- Methods to identify critical posts, anticipated vacancies and possible successors
- Development of current and future competency tests for key posts how to create active assessment, selection and promotion tools.
- Methods to identify gaps in current employee and candidate competencies how to audit the developmental needs of key staff and build appropriate and supportive learning and development strategies
- Application of ICT in strategies planning.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 90,000.00 per participant

47) PERFORMANCE AND REWARD MANAGEMENT FOR THE PERMANENT SECRETARIES

For Whom: Top and Mid-level Managers, HR Practitioners, and Heads of Department, Team Leaders and Project Leaders.

Course Content:

- Emerging paradigm shift in Reward and Performance management
- Performance Management – Imperatives in a competitive Environment
- Current developments in performance standards
- Measures and rating
- Dealing with performance problems, appraisal and reward
- Interview types and best practices
- Essential of an effective Reward Systems
- Developing, implementing and Maintaining Key Performance Indicators
- Developing and Implementing and effective Reward system in large and complex organisation.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

48) ADVANCED OPERATIONAL SKILL FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS & PROTOCOL OFFICERS

For Whom: Administrative professionals, Executive Assistants, Administrative Assistants, Senior Secretaries, Protocol Officers, Other management support staff.

Course Content:

- Computer operations & management
- What operational management is
- Decision making and problem solving techniques
- Performance planning, performance management and performance appraisal
- Team building, networks & alliances
- Stress and time management
- Managing meetings effectively
- Total quality management.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

49) ADVANCED MANAGEMENT COURSE FOR SECRETARIES

For Whom: Confidential Secretaries, Personal Assistants, Principal and Senior Assistant.

Course Content:

- An Overview of Improved management skill for secretaries.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days

Venue: As will be decided
Fee: ₦ 60,000.00 per participant

50) EFFECTIVE COMMUNICATION & INTERPERSONAL RELATIONS WORKSHOP

For Whom: Managers, Officers in Public & Private organizations.

Course Content:

- Inter-personal communication skills (Customer Service Relations)
- Marketing; Introduction, building rapport
- Selling/Marketing; Meanings, Differences
- Time management.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

51) MARKETING TECHNIQUES FOR BUSINESS EXECUTIVES

For Whom: Marketing Managers, Sales Executives, Distribution Managers, and Corporate Affairs Managers.

Course Content:

- An Overview of Advanced Marketing Techniques.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 65,000.00 per participant

52) MANAGING HUMAN RESOURCES FOR CAREER DEVELOPMENT

For Whom: Senior Managerial staff, Human Resources Officer, Directors.

Course Content:

- Objectives and functions of HR managers
- Variables affecting HR Planning and Career Development in Organisations
- Marketing strategies to promote training within an organization
- Implementing management reward systems
- Succession planning
- Personnel Management and Discipline
- Personnel Development Programme
- Implementing safety procedures in an organisation
- Records and Data Management
- Data protection: Transforming paper records into electronic data
- Developing action plans for individuals and groups.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 65,000.00 per participant

53) PRODUCTIVITY IMPROVEMENT FOR EXECUTIVE OFFICERS AND CLERICAL ASSISTANTS

For Whom: Clerical Assistants, Executive Assistants, Secretaries, Interested staff.

Course Content:

- Productivity and its relevance in organizations
- Productivity measurement/Key Performance Indicators
- General functions of Clerical Assistants and Executive Officers
- Modern office practices
- Interpersonal relationship skills
- Information management
- Career development
- Enhancing productivity
- Managing the boss.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

54) BASIC WORK ETHICS AND ORGANISATIONAL PERFORMANCE

For Whom: Middle level and Junior Executive staff (Public and Private Organisations).

Course Content:

- Meaning of organizations and why they exist
- Types of organizations
- Vision and Mission Statements of organization
- Organizational dynamics and work ethics
- Work ethics: Understanding and implementation
- Integrity and transparency in work environment and beyond
- Role of work ethics in organizational performance
- Managing superiors, peers and subordinates
- Achieving targets and its relevance
- Followership and preparedness to lead
- Case analysis.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

55) LEADING THE ORGANISATION TO ACHIEVE RESULTS

For Whom: Top Management Staff.

Course Content:

- Corporate governance
- Understanding and managing expectations of key stakeholders
- People as vital assets
- Managing relationships: Balance between Management and The Board
- Shifts in management paradigm
- Employee commitment, motivation and job satisfaction
- Balanced scorecard
- Flexible service organizations
- Transformational leadership
- Social entrepreneurship
- Managing knowledgeable workers
- Corporate thinking: strategic vs tactical.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

56) ENTREPRENEURSHIP AND ORGANISATIONAL CREATIVITY

For Whom: Top and Senior Management Staff.

Course Content:

- Entrepreneurship and organizational creativity: An overview
- Economic environment of organizations
- Managerial decision making
- Risk assessment and management
- Strategic management planning
- Social and political environment of organizations
- Economic analysis
- Organizational learning
- Work ethics and productivity
- Business process reengineering, problem solving techniques

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

57) INFRASTRUCTURAL ASSET MANAGEMENT: BEST PRACTICE

For Whom: All Management staff, information officer, Librarian, and PRO'S

Course Content:

- Infrastructure Asset Management Awareness
- Asset Management Systems and Data
- Level of service and demand
- Risk Management
- Asset Accounting
- Infrastructure Asset Management Plans
- Managing the problems associated with Asset management and promotions
- Practical asset conditions assessment assignment.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

58) FIRE & EXPLOSION SAFETY, PREVENTION AND MANAGEMENT IN THE WORK PLACE

For Whom: Electric Power Utility Engineers, Technologist and Technicians in Public and Private Sectors

Course Objectives:

- To understand the principles of system fault analysis
- Understanding Fault current Calculations
- Arc flash Calculations and applying protective devices
- Computer Exercises

Course Content:

- An introduction to fault current analysis
- A systematic technique for power system analysis
- Specifying protective devices
- Unbalanced fault current Calculations
- The method for fault current Calculations
- Problems associated with technology and information production, prevention and management
- Proper strategic planning for safety and prevention in organizations.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

FINANCE AND ACCOUNTING COURSES

59) EFFECTIVE ACCOUNTING SYSTEM FOR ACCOUNTANTS AND NON-ACCOUNTANTS

For Whom: I.T Personnel, Accounting or Account Officers, Accountants, Auditors, Admin Officers, Senior Officers and other level officers in charge of accounts

Course Objectives:

- To enable Accounting officers and Auditors acquire latest accounting and auditing skills for improved performance.
- To enlighten and enhance non-accountants on accounting procedures
- To train participants on the appreciation of related functions, team work, encourage effectiveness of administrative (accounting, auditing, etc.) System
- To expose admin staff to accounting and its principles.
- Expose participants to the principle of accounting and auditing
- To enable Accounting officers and Auditors acquire latest accounting skills for improved performance.

