



CAMIC ASSOCIATES

Plot 4,
Ivory Garden Estate, Makogi
Magboro, Ogun State.
Nigeria

Mob: 00234 (0)8036843362

00234 (0)8036843362

Email: camicassociates@gmail.com

Web: www.camicassociates.com

**CORPORATE EXECUTIVE TRAINING PROGRAMMES
ABUJA LOCAL TRAINING
JANUARY TO DECEMBER 2026**

ACCOUNTING BANKING AND FINANCE				HUMAN RESOURCES MANAGEMENT			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 – 13 Jan	Accounting and Finance for Non-Finance Managers	TBC	N350,000	12 – 13 Jan	Knowledge Management and managing Organisational learning	TBC	N300,000
14– 15 Jan	Business Setup and Business Plans	TBC	N350,000	14 -15 Jan	Effective Training Needs Analysis in Corporate HRD	TBC	N300,000
3 – 4 Feb	IFRS For Banks and Other Financial Institutions	TBC	N350,000	5 – 6 Feb	Value-added learning and Development	TBC	N300,000
10 – 11 Feb	Money Laundering and Counter Terrorist Financing	TBC	N350,000	12 – 13 Feb	Conflict Management between the Union and Management	TBC	N300,000
3 – 4 Mar	Effective Internal Auditing Practice	TBC	N350,000	5 – 6 Mar	Measuring, Managing and Maintaining Employee Engagement	TBC	N300,000
10 – 11 Mar	Financial Reporting Master Class	TBC	N350,000	12 – 13 Mar	Effective HR Record Administration	TBC	N300,000
7 – 8 Apr	Financial Modelling for Financial Services	TBC	N350,000	9 – 10 Apr	Succession Planning and Management	TBC	N300,000
14 – 15 Apr	Fraud Prevention & Forensic Audit	TBC	N350,000	16 – 17 Apr	Psychometric Assessment at the workplace	TBC	N300,000
5 – 6 May	Pension Fund Management and Administration	TBC	N350,000	7 – 8 May	Effective Negotiation Skills and Strategies	TBC	N300,000
12 – 13 May	Effective Working Capital Management	TBC	N350,000	14 – 15 May	Performance Review Skills for Line Managers	TBC	N300,000
2 – 3 June	Bank and financial Institution Fraud	TBC	N350,000	4 – 5 June	Balanced Scorecard- a Tool to Achieve Superior Performance	TBC	N300,000
9 – 10 June	IFRS a complete overview	TBC	N350,000	11 – 12 June	Personal Development Skills	TBC	N300,000
7- 8 July	Forensic Accounting & Fraud Control	TBC	N350,000	9-10 July	Effective HR Practice & People Management for Line Managers	TBC	N300,000
14 – 15 July	Understanding Credit Risk Analysis (Basic Credit Risk)	TBC	N350,000	16 – 17 July	e-HR Management: Modern Trends and Applications (Digital HR)	TBC	N300,000
4 – 5 Aug	Effective Budgeting and Budgetary Control Methods	TBC	N350,000	6 – 7 Aug	Mastering HR Data Analytics & Metrics	TBC	N300,000
11 – 12 Aug	Cash Flow Statement Workshop: Preparation and Analysis	TBC	N350,000	13 – 14 Aug	Knowledge & Talent Management: How to Create an Effective Learning Organization	TBC	N300,000
1 – 2 Sept	Advance Excel for Accountants and Business Professionals	TBC	N350,000	3 – 4 Sept	Effective HR Planning & Due Diligence in Mergers& Acquisitions	TBC	N300,000

