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## CORPORATE EXECUTIVE TRAINING PROGRAMMES

### ABUJA LOCAL TRAINING

### JANUARY TO DECEMBER 2023

ACCOUNTING BANKING AND FINANCE				HUMAN RESOURCES MANAGEMENT			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
2 – 3 Jan	Accounting and Finance for Non-Finance Managers	TBC	N190000	2 – 3 Jan	Knowledge Management and managing Organisational learning	TBC	N170000
6 – 7 Feb	Business Setup and Business Plans	TBC	N190000	6 – 7 Feb	Effective Training Needs Analysis in Corporate HRD	TBC	N170000
6 – 7 Mar	IFRS For Banks and Other Financial Institutions	TBC	N190000	6 – 7 Mar	Value-added learning and Development	TBC	N170000
3 – 4 Apr	Money Laundering and Counter Terrorist Financing	TBC	N190000	3 – 4 Apr	Conflict Management between the Union and Management	TBC	N170000
1 – 2 May	Effective Internal Auditing Practice	TBC	N190000	1 – 2 May	Measuring, Managing and Maintaining Employee Engagement	TBC	N170000
5 – 6 June	Financial Reporting Master Class	TBC	N190000	5 – 6 June	Effective HR Record Administration	TBC	N170000
3 – 4 July	Financial Modelling for Financial Services	TBC	N190000	3 – 4 July	Succession Planning and Management	TBC	N170000
1 – 2 Aug	Fraud Prevention & Forensic Audit	TBC	N190000	1 – 2 Aug	Psychometric Assessment at the workplace	TBC	N170000
4 – 5 Sep	Pension Fund Management and Administration	TBC	N190000	4 – 5 Sep	Effective Negotiation Skills and Strategies	TBC	N170000
2 – 3 Oct	Effective Working Capital Management	TBC	N190000	2 – 3 Oct	Performance Review Skills for Line Managers	TBC	N170000
1 – 2 Nov	Bank and financial Institution Fraud	TBC	N190000	1 – 2 Nov	Balanced Scorecard- a Tool to Achieve Superior Performance	TBC	N170000
4 – 5 Dec	IFRS a complete overview	TBC	N190000	4 – 5 Dec	Personal Development Skills	TBC	N170000
MANAGEMENT AND LEADERSHIP				MARKETING PR AND COMMUNICATION			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
9 – 10 Jan	Transformational Leadership	TBC	N170000	9 – 10 Jan	Essential Sales Skills	TBC	N170000
6 – 7 Feb	Strategic Management for Executive Management	TBC	N170000	6 – 7 Feb	Sales Negotiation Skills	TBC	N170000
8 – 7 Mar	Effective Office Management and Practice	TBC	N170000	8 – 7 Mar	Getting New Business: The Right Way to Develop New Business Opportunities	TBC	N170000
3 – 4 April	Effective Leadership and Team Management	TBC	N170000	3 – 4 April	Advanced Sales Skills	TBC	N170000
8 – 9 May	Customer Service Excellence	TBC	N170000	8 – 9 May	Market and Sales Forecasting	TBC	N170000