Course Content:

- Accounting for Non-Accountants
- Effective Auditing (techniques and processes; a public sector perspective)
- Designing and implementing an Internal control system in public sector.
- Accounting records and Bookkeeping
- Fixed asset management
- Accounting principles in relation to revenue and expenditures, analysis registers and financial reporting.
- Building a team
- Work system
- Ethics and professionalism
- Accounting for non-Accountants
- Effective Auditing (techniques and processes; a public sector perspective)
- Designing and implementing an Internal control system in public sector.
- Accounting records

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 80,000.00 per participant

60) FINANCE AND ACCOUNTS FOR PUBLIC SECTOR FUND MANAGERS

For Whom: Finance and Account managers, Budget officers, accountants, and auditors in public service and parastatals

Course Objectives:

- To expose participants to latest skills in funds management.
- To help participants understand and acquire relevant account knowledge that will enhance their duties

Course Content:

- Budgeting and budgetary principles.
- Elements of financial planning/implementation
- The fund manager: issue and perspective
- Management principles and accounting techniques
- Financial management
- Monitoring and evaluation
- Auditing: what funds manager must know
- Basic accounting record and bookkeeping
- Banking and the dynamics banking operations
- Funds disbursement and retirement
- Computer application in finance and account management
- Budgetary control

Course Methodology:

Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 75,000.00 per participant

61) STRUCTURED APPROACH FOR EFFECTIVE INTERNAL AUDITING

For Whom: Internal auditor at supervisor level or management level, Above or those involved in the audit and computer based accounting, other financial system

Course Objectives:

- Identify “high-risk” process and build control system that mitigate the risk
- Develop control based audit recommendations that truly help management meets tactical and strategic Objectives encourage and assists proper reporting and sound management of public dept. and in seeing value for money

Course Content:

- Internal auditing guidelines & standard
- The importance of the relationship between internal and external audit
- Audit management, reporting communication and quality control
- System Based Audit (SBA)
- Computer based audit and the use of the computer as audit tool
- The importance of corporate governance and the role of the audit committee
- ‘Selling’ your audit recommendation to management
- Investigation of fraud and corruption.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided
Fee: ₦ 90,000.00 per participant

62) INTERNATIONAL FINANCIAL REPORTING STANDARD: CONVERGENCE OPTIONS METHOD AND ISSUES

For Whom: Accountants, Financial controllers, Financial staff auditors, Treasury accountants, Senior managers

Course Objectives:

- Understand the principles and measures of IFRS and how to implement IFRS recognition and measure rates for assets, liabilities, revenue, expenses, gains and losses.
- Understand likely future IFRS changes including national accounting standard

Course Content:

- A critical assessment of transatlantic convergence/difference in IASB/FASB (state of play consistency compliance)
- How to ensure consistency and comparability without giving rise to volatility of earnings and complexity through too much disclosure, fair value.
- Financial statement presentation and revenue recognition, automation of system
- Problem of joint ventures and multi-nationals with dual requirements (financial statement presentation issues)
- Benefits or draw backs in competitiveness, difficulties in implementation
- Role of regulator in ensuring smooth progression, active and passive
- Introduction and overview of the regulatory issues and recent changes
- Presentation and disclosure issues
- Accounting for assets
- Accounting for liabilities
- Accounting for financial instruments
- Other issues in IFRS accounting
- Accounting for groups
- First Time adoption of IFRS
- Recent issues and possible future changes

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 95,000.00 per participant

63) INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)

For Whom: Directors of finance, Financial managers, Treasurers, senior accountants, senior financial analysts, senior officers in government ministries and agencies carrying out internal financial audit practice and management

Course Objectives:

- Apply IPSAS to their organization's accounting practices
- Accomplish increased transparency and meet the international requirements in bank and donor multinational agencies
- Apply best practices and avoid common pitfalls in their IPSAS implementation build a strong system of performance based management in their accounting reports.

Course Content:

- Conceptual frame work for general purpose reporting by public sector entities indebt look at key standard
- Hyperinflation
- Adjusting and none adjusting events
- Disclosure requirements
- Investments reporting equity/costs
- Interest in joint ventures accounting and financial reporting for services concession arrangements
- Amendments, reviews and change in FLPSAS and expected future development IPSAS B projects, consulting papers, resources, reference material and research on IPSAS
- Presentation of financial statement and cash flow statement accounting policies, change in accounting estimates and errors consolidated and separate financial statements property-valuation, depreciation, expensing, capitalization, lessee and lessor, inventories, construction contracts, impairment of non-cash generating assets and cash-generating assets financial instrument.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 95,000.00 per participant

64) FRAUD DETECTION, PREVENTION AND CONTROL

For Whom: Account, Finance and others, Internal Auditors, Principal Officers, Senior Officers in Government Ministries, Agencies and other Parastatals, bodies responsible for improving Financial Management, Prevention & Control of Fraud.

Course Content:

- Globalization and challenges of Auditors
- Operations of Internal Auditors
- Managing Internal Audit Department
- Classification and types of Fraud
- Basic Detection and Preventive Methods of Fraud
- Fraud Investigation Procedures
- Police Investigation of Fraud Cases
- Computer in Auditing, Internal Audit Reports, Audit programmes and Working Papers.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days

Venue: As will be decided
Fee: ₦ 70,000.00 per participant

**65) E-ACCOUNTING OPERATIONS IN THE PUBLIC & PRIVATE SECTOR FINANCIAL SYSTEM
(CHALLENGES & SOLUTIONS)**

For Whom: Finance and Non-Financial officers, Most especially in Treasury Department

Course Objectives:

- Gain a thorough understanding of every e-accounting concepts
- Know how to monitor operating results to achieve long-term financial goals create effective e-payment transfer that meet your organization needs
- Identify and utilize key e-payment drivers and integrates them into your system

Course Content:

- Accounting systems, Design and installation
- Moderate auditing processes and e-payment and e-government
- Contract accounting and systems procedures in e-payment
- Accounting and systems procedures in e-payment
- E-payment design process and techniques
- Control problems in payment systems design and installation
- Fraud prevention and e-payment
- Salaries and e-payment fraud
- Computer fraud and banking transaction in e-payment

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 95,000.00 per participant

INFO-TECH (ICT) COURSES

66) INFORMATION AND COMMUNICATIONS TECHNOLOGY USAGE

For Whom: Directors and all staffs Junior - senior staff (Level 6 – 16) (this could be phased)

Course Objectives:

- To expose participants to the IT world
- To enhance the capacities of participants through IT usage and appreciation
- To discuss basic principles and advantages of IT in a dynamic economy.
- To understand the use and advantages of the computer in the present dispensation of reform.
- To increase the efficiency and effectiveness of the civil servants through the usage and appreciation of IT
- To provide the basics for the computerization program going on in the public sector.

Course Content:

- Usage of Microsoft word processing for administrative tasks and power point for presentation
- Appreciation and basic knowledge/ application of excel for administrative duties
- Introduction to computer and history
- Proper usage, maintenance and advantage of the computer to the public servants in reform dispensation
- All you need to know about input devices and their application
- Introduction to computer and history
- Introduction/usage of the internet and electronic mail

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

67) COMPUTER APPLICATION IN BUDGET MONITORING & EVALUATION

For Whom: Planning, Budget and Finance Officers, Policy analysts, Researchers.

Course Content:

- Accounting
- Applying computers to the process of budget monitoring and evaluation
- Modern day accounting software(s)

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 60,000.00 per participant

68) TECHNOLOGY AND INFORMATION PRODUCTION, DISTRIBUTION AND PROMOTION

For Whom: Research Executives, Research Analysts, Trainer on Research.