8 – 9 Sept	Enterprise Risk Management	TBC	N350,000	8 – 9 Sept	Talent Acquisition and management		N300,000
6 – 7 Oct	Accounts Receivable and Effective Credit Policies Management	TBC	N350,000	6 – 7 Oct	Managing Staff Grievance, Discipline & Dismissal At Workplace		N300,000
13 – 14 Oct	International Public Sector Accounting Standards (IPSAS) Workshop	TBC	N350,000	13 – 14 Oct	Performance Management & Appraisals Skills		N300,000
3 – 4 Nov	Consolidation of Financial Statement Workshop	TBC	N350,000	3 – 4 Nov	Managing Redundancy & Outplacement		N300,000
10 – 11 Nov	Capital investment appraisal workshop	TBC	N350,000	10 – 11 Nov	Labour Laws & Employee Relations		N300,000
MANAGEMENT AND LEADERSHIP				MARKETING PR AND COMMUNICATION			
DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 - 13 Jan	Transformational Leadership	TBC	N300,000	12– 13 Jan	Essential Sales Skills	TBC	N300,000
14 - 15 Jan	Strategic Management for Executive Management	TBC	N300,000	14– 15 Jan	Sales Negotiation Skills	TBC	N300,000
3 – 4 Feb	Effective Office Management and Practice	TBC	N300,000	3 – 4 Feb	Getting New Business: The Right Way to Develop New Business Opportunities	TBC	N300,000
10 – 11 Feb	Effective Leadership and Team Management	TBC	N300,000	10 – 11 Feb	Advanced Sales Skills	TBC	N300,000
3 – 4 Mar	Customer Service Excellence	TBC	N300,000	3 – 4 Mar	Market and Sales Forecasting	TBC	N300,000
10 – 11 Mar	Coaching Training for Leaders and Managers	TBC	N300,000	10 – 11 Mar	Marketing Communication	TBC	N300,000
7 – 8 Apr	Conflict management and Resolution	TBC	N300,000	7 – 8 Apr	Marketing Communication Master class	TBC	N300,000
14 – 15 Apr	Strategic Planning for Senior Executives	TBC	N300,000	14 – 15 Apr	Digital Marketing Skills	TBC	N300,000
5 – 6 May	Delivering Total Quality Management	TBC	N300,000	5 – 6 May	Building Successful Brands	TBC	N300,000
12 – 13 May	Goal Setting, Communication and Performance Management	TBC	N300,000	12 – 13 May	Brand Loyalty and Management	TBC	N300,000
2 – 3 June	Leadership and Strategy for Senior Managers	TBC	N300,000	2 – 3 June	Developing Global Opportunities for Business	TBC	N300,000
9 – 10 June	Effective Performance Management: (EFQM) & (BSC) Tools to Achieve Superior Performance	TBC	N300,000	9 – 10 June	Customer Relationship Marketing	TBC	N300,000
7- 8 July	Developing Leadership Excellence	TBC	N300,000	7- 8 July	Certified Brand Manager Course	TBC	N300,000
14 – 15 July	Building and Leading High-Performance Team	TBC	N300,000	14 – 15 July	How to Find and Win New Business	TBC	N300,000
4 – 5 Aug	Strategic Management and Best Practice	TBC	N300,000	4 – 5 Aug	Advance Digital Marketing Management	TBC	N300,000
11 – 12 Aug	Driving Corporate Vision, Mission, and Values Developing Workshop	TBC	N300,000	11 – 12 Aug	Effective Crisis Communication and Management Skills	TBC	N300,000
1 – 2 Sept	Lean Process Improvement Training	TBC	N300,000	1 – 2 Sept	Effective Business Etiquette and Protocol	TBC	N300,000

