2022

TRAINING BROCURE/ CALENDAR

DAWIB ASSOCIATES LIMITED

www.dawibassociates.com

DAWIB Associates is a leading business turnaround, management consulting company, serving clients across Nigeria and Africa at large.

Our team represent a diverse spectrum of professional disciplines from Accounting, Strategy, Information Technology, Marketing and much more.

Over the years, our integrity and proficiency in designing systems to managing people has helped us gain industry reputation for superior performance and quality delivery.

DAWIB Associates has successfully executed and delivered high-impact assignments and projects in diverse sectors and industries within the Nigerian economy.

Our primary goal is to help build the individual's capacity, improve efficiency and operational excellence in organizations while staying committed to meeting and exceeding our clients' expectations.

We carry out our service offerings along these key areas:

1. Corporate Training/Human capital Development
2. Accounting and Financial Management Services
3. Research and market surveyFFICE ADDRESS; ANTHONY LAGOS.
   wwdatamigrateltd@gmail.com
4. Management Consulting
5. Tax Services
6. Information Technology Services (Accounting & office Automation)
7. Payroll Management
8. Financial Advisory Services

For more information on how we may serve you or to know more about our organization, you may call our dedicated help lines: 0706 181 3128

Vision

A world class professional development organization.

Core Values

- Excellence
- Dedication
- Integrity
- Relationship
- Inclusion
- Efficiency

Mission

We engage highly skilled executives with up to date industrial experience, who deliver knowledge and impact skill for individual and organizational sucess.

Course Categories

- ACCOUNTING, FINANCE & BUDGETING
- AUDIT & FINANCE
- TAX PRACTICE & MANAGEMENT TRAINING
- MICROSOFT OFFIFCE SUITES
- DATA MANAGEMENT & BUSINESS INTELLIGENCE
- DIGITAL INNOVATION AND TRANSFORMATION
- LEADERSHIP
- PLANNING AND STRATEGY MANAGEMENT
- SECRETARIAL AND ADMINISTRATIVE
- HUMAN RESOURCES MANAGEMENT
- WAREHOUSE MANAGEMENT
- QUALITY CONTROL
- CONTRACT, PROJECT & PROCUREMENT MANAGEMENT
- HEALTH AND SAFETY
- INTERPERSONAL SKILLS