Course Content:

- Concept of Information and Communication technology
- Technology and information production
- Technology and information distribution
- Technology and information promotion
- Relationship between production, distribution and promotion in information technology
- Problems associated with technology and information production, distribution and promotion
- Managing the problems associated with technology and information production, distribution and promotion
- Proper strategic planning for information communication technology in organizations.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

69) COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM

For Whom: Maintenance Managers, ICT Manager and ICT department Staffs

Course Content:

- Introduction and Background
- Key Maintenance processes Part 1 & 2
- Technology and information distribution
- Key Performance Indicators (KPI)
- CMMS Implementations
- Problems associated with technology and information production, distribution and promotion
- Effective use and Continuous improvement
- Proper strategic planning for information communication technology in organizations.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

70) ADVANCED IT & DATA CENTRE INFRASTRUCTURE, SERVER 2010/2013, ACTIVE DIRECTORY, DNS & DHCP SERVER & WIFI, WAN& LAN MANAGEMENT

For Whom: IT Professional and Practitioners

Course Objectives:

- To Provide a comprehensive understanding of effective and efficient management of IT
- To identify Security hazards in your system
- IT equipment technical challenges and environment
- How to maintain an effective IT management

Course Content:

- IT Infrastructure Skill
- Server 2010/2013 Skills
- DNS- Server
- DHCP, Network Planning & Design
- Network Topology and Trouble-shooting network problems
- Data Centre Infrastructure skills and Active Directory
- LAN/WAN/WAN/WIFI Management

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

71) COMMUNICATION NETWORKING & INFORMATION MANAGEMENT FOR ADVANCED SECRETARIES & ADMIN. OFFICERS

For Whom: Seasoned Administrative Officers, Top flight Secretaries, Protocol Officers and Executive Administrative support Staff

Course Objectives:

- To Provide a comprehensive understanding of Word processor and desktop publishing applications with emphasis on MS Words, Excel and Corel Draw etc.
- To identify how to use mail-merge facility in word Processor
- Understanding technical and managerial office administration
- How to use internet facility to send couriers and browse the net

Course Content:

- Micro Computer Fundamentals
- Essentials rules of using Computer control equipment
- Key features of Microsoft word for windows
- Letter of Memo and Mail merge
- Computer viruses: Meaning, types and ways of preventing them
- Security software & Valuation documents
- Managing your Boss and Management processes

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

72) INFORMATION TECHNOLOGY FOR NON IT SENIOR OFFICERS

For Whom: Directors, Managers, All Business Professionals who want to understand IT Functions

Course Objectives:

- To have a knowledge of core terminologies in today IT Word
- To identify and discover how IT can help achieve corporate objective more efficiently
- To enhance IT and NON-IT Collaboration
- How to reduce the risk of project failures and make the most of IT investment

Course Content:

- How IT is used across the spectrum of business functions
- Essentials rules of IT department Architectures, Vocabulary
- Understanding IT cost drivers, identifying, measuring the economies of IT- Related Projects
How the Non- IT executives can make department more effective
- Managing a joint project plan
- Using IT for future competitive advantage environment
- Managing ICT in corporate world

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: # 70,000.00 per participants

73) SPREADSHEETS APPLICATION WORKSHOP FOR FINANCE PERSONNEL AND TECHNICAL OFFICERS

For Whom: Managers, Secretaries, Senior Personal Assistants, Registrars, PRO and Supervisors.

Course Objectives:

- To have a knowledge and operation of a micro-Computer
- To identify the use of features of spreadsheet (MS-Excel)
- How to use spreadsheet to prepare various financial reports
- To know how to store, retrieve and amend data

Course Content:

- How to create folders and subfolders
- Essentials rules of financial report preparation
- Understanding data protection using password
How to use operating system command
- Managing a file Linking
- Designed and control of spreadsheet
- Security of software and valuable documents

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: # 70,000.00 per participant

74) ADVANCE INTERNET SKILLS

For Whom: Managers, Secretaries, Senior Personal Assistants, ICT Personnel and Supervisors.

Course Objectives:

- To have a knowledge and operation of internet
- To identify the uses and features of web browser
- How to use internet to search and maximize information
- The Security and privacy to safeguard the people

Course Content:

- How to create Customizing web Browser
- Essentials plug in Technology
- Understand how to Adding a web site to search Engine Authentication
- Managing Encryption
- Designed and control of internet
- Digital signatures and Certification

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

STRATEGY AND POLICY COURSES

75) STRATEGY FOR MODERN SECURITY MANAGEMENT: SKILLS IN PREVENTION/CONTROL

For Whom: Security guards and security Supervisors, Chief security officers (CSOs) who have responsibility for safety and security of assets and materials at their organizations

Course Objectives:

- Amongst the numerous benefits that organizations would enjoy by undertaking this workshop for its security operatives is that of outstanding security consciousness and effectiveness by the participants in safeguarding both human and material assets of the company.
- This, CFA studies shall do by driving participants to a level of appreciation whereby the only tolerable and acceptable target is an error-free operation.

Course Content:

- Corporate Security Operatives in a Proactive organization
- Security planning, design and physical security
- Code of Ethics and adherence
- Fundamentals of Public and human Relations skills
- Access control and Reception duties
- Effective patrolling and monitoring
- Internal crime prevention and control mechanisms
- Documentation and report writing
- The legal aspect of private security operations
- Risk Management Process (Problem sensing, problem solving and decision making)
- Fire preventions and first aid (theory and practical)

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

76) ECONOMIC EMPOWERMENT THROUGH COOPERATIVE SOCIETIES COURSE

For Whom: Executive officers of cooperative societies

Course Content:

- An overview of communication in the organization
- Basic Accounting and Financial Reporting for small scale Business
- Economic Empowerment and Cooperative Societies
- Entrepreneurship and investment
- Financial Management for cooperative societies
- Low capital based business opportunities
- Micro-financing Nigeria and Cooperative Movement
- Types of cooperative societies/management committees and the roles in Corporate Organizations
- Understanding Cooperative Organizations in Nigeria

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 55,000.00 per participant

77) POLICY ISSUES, IMPLEMENTATION AND SUSTAINABLE DEVELOPMENT

For Whom: Senior Government officers with administrative, Finance & Human Resources functions, Head of departments and units

Course Objectives:

- Identify clearly the nature of policy problems and put them in proper context
- Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy development efficient channels of policy communication
- Coordinate policy management activities

Course Content:

- Policy process and sustainability
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and public sector approach
- The role of directors in public policy management
- Current concepts and best practices in strategic management
- Role of ICT in effective decision making

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

78) POLICY ANALYSIS & STRATEGIC PLANNING FOR MANAGERIAL SUCCESS

For Whom: Senior Government officers with administrative, Finance and Human Resources functions Head of departments and units

Course Objectives:

- I identify clearly the nature of policy problems and put them in proper context
- Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy development efficient channels of policy communication
- Coordinate policy management activities

Course Content:

- Policy process and sustainability
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and public sector approach
- The role of directors in public policy management
- Current concepts and best practices in strategic management
- Role of ICT in effective decision making

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 85,000.00 per participant

79) POLICY ANALYSIS & STRATEGIC PLANNING FOR MANAGERIAL SUCCESS

For Whom: Senior Government Officers with Administrative, Finance and Human Resources Function, Heads of Department and Units.

Course Content:

- Policy process and sustainability
- Developing effective policy management options
- Communicating as part of policy management
- Dynamics of change and public sector approach
- The role of directors in public policy management
- Current concepts and best practices in strategic-management
- Role of ICT in effective decision making.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

80)MANAGEMENT & POLICY DEVELOPMENT SKILLS FOR LEGAL OFFICERS

For Whom: Senior Government Officers with Administrative, Finance and Human Resources Function, Heads of Department and Units.

Course Content:

- Policy process and sustainability for effectiveness
- Developing effective policy management options
- Communication as part of policy management
- Dynamics of change and public sector approach
- Managing policies in Legal Environment
- Legal Officers as watchdogs to Public Policy Makers
- Application of Information Technology in management of Public Policy – Development.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

81)STRATEGIC MANAGEMENT AND LEADERSHIP IMPLEMENTATION

For Whom: Personnel & Human Resources Managers.