8 – 9 Sept	Leading a Team of Champions	TBC	N300,000	8 – 9 Sept	Effective Trade Marketing and Distribution Strategies	TBC	N300,000
6 – 7 Oct	Talent Development and Succession Planning	TBC	N300,000	6 – 7 Oct	The Art of Closing the Sales	TBC	N300,000
13 – 14 Oct	Managerial Decision Making and Problem Solving	TBC	N300,000	13 – 14 Oct	Professional Selling Skills and Strategies	TBC	N300,000
3 – 4 Nov	Developing Leadership Excellence	TBC	N300,000	3 – 4 Nov	Protocol and event management	TBC	N300,000
5 – 6 Nov	Emotional Intelligence: Becoming A Better & Transformative Leader	TBC	N300,000	5 – 6 Nov	Mastering Sales & Marketing in the Age of New social media	TBC	N300,000
10 – 11 Nov	Corporate Governance Principles & Practice	TBC	N300,000	10 – 11 Nov	Social Media training	TBC	N300,000
12 – 13 Nov	Managing for the first time	TBC	N300,000	12 – 13 Nov	Communication for Leaders in the Digital Age	TBC	N300,000
17 – 18 Nov	Leading in a digital age	TBC	N300,000	17 – 18 Nov	Advanced Public Speaking and Presentation Skills	TBC	N300,000
19 – 20 Nov	Artificial Intelligence (AI) for leaders and managers	TBC	N300,000	19 – 20 Nov	Mastering Business and Corporate Etiquette	TBC	N300,000
1 – 2 Dec	Leadership & Decision-Making in Crisis & Emergency Situations	TBC	N300,000	1 – 2 Dec	Corporate Social Responsibility (CSR) and sustainability management	TBC	N300,000
8 – 9 Dec	Leading change in a dynamic business environment	TBC	N300,000	8 – 9 Dec	Strategic Internal Communication Skills	TBC	N300,000
10 – 11 Dec	Agile Business Strategy and Organisational Development for Sustainable Growth	TBC	N300,000	10 – 11 Dec	Facilitating Change through Effective Communications	TBC	N300,000
15 – 16 Dec	Situational Leadership & Relationship Management	TBC	N300,000	15 – 16 Dec	Effective community and stakeholder management	TBC	N300,000

OIL AND GAS

INFORMATION TECHNOLOGY

DATE	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 - 13 Jan	Petroleum Project Management: Principles and Practices	TBC	N400,000	12 - 13 Jan	Mobile Application and Device Security	TBC	N300,000
14 - 15 Jan	Offshore Operations Management	TBC	N400,000	14 - 15 Jan	ICT Productivity Tools and Advanced Excel	TBC	N300,000
3 – 4 Feb	Basic Drilling Technology	TBC	N400,000	3 – 4 Feb	Microsoft Excel an Introduction	TBC	N300,000
10 – 11 Feb	Complete Facilities Management and Projects	TBC	N400,000	10 – 11 Feb	Microsoft Excel Intermediate	TBC	N300,000
3 – 4 Mar	International Petroleum Contracts and Negotiations	TBC	N400,000	3 – 4 Mar	ICT Productivity Tools and Advanced Excel	TBC	N300,000
10 – 11 Mar	Oil Gas Reserves Evaluation	TBC	N400,000	10 – 11 Mar	Developing a Website	TBC	N300,000
7 – 8 Apr	Petroleum Risk and & decision Analysis	TBC	N400,000	7 – 8 Apr	Designing Websites for Mobile Devices	TBC	N300,000
14 – 15 Apr	Formation Damage: Causes, Prevention, and Remediation	TBC	N400,000	14 – 15 Apr	Developing Java Web Applications	TBC	N300,000
5 – 6 May	Production Technology for Other Disciplines	TBC	N400,000	5 – 6 May	Securing Web Applications, Services and Servers	TBC	N300,000
12 – 13 May	Oil Production & Processing Facilities	TBC	N400,000	12 – 13 May	Microsoft Project 2010 Comprehensive Introduction	TBC	N300,000