ACCOUNTING, FINANCE & BUDGETING

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
International Public - Sector Accounting Standards (IPSAS)	5 Days	215,000	10-14		7-11		6-8		4-8		5-9		14-18	
Advanced Financial Modelling	4 Days	215,000	4-7	22-25		5-8	16-19		12-15	16-19	20-23	18-21	15-18	1-4
Financial Modelling for Real Estate Business	4 Days	215,000	18-21		1-4	19-22		14-17		2-5	7-10		7-10	13-16
IFRS: 9,15,16 - Fin Instrument, Revenue and Lease	4 Days	215,000		15-18	15-18	12-15	10-13		12-15	2-5		18-21	8-11	6-9
International Financial and Accounting Operations: 2020 Updates (IFRS)	4 Days	215,000	11-14		15-18	12-15	10-13		12-15	9-12			8-11	6-9
Next Generation Advanced Excel for Business and Financial Reporting	3 Days	107,500	12-14		16-18	20-22	18-20	15-17	5-7	17-19		19-21	16-18	
Financial Analysis, Planning and Control	3 Days	161,000	19-21		16-18	12-14		22-24		24-26		5-7		21-23
Financial Management for Non- Financial Professionals	3 Days	161,000		16-18	2-4	27-29		1-3	5-7		14-16		23-25	
Setting and Controlling Budgets	3 Days	161,000	19-21	2-4		27-29		15-17		3-5		19-21		14-16
Advanced Cash Flow and Working Capital Management	3 Days	161,000	11-13		23-25		4-6		13-15		13-15		16-18	
Advanced Budgeting and Cost Management	3 Days	161,000	26-28	2-4		6-8		8-10		17-19		26-28		14-16
Payroll: Preparation, Analysis and Management	3 Days	161,000	12-14		16-18		11-13		20-22		6-8		9-11	
Financial Modelling	3 Days	161,000	4-6	22-24		20-22		21-23		3-5		19-21		7-9
Financial Management	3 Days	161,000		16-18		26-28			6-8		14-16		23-25	
Advanced Financial Anaylsis	3 Days	161,000	12-14	8-10		6-8	25-27		6-8			5-7	9-11	
Effective Budgeting and Cost Control	3 Days	161,000	17-19		23-25		10-12	28-30		17-19		17-19		20-22
Effective Finance & Accounting Operation: 2020 Best Practices & Updates	3 Days	161,000		23-25		5-7			20-22			12-14		12-14
IFRS: 2020 Updates	3 Days	161,000	12-14	15-17		19-21			27-29			5-7	14-16	
Account Payable: From Accounting to Management	3 Days	161,000		2-4	8-10		25-26		6-8		20-22	18-20		21-23
Gaap Transition to International Finanacial Reporting Standards (IFRS)	3 Days	161,000		21-23			16-18			23-25		26-28		14-16
Account Receivabeles and Credit Policies Management	3 Days	161,000	25-27			27-29		15-17		16-18			28-30	14-16
Effective Budgeting and Operational cost Control Training	3 Days	161,000	12-14		16-18			8-10		3-5		25-27		20-22
Financial Mangement for Projects and Control Training	3 Days	161,000			14-16		18-20		20-22		28-30	4-6		7-9
Spreadsheet Skills for Planning, Forecasting and Budgeting Training	3 Days	161,000		15-17		20-22		28-30		23-25			9-11	
Integrating Budgeting, Forecasting and Business Planning Training	3 Days	161,000	5-7		2-4		17-19				14-16	19-21		7-9
Internal Control - Compliance, Operational and Financial Training	3 Days	161,000	26-28	7-9		6-8		15-17		23-25		4-6		1-3
Inventory and cost Control Management	3 Days	161,000	19-21		28-30		4-6		6-8		6-8		15-17	
Effective cash flow Treasury and Risk Management	3 Days	161,000		15-17	9-11		23-25		12-14		26-28		7-9	20-22
Corporate Financial Planning, Budgeting and Control	3 Days	161,000		2-4					27-29		14-16		23-25	
Financial Accounting, Reporting & Business Support in the Oil & Gas Industry	3 Days	161,000	11-13		14-16		25-27		20-22		12-14		16-18	
Treasury and Risk Management	3 Days	161,000	26-28	15-17		13-15		22-24		9-11		25-27		20-22
Certificate in Financial Management for Oil and Gas Companies	3 Days	161,000				13-15		14-16			21-23		23-25	
International Financial Reporting Standards (IFRS) for Oil & Gas Industry	3 Days	161,000	26-28		2-4		17-19			24-26		26-28		14-16
Financial Strategies - Essential Finance Management Skills	3 Days	161,000		9-11		5-7		8-10		2-4		26-28		14-16
Account Receivables - Planning, Organizing & Achieving Best Practice Training	3 Days	161,000	12-14		29-31		24-26		6-8		7-9		2-4	
Advanced Budgeting Workshop Training	3 Days	161,000		16-18		26-28		22-24	19-21		20-22		15-17	
The Effective Financial Controller - Managing Financial Functions and Improvement	3 Days	161,000	5-7		16-18		10-12		26-28			4-6		
Cost Analysis to Support Strategic Decision Training	3 Days	161,000	26-28		23-25		4-6		6-8		14-16		22-24	