Course Content:

- Management
- Managing people/Emotional Intelligence

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days

Venue: As will be decided
Fee: ₦ 60,000.00 per participant

82) CORPORATE STRATEGY & MANAGEMENT OF MICRO/MACRO BUSINESS ENTERPRISE

For Whom: Entrepreneurs, Top level Executives (Directors), Corporate Advisers and Assistants and others, Boardroom members and Top Level Decision Makers (Private and Public Sectors).

Course Content:

- Role of Directors in organization
- Corporate and Tactical strategies
- Managing change
- Issues and conflict management
- Boardroom practice/politics
- Accounting and Financial Planning – strategy and control.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

83)ADVANCED STRATEGIC AND OPERATION MANAGEMENT COURSE

For Whom: Middle Level Managers, Lower level staff.

Course Content:

- Understanding work ethics
- Introduction to work ethics
- Factors that demonstrate strong work ethics
- Time management 80/20 Pareto principle
- Activity Log.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

84)FUNDAMENTALS OF BUSINESS AND COMPANY LAW FOR NEW EMPLOYEES

For Whom: Officers in Corporate Affairs department, Planning, Research & Statistics

Course Objectives:

- To have the knowledge of the most recent amendments to the Companies Act
- Understand the duties and liabilities of directors under the Companies Act.
- To know the relevant provisions of the securities and Companies Act.

Course Content:

- Companies distinguished from other business Organizations
- Incorporation procedures and its effects
- Constitution of a Company
- Duties and Liabilities of Directors
- Company Secretary and Board Meetings
- Share capital and prospects/ Rights of Shareholders

- Company borrowing, Judicial Management and Receivership
- Winding up and Priorities of Creditors upon Liquidation

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies
Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

REGULATION AND SUPERVISORY COURSES

85) ADVANCED MONITORING AND EVALUATION WORKSHOP

For Whom: Monitoring Officers, Evaluation Officers, Supervisors, Personnel Managers, and Line Managers.

Course Content:

- Dense/practical Emotional Intelligence
- Understanding/resolving poor performance
- Building Team spirit

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 60,000.00 per participant

86) SUPERVISORY AND REGULATORY MANAGEMENT

For Whom: All Senior staff in the department

Course Objectives:

- To understand the core value of supervision
- To understand the core value of Regulation management
- To enhance supervisory department policies and procedure
- Knowledge of expert review of lands and Regulation.

Course Content:

- Fundamentals of Supervisory Roles and Regulatory Management
- Skills needed in supervisory and Regulation Management
- Discovering how to be more efficient and proficient
- Understanding team building in Supervision and Regulation
- Identify key roles and responsibilities of a Supervisor
- Understanding different Behavioral Styles.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 70,000.00 per participant

87) OVERSIGHT FUNCTIONS OF A REGULATORY AUTHORITY

For Whom: All Senior and Junior staff, Supervisors

Course Objectives:

- To understand the concept of Nation Building
- To understand the oversight function and Nation Building
- Knowledge and power to conduct investigation.

Course Content:

- Fundamentals of Oversight Functions by the authority
- How to strengthen the Oversight Function for the Nation Building
- The role of the authorities in Oversight Functions
- Ability to submit report to strengthen performance
- Proper implementation through diligent Oversight

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies
Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

88) GENERAL SUPERVISORY MANAGEMENT

For Whom: Supervisor/ Foreman, Sectional/ Unit Heads and Union Leaders and Potential Supervisors

Course Objectives:

- To Identify the roles of a supervisor in achieving the Corporate Objectives
- Understanding the planning and control of the work effectively
- Apply the techniques of effective supervision for higher productivity
- To maintain industrial peace and harmony among the Junior Workers

Course Content:

- Fundamentals of Organization behavior & Practice
- Roles and Responsibility of a supervisory Management principle & practice
- Leadership styles, Work Planning, Control, Communication and Human relations
- Conflict and Conflict Management
- Effective Delegation, Team work and Motivation
- Training and Development, Safety and Security Personal & Property
- Introduction to Computer and Microsoft Word

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

89) IMPROVED PRODUCTIVITY AND EFFICIENCY WORKSHOP

For Whom: Clerks, Registry Personnel, Office Assistants, Receptionists and other first line Office Workers

Course Objectives:

- To Identify the best plan of their daily routines effectively
- Understanding the transmission and delivery information and documents
- How to maintain official Secrecy and safety
- Strategies improved productivity and efficiency

Course Content:

- Fundamentals of work planning, Control, Health and Safety
- The Challenges and expectation of worker in the attainment corporate vision
- Qualities of office workers, Productivity and Attitude improvement Techniques
- Analysis of Time Management
- Customer Care/ Relationship
- Managing the Registry
- Official Secrecy, Dimensions and Implications

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

90) BASIC PERFORMANCE IMPROVEMENT COURSE

For Whom: Middle Level Officers in all departments both in private and Public Sector

Course Objectives:

- To enhance the value of your organization Human resources Function
- Understanding the develop share values on work attitude / behavior
- How to practice the concepts of performance Management and Motivation
- Make recommendations to improve the contribution of the HR functions in particular by making It more strategic

Course Content:

- Performance Management Practices
- The Challenges of setting and attaining Performance
- Strategies for achieving optimal efficiency and effectiveness
- Employee performance appraisal (Methods & Procedures)
- Delegation as a tool for performance improvement
- Concepts of Organization and methods (O & M) and its application for performance improvement
- Communication and International Skills

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

LOTTERY MANAGEMENT COURSES

91) REGULATORY COMPLIANCE FRAMEWORK IN LOTTERY ORGANISATION

For Whom: Directors, Compliance Managers, Admin. Managers & Officers

Course Objectives:

- To understand the regulation and operations of the national lottery
- To know the standards, guidelines and rules guiding the commission
- To protect interest of public and stakeholders
- To understand the National Lottery Act 2005
- Regulatory compliance strategy and policy

Course Content:

- Corporate governance issues involved in Lottery Management
- Regulatory Act 2007
- Total compliance on the issues involved in Lottery Management
- An operational base of the Lottery business
- National Lottery Commission mandate
- Full compliance to the organization core values.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

92) SUPERVISORY ROLES IN UTILIZING GRANTS MANAGEMENT

For Whom: Senior staff, Grant managers & Officers

Course Objectives:

- To understand the grant management
- Knowledge on grant funding and service delivery
- To ensure a higher percentage disbursement of grants within regulated timeframe

Course Content:

- Administration of grant funding service delivery
- How to manage and effectively utilize grant funding
- Strategic benefit of supervisory role to enhance business/management success
- How to ensure fair and equitable grant allocation.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

93) POLICY ANALYSIS AND STRATEGY IN LOTTERY MANAGEMENT

For Whom: Directors, Compliance Managers, Admin. Managers & Officers

Course Objectives:

- To understand the regulation and operations of the national lottery
- To know the standards, guidelines and rules guiding the commission
- To protect interest of public and stakeholders
- To understand the National Lottery Act 2005
- Regulatory compliance strategy and policy

Course Content:

- Corporate governance issues involved in Lottery Management
- Regulatory Act 2007
- Total compliance on the issues involved in Lottery Management
- An operational base of the Lottery business
- National Lottery Commission mandate
- Full compliance to the organization core values.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

94) PUBLIC PERCEPTION AND TRANSPARENCY IN LOTTERY MANAGEMENT

For Whom: Directors, Supervisors, and Staff.

Course Objectives:

- To have in-depth knowledge about public perception i.e. what fill about Lottery in Nigeria
- To know and tackle the social stigma that persist about Lottery business
- To understand the various strategies of competitions in Lottery business
- Eye opener on the benefits of transparency.