2 – 3 June	Corrosion Management in Production/ Processing Operations	TBC	N400,000	2 – 3 June	SQL Server 2012 Comprehensive Introduction	TBC	N300,000
9 – 10 June	Basin Analysis Workshop: An Integrated Approach AVO, Inversion, and Attributes: Principles and Applications	TBC	N400,000	9 – 10 June	SQL Server 2012 Database Administration	TBC	N300,000
7 - 8 July	Managing Oil and Gas Operation	TBC	N400,000	7 - 8 July	Analysis Big Data with Hive	TBC	N300,000
14 – 15 July	Reliability Centred Management (RCM)	TBC	N400,000	14 – 15 July	Document Control and Record Management	TBC	N300,000
4 – 5 Aug	Corrosion Management in the Oil and Gas Industry	TBC	N400,000	4 – 5 Aug	IT Auditing and IT Fraud Detection	TBC	N300,000
11 – 12 Aug	Integrated Production Modelling (IPM)	TBC	N400,000	11 – 12 Aug	Introduction to Python Programming	TBC	N300,000
1 – 2 Sept	Managing Security Risk in the Oil and Gas Industry	TBC	N400,000	1 – 2 Sept	Service Desk Manager Course	TBC	N300,000
8 – 9 Sept	Integrated Reservoir Modelling	TBC	N400,000	8 – 9 Sept	Artificial Intelligence in Contract and Project Management	TBC	N300,000
6 – 7 Oct	Process Plant Optimization Technology and Continual Improvement	TBC	N400,000	6 – 7 Oct	Hybrid Human-Artificial Intelligence (HHAI)	TBC	N300,000
13 – 14 Oct	Upstream Petroleum Economics, Risk and Fiscal Analysis	TBC	N400,000	13 – 14 Oct	Advanced Data Analysis Techniques	TBC	N300,000
3 – 4 Nov	Well Completion Design	TBC	N400,000	3 – 4 Nov	Power BI: Beginner Data Analysis Techniques	TBC	N300,000
5 – 6 Nov	2D and 3D Seismic Interpretation	TBC	N400,000	5 – 6 Nov	Big Data Analytics for Supply Chain Optimization	TBC	N300,000
10 – 11 Nov	Advanced Data Management for Oil and Gas Professionals	TBC	N400,000	10 – 11 Nov	Big Data Governance: Bad Data or Better Data or Best Data	TBC	N300,000
12 – 13 Nov	Advanced Heavy Lifting & Transportation Techniques for Onshore & Offshore Projects	TBC	N400,000	12 – 13 Nov	Digital Transformation of Public Affairs and Government Relations	TBC	N300,000
17 – 18 Nov	Tank Inspection, Repair, Alteration and Reconstruction	TBC	N400,000	17 – 18 Nov	Fintech and Blockchain Masterclass	TBC	N300,000
19 – 20 Nov	Onshore Pipeline Engineering: Design, Construction & Maintenance	TBC	N400,000	19 – 20 Nov	Data Governance, Privacy with General Data Protection Regulation (GDPR)	TBC	N300,000
8 – 9 Dec	Best Practices in Surface Production Operations Management	TBC	N400,000	8 – 9 Dec	Process Control Cybersecurity	TBC	N300,000
10 – 11 Dec	Renewable Energy Development and Market Strategies	TBC	N400,000	10 – 11 Dec	Transforming the Workplace and Learning Experiences with AR and VR	TBC	N300,000

SECRETARIAL AND PERSONAL ASSISTANTS

PURCHASING AND SUPPLY CHAIN MANAGEMENT

	COURSE TITLE	VENUE	FEE	DATE	COURSE TITLE	VENUE	FEE
12 - 13 Jan	How to Effectively Manage your Boss	TBC	N300,000	12 - 13 Jan	Health Supply Chain Management	TBC	N300,000
14 - 15 Jan	Effective Customer Service Management	TBC	N300,000	14 - 15 Jan	Supply Chain Management in the Oil and Gas Industry	TBC	N300,000
3 – 4 Feb	Professional MS Office Skills	TBC	N300,000	3 – 4 Feb	Integrity in Procurement: Skills & Solutions	TBC	N300,000
10 – 11 Feb	Effective Office Management and Practice	TBC	N300,000	10 – 11 Feb	Procurement Planning & Designing Tenders	TBC	N300,000