5 – 6 June	Coaching Training for Leaders and Managers	TBC	N170000	5 – 6 June	Marketing Communication	TBC	N170000
10 July	Conflict management and Resolution	TBC	N170000	10 July	Marketing Communication Master class	TBC	N170000
7 – 8 Aug	Strategic Planning for Senior Executives	TBC	N170000	7 – 8 Aug	Digital Marketing Skills	TBC	N170000
4 – 5 Sep	Delivering Total Quality Management	TBC	N170000	4 – 5 Sep	Building Successful Brands	TBC	N170000
9 – 10 Oct	Goal Setting, Communication and Performance Management	TBC	N170000	9 – 10 Oct	Brand Loyalty and Management	TBC	N170000
6 – 7 Nov	Leadership and Strategy for Senior Managers	TBC	N170000	6 – 7 Nov	Developing Global Opportunities for Business	TBC	N170000
11 – 12 Dec	Effective Performance Management: (EFQM) & (BSC) Tools to Achieve Superior Performance	TBC	N170000	11 – 12 Dec	Customer Relationship Marketing	TBC	N170000
<b>OIL AND GAS</b>				<b>INFORMATION TECHNOLOGY</b>			
<b>DATE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>	<b>DATE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>
23 – 24 Jan	Petroleum Project Management: Principles and Practices	TBC	N200000	23 – 24 Jan	Mobile Application and Device Security	TBC	N190000
20 – 21 Feb	Offshore Operations Management	TBC	N200000	20 – 21 Feb	ICT Productivity Tools and Advanced Excel	TBC	N190000
20 – 21 Mar	Basic Drilling Technology	TBC	N200000	20 – 21 Mar	Microsoft Excel an Introduction	TBC	N190000
17 – 18 Apr	Complete Facilities Management and Projects	TBC	N200000	17 – 18 Apr	Microsoft Excel Intermediate	TBC	N190000
22 – 23 May	International Petroleum Contracts and Negotiations	TBC	N200000	22 – 23 May	ICT Productivity Tools and Advanced Excel	TBC	N190000
19 – 20 June	Oil Gas Reserves Evaluation	TBC	N200000	19 – 20 June	Developing a Website	TBC	N190000
24 – 25 July	Petroleum Risk and & decision Analysis	TBC	N200000	24 – 25 July	Designing Websites for Mobile Devices	TBC	N190000
21 – 22 Aug	Formation Damage: Causes, Prevention, and Remediation	TBC	N200000	21 – 22 Aug	Developing Java Web Applications	TBC	N190000
18 – 19 Sep	Production Technology for Other Disciplines	TBC	N200000	18 – 19 Sep	Securing Web Applications, Services and Servers	TBC	N190000
23 – 24 Oct	Oil Production & Processing Facilities	TBC	N200000	23 – 24 Oct	Microsoft Project 2010 Comprehensive Introduction	TBC	N190000
20 – 21 Nov	Corrosion Management in Production/ Processing Operations	TBC	N200000	20 – 21 Nov	SQL Server 2012 Comprehensive Introduction	TBC	N190000
18 – 19 Dec	Basin Analysis Workshop: An Integrated Approach AVO, Inversion, and Attributes: Principles and Applications	TBC	N200000	18 – 19 Dec	SQL Server 2012 Database Administration	TBC	N190000
<b>SECRETARIAL AND PERSONAL ASSISTANTS</b>				<b>PURCHASING AND SUPPLY CHAIN MANAGEMENT</b>			
	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>	<b>DATE</b>	<b>COURSE TITLE</b>	<b>VENUE</b>	<b>FEE</b>
2 – 3 Jan	How to Effectively Manage your Boss	TBC	N170000	2 – 3 Jan	Health Supply Chain Management	TBC	N170000
6 – 7 Feb	Effective Customer Service Management	TBC	N170000	6 – 7 Feb	Supply Chain Management in the Oil and Gas Industry	TBC	N170000
6 – 7 Mar	Professional MS Office Skills	TBC	N170000	6 – 7 Mar	Integrity in Procurement: Skills & Solutions	TBC	N170000

3 – 4 Apr	Effective Office Management and Practice	TBC	N170000	3 – 4 Apr	Procurement Planning & Designing Tenders	TBC	N170000
1 – 2 May	Presentation and Communication Skills	TBC	N170000	1 – 2 May	The Complete Procurement Cycle	TBC	N170000
5 – 6 June	Advanced Professional MS Office Skills	TBC	N170000	5 – 6 June	Procurement of Works & Dispute Avoidance	TBC	N170000
3 – 4 July	Assertiveness skills: a practical approach	TBC	N170000	3 – 4 July	Planning, Procuring & Managing Public-Private Partnerships	TBC	N170000
1 – 2 Aug	Customer care and telephone skills	TBC	N170000	1 – 2 Aug	Developing Leaders to Manage Medical Stores	TBC	N170000
4 – 5 Sep	Handling the press and media: how to get your story covered	TBC	N170000	4 – 5 Sep	Complete Supply Chain Management	TBC	N170000
2 – 3 Oct	Managing Stress and Time	TBC	N170000	2 – 3 Oct	Essentials of Tendering and Managing Pricing	TBC	N170000
1 – 2 Nov	Handling difficult people and situations: essential tools	TBC	N170000	1 – 2 Nov	Fundamentals of Procurement	TBC	N170000
4 – 5 Dec	International Executive Secretary	TBC	N170000	4 – 5 Dec	How to reduce Inventory Levels	TBC	N170000