Course Content:

- Fundamentals of Lottery Business in Nigeria
- The creative positive awareness in Lottery business and product
- Re-orientation of public mindset on the Lottery Business and Management in Nigeria
- Challenges on transparency in Lottery organization
- Benefits of public and community engagement programs.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 80,000.00 per participant

PROCUREMENT, RESEARCH & DEVELOPMENT COURSES

95) EFFECTIVE NEGOTIATIONS IN PROJECTS AND PROCUREMENT

For Whom: Senior and middle staff members working in procurement environment, who are new in negotiation and would like to be well-prepared before embarking into the field
Staff who are already conducting negotiations but have never had any formal negotiation training will also find this course educating

Course Content:

- Defining Negotiation and Negotiation Skills
- Characteristics of the Negotiation cycle in projects and procurement
- Negotiation and supply positioning
- Preparing the negotiation process
- Accessing and understanding your own negotiation skills
- Choosing your Negotiation team
- Developing a Negotiation Strategy
- Win/Loose Vs. Win/win Negotiations
- Distributive Vs. Integrative Negotiation
- Typical tactic and ploys
- Bargaining and persuasion techniques
- Trading and compromising
- Closing of Negotiations and readying the agreement for implementation
- Intercultural Factors
- Dealing with Conflict
- Monitoring Implementation
- Role-plays and behavior Rehearsal

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

96) HOW TO WRITE BUSINESS PLAN AND FEASIBILITY STUDY

For Whom: Business Owners, Executive and Researchers

Course Objectives:

- To understand the rudiment of Business Plan and Feasibility
- How to conduct Feasibility Study; (What to look out for, What are the pitfalls)
- The business model to deliver the added value to the customers
- Knowledge of preparing a comprehensive business plan.

Course Content:

- Fundamentals of Business Plan & Feasibility Study
- The task of growing the business
- Key parts of feasibility Report
- Project financing and associated risks
- Project planning and control.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

97) ADVANCED PUBLIC PROCUREMENT

For Whom: Procurement Officers or those in functions that include close interaction with procurement, such as programme and project staff Seeking Advanced Training in public Procurement

Course Content:

- Procurement systems and procedures
- Risk Management Planning
- Activities involved in Specification Development
- Supply research and Market Analysis
- Personal Professional Development
- Communication and Conflict Management
- Communicating with Client and Suppliers
- Introduction to Negotiation
- Negotiation ethics and tactics
- Contract Development
- Bid Evaluation
- Financial Analysis Principles and tools
- Cost analysis including life cycle costing
- Types of contracts and arrangement
- Developing contracts for services
- Contract Administration

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 70,000.00 per participant

98) SPECIFIC WRITING SKILLS FOR PROFESSIONALISM IN THE PUBLIC & PRIVATE ORGANISATIONS

For Whom: Middle level officers.

Course Content:

- Overview of report writing and submissions in the civil service
- Effective communication and data gathering for effective writing
- Writing – Objective/purpose
- Effective information/content organization and structuring
- Presentation of report (For your approval, please)
- Basic computer appreciation skills.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

LEGAL COURSES

99) FUNDAMENTALS OF BUSINESS AND COMPANY LAW FOR NEW EMPLOYEES

For Whom: Officers in Corporate Affairs, Planning, Research and Statistics

Course Objectives:

- To understand the most recent amendments to the companies Act.
- The duties and liabilities of directors under the Companies Act
- The relevant Provisions of the Securities and Companies Act.
- Business and Company Law

Course Content:

- Companies distinguished from other business organization
- Incorporation Procedures and its effects
- Constitution of a Company
- Duties and Liabilities of Directors
- Company Secretary and Board Meetings
- Share Capital and Prospects/Rights of Shareholders
- Company borrowing
- Judicial Management and Receivership
- Winding up and priorities of creditor upon liquidation

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

100) COURT ADMINISTRATION AND JUDICIAL RECORDS ADMINISTRATION

For Whom: Registrars, Lawyers, Judges and other senior and middle- Level Political Officers

Course Objectives:

- Ability to understand the key principles of court records management
- To learn about new strategies for judicial administration and Customer Services
- To know the tools required to analyze the effectiveness of judicial records System.
- To develop a wide range of the latest tools and techniques for enhancing the administration of justices.

Course Content:

- Core principle of judicial record management system
- Identifying Legislative and regulatory control on the case of legal record
- The relationship between court functions and records, retention periods
- Fundamentals of ICT and automated case file Management
- Control indexing and retrieval mechanism strategic management
- A total quality management in the judicial court system.
- Court responsibility for civil and criminal case management
- Human rights enforcement and staff appraisal in the system
- The role of e-Government in the justice system.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided

Fee: ₦ 75,000.00 per participant

101) ADVANCED CORPORATE LEGAL SERVICES

For Whom: Directors, Lawyers, Personnel, Company secretaries and Legal Advisers, Personal and Admin Managers.

Course Objectives:

- To upgrade the skills and Competence of Company
- To know the Corporate legal Advisers and Lawyers in the Public and Private Sectors
- The Fundamentals of Corporate Legal Services

Course Content:

- Overview of Nigerian Company Laws and Basics provision as entrenched in the Nigerian Constitution.
- Ethics of Legal profession, Duties and responsibilities of Corporate Legal Adviser
- Access to the internet for current development around the globe and Emerging Challenges
- Outside counsel management and the Corporate Legal Adviser in the Public Sector
- Arbitration and Conciliation techniques, important provisions of the Companies and Allied Matter Act 1990
- Share Capital and Prospects/Rights of Shareholders
- Computerizing the legal Department, records keeping and information management. Security accuracy and Confidentiality.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 75,000.00 per participant

102) NEGOTIATION SKILLS, (LEGAL APPLICATION AND IMPLEMENTATION)

For Whom: Senior Budget Officers, Legal Advisers, Contract Managers, HR Managers, Secretary of Tender Boards, Loan and Credit Managers.

Course Objectives:

- To enhance the knowledge and negotiations skills of Participants
- To enable them develop the attitude for successful negotiation.
- To understand the Legal application and Implementation

Course Content:

- An overview of development and management of negotiation skills
- Dialogue among development partners
- Negotiation for Loans
- Negotiation Strategies
- Bidders Conference
- Team building and role relationship
- Application of Microsoft word in negotiations Skills

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

HEALTH/MEDICAL COURSES

103) TECHNIQUES FOR PERFORMANCE IMPROVEMENT FOR QUALITY HEALTH ASSURANCE

For Whom: Medical Officers, Heads of Departments, Primary Health Care Coordinators, Community/ Environmental Health Officer and Staff Nurses.

Course Objectives:

- To improve the quality of health delivery services.
- To enable the officers prepare a good team of health care providers for its People.
- Knowledge of improve the performance of health care workers

Course Content:

- Identifying and Constituting performance improvement Consultative group
- Definition of performance improvement
- What performance improvement process is
- Why is performance improvement process important
- Adoption of performance improvement approach
- Performance improvement factors and indicators
- Techniques for quality health Assurance.