ACCOUNTING, FINANCE & BUDGETING

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing the cash cycle - Account Receivables and Payable Best Practices Training	3 Days	161,000	26-28	2-4		27-29		15-17	5-7		19-21		2-4	
Financial Analysis Modelling and Forecasting	3 Days	161,000	19-21	22-24		19-21		20-22		10-12		11-13		14-16
Understanding Finance to Influence Strategic Decision	2 Days	107,500	12-13	16-17		11-13		23-24		17-19		21-22		
Effective Presentation Skills for Financial Professionals	2 Days	107,500		24-25	24-25	14-15		23-24		24-26		18-19		
Business Accounting and Accounting Skills	2 Days	107,500	27-28				2-3		7-8		15-16		24-25	6-8
Financial Skills, Root Cause Analysis and Problem Solving	2 Days	107,500		3-4		27-28		16-17		10-11		20-21		15-16
Preparing Financial Statement and Annual Report	2 Days	107,500	21-22	10-11				7-8		18-19		27-28		15-16
Fixed Asset Accounting and Management	2 Days	107,500		3-4	17-18	6-7	30-31		13-14			10-11		
Cost Analysis and Control	2 Days	107,500		22-23	24-25		17-18		1-2		1-2	6-7		
Accounting and Finance Policies and Procedures	2 Days	107,500	15-16				5-6	9-10		25-26	20-21		17-18	
Forecasting and Analysing cash Flow	2 Days	107,500	18-19	16-17		28-29		21-22	7-8		13-14		29-30	20-21
Innovative Cost Savings Strategies	2 Days	107,500		8-9	8-9	6-7	19-20		14-15	9-10		6-7		8-9
Inventory Accounting and Costing	2 Days	107,500	11-12			21-22		13-14		17-18		20-21		20-22
Developing, Improving and Monitoring the Internal Control Function Train	2 Days	107,500		23-24	16-17	5-6			20-21		27-28		16-17	
Budgeting, Planning and Management Reporting Training	2 Days	107,500	26-27		22-23		18-19	23-24		24-25	2-1			
Advance Excel Techniques	2 Days	107,500	10-11		15-16		23-24				15-16		24-25	
Effective Presentation Skills for Finance Professionals	2 Days	107,500	27-28				18-19		12-13		8-9		4-5	
Essentials of Corporate Finance	2 Days	107,500	21-22	10-11	17-18	12-13			14-15		15-16	5-6		15-16
Risk Based Internal Auditing Training	2 Days	107,500		3-4	29-30		26-27	8-9		4-5				
Debtor and Working Capital Management Training	2 Days	107,500			30-31			24-25		16-17	1-2		10-11	
Cash Flow Statement Workshop- Preparation and Analysis Training	2 Days	107,500	19-20			21-22				25-26		20-21		8-9
Accounting Decision Making and Financial Communication	2 Days	107,500		24-25	24-25	7-8		23-24			19-20		15-16	14-15
Accounting Policies and Procedures	2 Days	107,500	6-7				5-6		7-8					6-7
Certificate in Advanced Budgeting and Forecasting	3 Days	129,000	20-22				19-21		20-22		22-24		16-18	
Certificate in Advanced Financial Modelling	3 Days	161,250	27-29	23-25	16-18	20-22		22-24		25-27		27-29		28-30
Certificate in Professional Accounting	3 Days	129,000					25-27		28-30		21-23		18-19	
Financial Management Professional	3 Days	139,750		23-25			4-6		7-9	3-5			23-25	
Credit Risk Assessment, Modelling and Management	3 Days	161,250	20-22		9-11	28-30		15-17		18-20		20-22		15-17
Efficient Accounting Operations 2021	3 Days	161,250	27-29		17-19		25-27		28-30		15-17		23-25	
Managing the Collections and Credit Centre Team	3 Days	129,000			24-26		4-6		14-16		22-24		23-25	
Business Intelligence and Analytics for Finance Professionals	3 Days	161,250	12-14		16-18		19-21		21-23		22-24		17-19	14-16
Cooperate Financial Planning, Budgeting and Control	3 Days	161,250	20-22				19-21		20-22		22-24		16-18	15-17
Public Sector Accounting and Budgeting	3 Days	161,250		23-25	28-30	20-22			28-30		14-16		24-26	
Finance and Accounting for Office Administration and Secretary	3 Days	161,250	5-7						28-30		21-23		18-19	29-31
IFRS for Oil and Gas and Petrochemical Sectors	4 Days	215,000	19-22				4-7	8-11		17-20		5-8		1-4
Foreign Exchange, Money Markets and Derivatives	3 Days	129,000		25-27		15-17		22-24		25-27		6-8		22-24

