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**CORPORATE EXECUTIVE TRAINING PROGRAMMES
LAGOS 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 Startup and Business Plans	TBC	N350,000	14 -15 Jan	Effective Training Needs Analysis in Corporate HRD	TBC	
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		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	N350,000
14– 15 Jan	Offshore Operations Management	TBC	N400,000	14 – 15 Jan	ICT Productivity Tools and Advanced Excel	TBC	N350,000
3 – 4 Feb	Basic Drilling Technology	TBC	N400,000	3 – 4 Feb	Microsoft Excel an Introduction	TBC	N350,000
10 – 11 Feb	Complete Facilities Management and Projects	TBC	N400,000	10 – 11 Feb	Microsoft Excel Intermediate	TBC	N350,000
3 – 4 Mar	International Petroleum Contracts and Negotiations	TBC	N400,000	3 – 4 Mar	ICT Productivity Tools and Advanced Excel	TBC	N350,000
10 – 11 Mar	Oil Gas Reserves Evaluation	TBC	N400,000	10 – 11 Mar	Developing a Website	TBC	N350,000
7 – 8 Apr	Petroleum Risk and & decision Analysis	TBC	N400,000	7 – 8 Apr	Designing Websites for Mobile Devices	TBC	N350,000
14 – 15 Apr	Formation Damage: Causes, Prevention, and Remediation	TBC	N400,000	14 – 15 Apr	Developing Java Web Applications	TBC	N350,000
5 – 6 May	Production Technology for Other Disciplines	TBC	N400,000	5 – 6 May	Securing Web Applications, Services and Servers	TBC	N350,000
12 – 13 May	Oil Production & Processing Facilities	TBC	N400,000	12 – 13 May	Microsoft Project 2010 Comprehensive Introduction	TBC	N350,000
2 – 3 June	Corrosion Management in Production/ Processing Operations	TBC	N400,000	2 – 3 June	SQL Server 2012 Comprehensive Introduction	TBC	N350,000
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	N350,000
7 - 8 July	Managing Oil and Gas Operation	TBC	N400,000	7 - 8 July	Analysis Big Data with Hive	TBC	N350,000
14 – 15 July	Reliability Centred Management (RCM)	TBC	N400,000	14 – 15 July	Document Control and Record Management	TBC	N350,000
4 – 5 Aug	Corrosion Management in the Oil and Gas Industry	TBC	N400,000	4 – 5 Aug	Financial Modelling And Forecasting Techniques Using Advanced Excel Tools	TBC	N350,000
11 – 12 Aug	Integrated Production Modelling (IPM)	TBC	N400,000	11 – 12 Aug	Introduction to Python Programming	TBC	N350,000
1 – 2 Sept	Managing Security Risk in the Oil and Gas Industry	TBC	N400,000	1 – 2 Sept	Big Data Analytics with Microsoft R	TBC	N350,000
8 – 9 Sept	Integrated Reservoir Modelling	TBC	N400,000	8 – 9 Sept	Artificial Intelligence in Contract and Project Management	TBC	N350,000
6 – 7 Oct	Process Plant Optimization Technology and Continual Improvement	TBC	N400,000	6 – 7 Oct	Hybrid Human-Artificial Intelligence (HHAi)	TBC	N350,000
13 – 14 Oct	Upstream Petroleum Economics, Risk and Fiscal Analysis	TBC	N400,000	13 – 14 Oct	Advanced Data Analysis Techniques	TBC	N350,000
3 – 4 Nov	Well Completion Design	TBC	N400,000	3 – 4 Nov	Power BI: Beginner Data Analysis Techniques	TBC	N350,000
5 – 6 Nov	2D and 3D Seismic Interpretation	TBC	N400,000	5 – 6 Nov	Big Data Analytics for Supply Chain Optimization	TBC	N350,000
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	N350,000
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	N350,000
17 – 18 Nov	Tank Inspection, Repair, Alteration and Reconstruction	TBC	N400,000	17 – 18 Nov	Fintech and Blockchain Masterclass	TBC	N350,000
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	N350,000
8 – 9 Dec	Best Practices in Surface Production Operations Management	TBC	N400,000	8 – 9 Dec	Process Control Cybersecurity	TBC	N350,000
10 – 11 Dec	Renewable Energy Development and Market Strategies	TBC	N400,000	10 – 11 Dec	Power BI for Excel Users	TBC	N350,000

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