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

104) HEALTH AND STRESS MANAGEMENT

For Whom: All Medical Officers, Health Officers, Male and Female Executive/ Managers

Course Objectives:

- To enhance the knowledge of health and stress management
- To know the causes of stress at work.
- To maintain personal health care and Life support strategies

Course Content:

- The nature and meaning of stress and stressors
- Manifestation and effects of stress
- Stress related diseases and their control, Life style habits and preference
- Stress control techniques and their management
- Social activities analysis, Healthy choice and Living
- Executive Stress Management
- Time and Self-Management, Stress relieving exercise

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

105) PRIMARY HEALTH CARE MANAGEMENT

For Whom: Primary Health workers, Medical Officers, Heads of Department, Primary Health Care Coordinators, Staff Nurses, Community Health Extension Workers

Course Objectives:

- Eye opener on improve the capacity of participants in the planning and implementation of Consistent
- To know the systematic and effective primary health care services at the grassroots
- How to management a primary health care facility effectively

Course Content:

- The skills needed to plan, organize and effectively implement basic national health care delivery
- Know and apply existing strategies for including and managing development programme
- Familiarization with the integrated nature of health care project (i.e. Water, Sanitation, Mobilization, household, Food security and Nutrition)
- Fundamental principle of primary health care management

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 75,000.00 per participant

MAINTENANCE/ENGINEERING COURSES

106) EFFECTIVE MAINTENANCE MANAGEMENT

For Whom: All Engineers personnel, Maintenance planning department, work control and User of CMMS

Course Objectives:

- To Identify planning best practices and key elements for taking action on them
- Understanding how world- class organizations solve common planning problem
- To audit your maintenance operations
- Optimize preventive and predictive Maintenance Strategies

Course Content:

- Modern Maintenance Management practices
- Maintenance Policies and Logistics Planning
- Failure Management
- Work Planning , Scheduling and Control
- Information and Performance Management
- Maintenance Auditing & Bench Marking
- Performance Measurement

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

107) SAFETY REQUIREMENTS FOR PUBLIC BUILDING

For Whom: All Electronic Power Utility Engineers, Technologist and Technicians in Public and Private Sectors

Course Objectives:

- To Identify the principle of system fault analysis
- Understanding fault current Calculations
- To audit your maintenance operations and Arc flash Calculations
- Know how to apply protective devices

Course Content:

- An introduction to fault current analysis
- A systematic technique for power system analysis
- Specifying Protective devices
- Unbalanced fault current Calculations
- The method for fault current calculations
- Performance Measurement

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: ₦ 75,000.00 per participant

108) MAINTANANCE OF THE FOLLOWING: ELECTRICAL EQUIPMENT, TRANSFORMERS, INVERTER, RECTIFIERS, UNINTERRUPTED PWER SYSTEM, CIRCUIT BREAKERS AND FUSES: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC TESTING, TRROUBLESHOOTING AND MAINTANANCE

For Whom: All Engineers personnel, Maintenance department staff and Technical Staff

Course Objectives:

- To provide a comprehensive understanding of the various type od the equipment
- Understanding the maintenance of these equipment
- To achieve reduced capital. Operating and Maintenance cost along with increase in efficiency
- Optimize preventive and predictive Maintenance Strategies

Course Content:

- Fundamentals of Electric System and Power Station
- Electrical System Design/ requirements
- Circuit Breakers and Generator Operational Problems and Fuses
- Power Station Protective System and Transformer Components Maintenance
- Performance and Operation of Generators
- Speed Control of Induction Motors
- Generators Inspection and Maintenance
- Generator Components, Auxiliaries and Refurbishment Options

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 75,000.00 per participant

109) OPERATIONS & MAINTENANCE OF GENERATORS

For Whom: All Engineers personnel, Operators and Managers in charge of Generator Maintenance, Facility Manager, Electricians and Building Engineers

Course Objectives:

- To Identify the best practices on the operation of Machine
- Understanding the operations and maintenance of the Generators
- To audit your maintenance operations
- Optimize preventive and predictive Maintenance Strategies

Course Content:

- Fundamentals of Generators Basic
- Protection and transfer of Electrical Power
- Generators and Engine Controls
- Analysis of Auxiliary Systems
- Generators Applications
- Troubleshooting and Maintenance of onsite Power Generator System
- Performance Measurement

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: As will be decided

Fee: ₦ 75,000.00 per participant

PERFORMANCE IMPROVEMENT & SECURITY COURSES

110) CHALLENGES OF PROCUREMENT ACT & THE DRAFTING OF COMMERCIAL AGREEMENT

For Whom: Managers, Legal and Procurement Officers in the Federal and State Government in Nigeria

Course Objectives:

- To have a knowledge in contract drafting techniques
 - Understanding the legal implications of contracts, terms and clauses
Learn most useful techniques of drafting commercial agreements
- To have the knowledge and methods of reducing procurement administration cost

Course Content:

- Understanding credit financing agreements
- The Principle of Commercial agreements
- General principle and techniques of good legal drafting
Understanding Procurement Acts: (Challenges & Solution)
- Useful tips on drafting commercial agreements
- The role of computer application in procurement and drafting of commercial agreements

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience
Duration: 5 days
Venue: As will be decided
Fee: # 70,000.00 per participant

INSURANCE COURSES

111) HOW TO REPORT THEFT AND ACCIDENT CLAIMS

For Whom: All Staff of Insurance Department

Course Objectives: This is to enlighten or update Participants knowledge generally on how to report or manage claims also:

- To Identify the best practices on the operation of theft and accident Claims
- Understanding the fundamentals of theft and accidents Claims
- To know the rudiments and principle of insurance
- To broaden participants knowledge on insurance and Claims
- To enlighten Participants on the process of Claims
- To Improve their skills on Claims report briefing and receipting
- To know the requirement of Claims
- To enlighten participants on documentation and record keeping in claims management

Course Content:

- Rudiment of insurance
- Principle of Claims
- How to manage and process Claims (Theft and Accident)
- How to report claims (Know-How)
- Management of excess and Policy coverage interpretation
- Ethics and good faith in Claims
- Hindrances to Claims settlement
- Types of Claims and Claims Assessments

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 2-3 days

Venue: Abuja

Fee: ₦ 55,000.00 per participant

112) RUDIMENTS OF INSURANCE

For Whom: All Staff of Insurance Department

Course Objectives:

- To Identify the best practices of Insurance management
- Introduction to insurance
- To know the rudiments and principle of insurance Management
- General knowledge of Insurance
- To be able to appraise Insurers viz-a-viz their products
- The difference between the classes of Insurance
- To understand that Insurance is management of risks and how to mitigate it.

Course Content:

- Introduction to insurance
- Principle of Insurance
- General classes of Insurance (Fire, Burglary, Auto, etc.)
- Claims Management
- Life Insurance
- Importance of Insurance
- Insurance and Risk Management
- How to select Insurance and Documentations
- General Insurance Classes II (GIT, Fidelity, Liability Insurance)

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 2-3 days

Venue: Abuja

Fee: ₦ 55,000 per participants

113) CLAIMS MANAGEMENT

For Whom: All Staff of Insurance Department

Course Objectives:

- To Identify the best practices of Claims management
- Introduction to insurance Claims (Brush-up knowledge)
- To know the rudiments and principle of Claims Management
- To broad the knowledge of Insurance
- To bring participants up to speed on the principles of Insurance & Claims
- To update participant's knowledge on the different kinds of Insurance and their peculiarity as it relates to claims
- To update knowledge on the all liability Insurance
- To brush up knowledge on adjusting
- To open up hindrance to claims and make participants avoid them.

Course Content:

- Introduction to Insurance
- Principle of Claims
- Peculiarity of different classes of insurance and Claims
- Liability Claims handling
- Adjusting in Claims
- Handling negligence
- Hindrances to Claims settlement
- Types of Claims and Claims Assessments
- Claims, Estopped, Good faith & Ethics in Claims and Insurance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 2-3 days

Venue: Abuja

Fee: ₦ 55,000 per participants

ISO IMPLEMENTATION, AUDIT AND TRAINING
(ISO QMS 9001:2015, FMS 14001:2015 & EMS 22001:2015)

114) IMPLEMENTING AND AUDITING ENVIRONMENTAL MANAGEMENT SYSTEM (ISO 14001:2015)

For Whom: Anyone involved in establishment, implementation and maintenance of EMS; Corrective action management and functioning of continual improvement in the organization; Conducting internal audits of their quality management system.