3 – 4 Mar	Presentation and Communication Skills	TBC	N300,000	3 – 4 Mar	The Complete Procurement Cycle	TBC	N300,000
10 – 11 Mar	Advanced Professional MS Office Skills	TBC	N300,000	10 – 11 Mar	Procurement of Works & Dispute Avoidance	TBC	N300,000
7 – 8 Apr	Assertiveness skills: a practical approach	TBC	N300,000	7 – 8 Apr	Planning, Procuring & Managing Public-Private Partnerships	TBC	N300,000
14 – 15 Apr	Customer care and telephone skills	TBC	N300,000	14 – 15 Apr	Developing Leaders to Manage Medical Stores	TBC	N300,000
5 – 6 May	Handling the press and media: how to get your story covered	TBC	N300,000	5 – 6 May	Complete Supply Chain Management	TBC	N300,000
12 – 13 May	Managing Stress and Time	TBC	N300,000	12 – 13 May	Essentials of Tendering and Managing Pricing	TBC	N300,000
2 – 3 June	Handling difficult people and situations: essential tools	TBC	N300,000	2 – 3 June	Fundamentals of Procurement	TBC	N300,000
9 – 10 June	International Executive Secretary	TBC	N300,000	9 – 10 June	How to reduce Inventory Levels	TBC	N300,000
7 - 8 July	Information & Documentation Compliance	TBC	N300,000	7 - 8 July	E-Procurement	TBC	N300,000
14 – 15 July	The Tech-Savvy Administrator: Incorporating AI for Efficiency and Innovation	TBC	N300,000	14 – 15 July	Artificial Intelligence (AI) in Procurement and Supply Chain Management	TBC	N300,000
4 – 5 Aug	Administrative Excellence for Secretaries and Administrators	TBC	N300,000	4 – 5 Aug	Managing Tenders, Specifications & Contracts	TBC	N300,000
11 – 12 Aug	Finance and Accounting for Office Administrators & Secretaries	TBC	N300,000	11 – 12 Aug	Managing Vendor Qualification, Performance & Contract Compliance	TBC	N300,000
1 – 2 Sept	Implementation of Modern Record Management through SharePoint and Office 365	TBC	N300,000	1 – 2 Sept	Effective Purchasing and Contract Negotiation Strategies	TBC	N300,000
8 – 9 Sept	Administrative Excellence for Secretaries and Administrators	TBC	N300,000	8 – 9 Sept	Big Data Analytics for Supply Chain Optimization	TBC	N300,000
6 – 7 Oct	How to Effectively Manage your Boss	TBC	N300,000	6 – 7 Oct	Advanced Negotiation Skills	TBC	N300,000
13 – 14 Oct	Effective Customer Service Management	TBC	N300,000	13 – 14 Oct	International Freight Management	TBC	N300,000
3 – 4 Nov	Professional MS Office Skills	TBC	N300,000	3 – 4 Nov	Warehouse & Stores Management	TBC	N300,000
5 – 6 Nov	Effective Office Management and Practice	TBC	N300,000	5 – 6 Nov	Commercial Oil Operations and Logistics	TBC	N300,000
10 – 11 Nov	Presentation and Communication Skills	TBC	N300,000	10 – 11 Nov	Supply Chain Risk Management	TBC	N300,000
12 – 13 Nov	Advanced Professional MS Office Skills	TBC	N300,000	12 – 13 Nov	Sustainable Procurement	TBC	N300,000
17 – 18 Nov	Assertiveness skills: a practical approach	TBC	N300,000	17 – 18 Nov	Data Analysis for Internal Auditing	TBC	N300,000
19 – 20 Nov	Handling the press and media: how to get your story covered	TBC	N300,000	19 – 20 Nov	Implementing Supply Chain Security and C-TPAT Requirements	TBC	N300,000
8 – 9 Dec	Customer care and telephone skills	TBC	N300,000	8 – 9 Dec	Governance, Risk & Compliance (GRC)	TBC	N300,000
10 – 11 Dec	Managing Stress and Time	TBC	N300,000	10 – 11 Dec	Quality Assurance and Management System	TBC	N300,000

15 – 16 Dec	Handling difficult people and situations: essential tools	TBC	N300,000	15 – 16 Dec	Quality Assurance in Practice	TBC	N300,000
17 – 18 Dec		TBC	N300,000	17 – 18 Dec	Business Improvement & Quality Techniques	TBC	N300,000
22 – 23 Dec	International Executive Secretary	TBC	N300,000	22 – 23 Dec	Anti-Corruption and Anti-Bribery	TBC	N300,000