Course Description:

To be able to lead the function of establishing, implementing and maintenance of the Environmental Management System and continually improve its effectiveness.

This modular course covering:

- Fundamental concepts of environment, environmental aspects and impacts etc.
- Understanding requirements of quality management system standard ISO 14001:2015 and their application to effectively manage the processes of the organization.
- Practical training to establish, document, implement, maintain and continually improve environmental management system as per the standard.
- In-depth knowledge and practice to plan, conduct, report and close of internal environmental management system audit and continual improvement of the effectiveness of the internal audit process.
- Learning and practicing effective management of corrective actions and continual improvement practices.

Course Content:

CHAPTER 1: INTRODUCTION TO ENVIRONMENTAL MANAGEMENT SYSTEM

- Overview of major environmental accidents.

CHAPTER 2: FUNDAMENTALS OF ISO 14001:2015

- Environment
- Environmental management system
- History of ISO 14001

CHAPTER 3: ANNEX SL HIGH LEVEL STRUCTURE

- Introduction of Annex SL
- Structure of Annex SL

CHAPTER 4: ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

- Scope, normative reference, terms and definition
- Context of the organization
- Leadership
- Planning
- Support
- Operations
- Performance evaluation
- Improvement

CHAPTER 5: PLANNING AND CONDUCTING THE PROCESS APPROACH AUDIT

- Audit terms and definition
- Types of audits
- Principles of auditing
- Auditor skill and knowledge
- Audit roles and responsibilities
- Auditor's attributes
- Audit activities
- Opening and closing activities

- Audit questioning techniques

CHAPTER 6: AUDIT CHECKLIST

- Purpose of audit checklist
- Advantages and disadvantages of audit checklist
- Formation of audit checklist

CHAPTER 7: AUDIT REPORTING AND CORECTIVE ACTION REQUESTS

- Types of audit nonconformities
- Writing the nonconformities
- Reporting the audit findings
- Corrective action request

CHAPTER 8: CERTIFICATION/REGISTRATION AND ACCREDITATION

- Conformity assessment
- Accreditation Vs registration
- Inspection, quality control, quality assurance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: To be discussed

Fee: To be discussed

115) IMPLEMENTING AND AUDITING FOOD SAFETY MANAGEMENT SYSTEM ISO 22000:2005

For Whom: Those responsible for planning and scheduling an audit program for ISO 22000 and those who must perform audits to ISO 22000, including food safety managers, HACCP team members, quality assurance managers, quality professionals, ISO project managers, and ISO project team members or anyone who wants an in-depth understanding of ISO 22000 and food safety requirements.

Course Objectives:

- Understand and successfully interpret the ISO 22000 requirements
- Audit to the ISO 22000 Food Safety Management System Standard
- Plan, manage and schedule an audit program
- Qualify additional staff to conduct internal food safety and HACCP audits
- Implement, design and complete a successful ISO 22000 project

Course Content:

CHAPTER 1: TERMS AND DEFINITIONS

- Overview of important terms and definitions of food safety management system

CHAPTER 2: FUNDAMENTALS OF ISO 22000:2005

- ISO 22000
- Food safety management
- Applications

CHAPTER 3: ISO 2200:2005 FOOD SAFETY MANAGEMENT SYSTEM REQUIREMENTS

- Scope, normative reference, terms and definition
- Food safety management system
- Management responsibility
- Resource management
- Planning and realization of safe food
- Validation, verification and improvements in FSMS

CHAPTER 4: PLANNING AND CONDUCTING THE PROCESS APPROACH AUDIT

- Audit terms and definition
- Types of audits
- Principles of auditing
- Auditor skill and knowledge
- Audit roles and responsibilities
- Auditor's attributes
- Audit activities
- Opening and closing activities
- Audit questioning techniques

CHAPTER 5: AUDIT CHECKLIST

- Purpose of audit checklist
- Advantages and disadvantages of audit checklist
- Formation of audit checklist

CHAPTER 6: AUDIT REPORTING AND CORRECTIVE ACTION REQUESTS

- Types of audit nonconformities
- Writing the nonconformities
- Reporting the audit findings
- Corrective action request

CHAPTER 7: CERTIFICATION/REGISTRATION AND ACCREDITATION

- Conformity assessment
- Accreditation VS Registration
- Inspection, quality control, quality assurance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: Over the duration of 5 days, you will gain the knowledge and skills required to undertake the development, implementation and continual improvement of the effectiveness of QMS through management of documentation, audits, corrective action and continual improvement functions.

Venue: To be discussed

Fee: To be discussed

116) IMPLEMENTING AND AUDITING QUALITY MANAGEMENT SYSTEM ISO 9001:2015

For Whom: Anyone involved in establishment, implementation and maintenance of QMS; Corrective action management and functioning of continual improvement in the organization; Conducting internal audits of their quality management system.

Course Description:

To be able to lead the function of establishing, implementing and maintenance of quality management system and continually improve its effectiveness.

This is modular course covering:

- General quality concepts and 7-quality management principles.
- Understanding requirements of quality management system standard ISO 9001:2015 and their application to effectively and efficiently manage the processes of the organization.
- In-depth knowledge and practice to plan, conduct, report and closing of internal quality management system audit and continual improvement of the effectiveness of internal audit process
- Learning and practicing effective management of corrective actions and continual Improvement practices

Course Content:

CHAPTER 1: BASIC CONCEPTS OF QUALITY MANAGEMENT SYSTEM

- Quality
- Evolution of quality inspection
- Quality control
- Quality assurance

CHAPTER 2: FUNDAMENTALS OF ISO 9001:2015

- Processes
- System, management system
- Quality management system
- Origin and history of ISO 9001
- Purpose and facts about ISO 9001

CHAPTER 3: ANNEX SL HIGH LEVEL STRUCTURE

- Introduction of Annex SL
- Structure of Annex SL

CHAPTER 4: NEW TERMINOLOGIES AND CONCEPTS

- 7 Management principles
- Process approach model
- Risk based thinking
- Applicability
- Documented information
- Organizational knowledge
- Control of externally provided processes, products and services

CHAPTER 5: ISO 9001:2015 QUALITY MANAGEMENT SYSTEM REQUIREMENTS

- Scope, normative reference, terms and definition
- Context of the organization
- Leadership
- Planning
- Support
- Operations

- Performance evaluation

CHAPTER 6: PLANNING AND CONDUCTING THE PROCESS APPROACH AUDIT

- Audit terms and definitions
- Types of audits
- Principles of auditing
- Auditor skill and knowledge
- Audit roles and responsibilities
- Auditor's attributes
- Audit activities
- Opening and closing activities
- Audit questioning techniques

CHAPTER 7: AUDIT CHECKLIST

- Purpose of audit checklist
- Advantages and disadvantages of audit checklist
- Formation of audit checklist

CHAPTER 8: AUDIT REPORTING AND CORRECTIVE ACTION REQUESTS

- Types of audit nonconformities
- Writing the nonconformities
- Reporting the audit findings
- Corrective action request

CHAPTER 9: CERTIFICATION/REGISTRATION AND ACCREDITATION

- Conformity assessment
- Accreditation VS registration
- Inspection, quality control, quality assurance

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: Over the duration of 5 days, you will gain the knowledge and skills required to undertake the development, implementation and continual improvement of the effectiveness of QMS through management of documentation, audits, corrective action and continual improvement functions.

Venue: To be discussed

Fee: To be continued

117) ISO MANAGEMENT SYSTEM AWARENESS

For Whom: Management representatives, QA/QC Engineer, quality assurance, environmental professionals, management system practitioner, management system auditor etc.

Course Objectives:

- To get understanding for management system, system standard revision and its changes
- To know the need retirement of ISO 9001:2015 quality management systems
- To understand its effective implementation
- To understand the principles in respect to the structure between ISO 9001:2008 to 9001:2015
- To know how the new structure and its implementation will impact the organization
- To learn the details of its change and transition plan
- To better process management and product/services understanding

Course Content:

- ISO revision process and awareness
- Highlight of the changes i.e. differences between the two standard
- Introduction to high level structure
- Terminologies
- Quality management system principle
- Process approach
- PDCA cycle
- Management system awareness
- /Context of the organization, interested parties and their requirement
- Risks and opportunities
- Documented information
- Knowledge management
- Impacts of the changes on the organization processes
- Transition

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: To be discussed

Fee: To be discussed

118) ISO INTERNAL AUDIT TRAINING

For Whom: Quality managers, audit program managers, current/future ISO internal auditors, members of ISO 9001 implementation team, management system auditing officers

Course Objectives:

- To understand ISO 19011 standard
- To know the interpretation of the QMS requirement
- To understand the ethics if auditing and effectiveness
- The principle of internal audit techniques
- The concepts of ISO internal audit system

Course Content:

- ISO 9001 internal auditing requirement
- Auditing terms and definitions
- Audit objectives, trademarks and philosophy
- Audit types
- Planning scheduling, personnel requirements and record
- Primary audit phases of planning, conduct and closure
- Audit methods, ethics, time utilization and effectiveness
- Questioning techniques
- Process auditing methods with introduction to tools such as turtle, spider and SIPOC diagram, checklist and flow diagrams
- Report generation
- Audit follow up and closure

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: To be discussed

Fee: To be discussed

119) ISO IMPLEMENTATION TRAINING

For Whom: This course is ideal for anyone involved in the planning, implementing, maintaining or supervising of an ISO 9001:2015 QMS

Course Objectives:

- Identify key benefits to your organization from implementing an effective QMS
- Develop a plan and determine the resources required for the implementation
- Apply good practices to the implementation using proven tools and techniques
- Implement a system that enables better response to customer requirements and market changes
- Provide products and services that consistently meet customer needs and enhance customer satisfaction
- Analysis of measuring and monitoring requirements
- Six key benefits of ISO 9001 implementation
- ISO 9001 training

Course Content:

- A typical framework for implementing ISO 9001:2015 following the PDCA
- Key concepts and requirements of ISO 9001:2015
- Implementing key concepts and requirements of ISO 9001:2015
- Specific documented information requirements of ISO 9001:2015
- How to use gap analysis to conduct a baseline review of your current system
- How to identify the context of the organization in ISO 9001:2015
- How to comply with new leadership requirements in ISO 9001:2015
- How to ensure competency and awareness

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Proposed Date: To be determined depending on your schedule and convenience

Duration: 5 days

Venue: To be discussed

Fee: To be discussed

OIL AND GAS COURSES

Oil and Gas Courses

<u>Course Name</u>	<u>Location</u>	<u>Cost</u>
1 Risk Management for Oil and Gas Projects.	Dubai/ UK/ USA, South Africa & Nigeria	\$4,500/ N350,000
2 Costing & Budgeting for the Oil & Gas Industry.	Dubai/ UK/ USA, South Africa & Nigeria	\$4,500/N350,000
3 Nigerian Oil and Gas Fundamentals	Dubai/ UK/ USA, South Africa & Nigeria	\$4,500/N350,000
4 Petroleum Economics and Contract Management in the Oil and Gas Industry.	Dubai/ UK/ USA, South Africa & Nigeria	\$4,500/N350,000
5 Offshore System Design and Construction Fundamentals.	Dubai/ UK/ USA, South Africa & Nigeria	\$4,500/N350,000
6 Drilling Operations.	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
7 Advanced Deep Water Drilling & Completions.	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
8 Stuck Pipe Cause, Prevention and Remediation.	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
9 Drilling Engineering for Non-Drilling Engineers.	Dubai/ UK/ USA/ South Africa and Nigeria	\$4,500/N350,000
10 Petroleum Production & Operations Engineering.	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
11 Oil and Gas Consultancy Services.	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
12 Field and Data Management Interpretation	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
13 Advanced Oil & Gas Production and Processing Operation	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
14 Disaster Management & Responses Coordination in Oil & Gas Industry	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000
15 Petroleum Oil & Chemical Spill Prevention and Management	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350,000

16	Project Economics, Risk & Decision Analysis	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
17	Drilling Management and Hydraulics Design	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
18	Petro physics Management and Solution	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
19	Oil and gas Accounting & Financial Management	Dubai/ UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
20	Designing Efficient Oil & gas Fiscal System	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
21	Economics of Production Sharing Agreements (PSA/PSC)	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
22	Critical Negotiation Skills	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
23	Artificial Lift and Production Optimization	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
24	Decline Course Analysis & Diagnostic Methods For Performance Forecasting	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
25	Petroleum Resource Management System (PRMS)	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
26	Gas Reservoir Engineering Instrumental Level	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
27	Instrumental Gas Market & Economic Evaluation Of Gas Project	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
28	Global Oil Economics & Petroleum Project Evaluation	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
29	International Oil, Supply & Trading Techniques	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
30	Crude Oil Evaluation, Economics & Pricing	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
31	Marine Transportation: Operations, Economic & Logistics	Dubai/UK USA/ South Africa & Nigeria	\$4,500/N350.000
32	Petroleum Refining for non-Technical Persons	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000

33	The Fundamental Principle in Onshore and Offshore Pipeline system	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
34	Oil and Gas Safety and Health Management System	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
35	Petroleum Refining and Processing	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000
36	Oil and Gas Environmental Management	Dubai/UK/ USA/ South Africa & Nigeria	\$4,500/N350.000

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Date: Can be agreed upon as an in-house training.
Duration: 5 days
Venue: To be discussed

HSE TRAINING

- 1) HSE Level 1-3 Training
- 2) Process Safety (PHA)
- 3) Hazardous Area Awareness
- 4) Behaviors Based Safety (BBS)
- 5) Basic Hazardous Chemical Handling
- 6) Quality Management System
- 7) Basic Fire Fighting
- 8) Waste Management
- 9) Rigger Safety
- 10) Petroleum HSE- Emergency Preparedness and Response Planning

Course Methodology: Lectures, discussion, demonstration, syndicate work and case studies

Date: Can be agreed upon as an in-house training.
Duration: 5 days
Venue: To be discussed
Fee: To be discussed

OVERSEAS OR FOREIGN TRAINING

We are into partnership with training institutes and universities in South Africa, we can bring the facilitators to Nigeria and we can also train the participants in South Africa. Some of the courses are short course designed and other straight training programs, while others are certified programs. With the university accreditation certificates:

Some of the courses that might be of interest to you are:

Financial Management Courses

- Fraud management
- Financial Management
- Internal Auditing
- Corporate and Ethics Governance
- Basic Statistics and Statistical modeling

General Management and Responsible Leadership

- Contract Management
- Outcome based monitoring and evaluation implementation
- Total Quality Management
- Business Rescue and turnaround

Information and Communication Technology

- Computer and information security
- IT project management
- Knowledge management
- Programming
- Business and system Analysis

Others are:

- Engineering Courses,
- Engineering and Technology management
- Electrical Electronics and Computer Engineering courses

The Details of these can be discussed at your convenience.

Have various other modules or programs that can custom designed for your organization. We have the capacity to execute this training in Nigeria and Abroad.

These courses indeed have the capacity to recommend you for your next appointments without a second thought.