TAX PRACTICES AND MANAGEMENT TRAINING

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
The Essentials of Income Tax and preparations of Income Tax Return(ITR)	4 Days	181,000	11-14				1720	14-17			20-24			13-16
Taxation of Companies and the Intrinsic issues in Tax Management and Administration	4 Days	181,000		2-5		11-14		15-17	12-15	16-19		4-7		6-9
Tax Management for Organizations Course	4 Days	181,000	25-28			18-21	2-5	27-30		8-11		25-28	22-25	27-30
Tax Administation and Redction Techniques Workshop	4 Days	181,000	11-14			5-8	24-27		26-29		1-3			5-9
Book Keeping and Taxations for small and Medium Enterprises	4 Days	181,000	18-21			26-29		22-25			2-4		1-4	6-9
Tax Administartion and Redction Techniques Course	3 Days	161,000		2-4	29-31	27-29		22-24			20-23		15-18	27-29
Navigating Payroll Admin/Accounting and Personal Income Tax Course	3 Days	161,000	25-28				4-6		5-8		1-3		8-11	
Current Issues in Computing Personal Income Tax and PAYE	3 Days	161,000				6-8		22-24	2-2	2-5	14-16	5-7	23-25	14-16
Tax Audit and Investigation: Practical Approach to Resolving Issues	3 Days	161,000	18-20		9-11	27-29			20-22					14-16
Tax Planning: Harnesing Available Incetives	3 Days	161,000	26-28	23-25					27-29		14-16	11-13	15-17	
Principle, Practice and Recent Development in Tax Assessment for Companies in Nigeria	3 Days	161,000	5-7		3-4	27-29		22-24	19-21	3.5	21-23		16-20	28-30
Deferred Tax: Recognition Measurement and Accounting	2 Days	107,500	20-21			14-15		15-16			15-16		17-18	
Managing Employee Related Taxes and Statutory Deductions	2 Days	107,500		3-4		7-8	26-27		7-8	16-17	8-9	26-27	9-10	15-16

MICROSOFT OFFICE SUITES

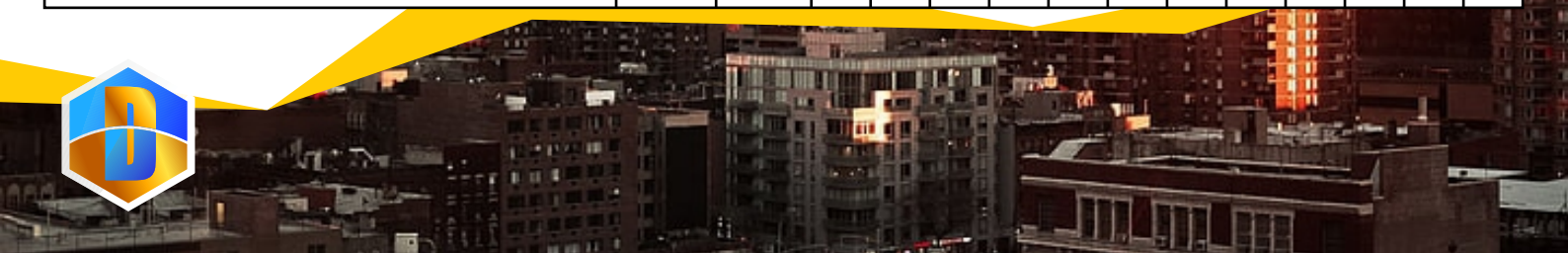
Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Big Data Analysis	3 Days	161,250	19-21		2-3		4-6					6-7		7-9
Ms. Word Basic Approach for Professionals	2 Days	170,000	12-13		15-16		6-7		7-8		15-16		29-30	
Ms. Excel Basic for Business Professionals	2 Days	170,000	13-14		24-25	6-7		9-10		17-18		27-28		12-13
Powerpoint Basic for Business Executives	2 Days	170,000	25-26				12-13			17-18		18-19		27-28
Access Basic Knowledge for Data Base Admin	2 Days	170,000		23-24	16-17	27-28	25-26		20-21		15-16		17-18	
Intermediate and Advanced Ms Word for Business Professionals	2 Days	170,000		8-9			20-21		28-29			6-7	15-16	
Intermediate and Advanced Excel for Business Executives	2 Days	170,000	27-28	17-18	17-18	14-15		2-3		25-26		4-5		15-16
Powerpoint Presentation with Graphics Professional Level	2 Days	170,000	26-27		3-4	28-29		16-17	7-8	4-5	22-23	20-21	28-29	15-16
Mac Office Essentials	2 Days	170,000	11-12	2-3		14-15		29-30		16-17		27-28		14-15
Excel for Mac	2 Days	170,000	12-13	24-25	17-18	7-8	11-12	8-9	14-15		8-9		3-5	
Pivot Table In-depth	2 Days	170,000	24-25		16-17	6-7		27-28		18-19		20-21	16-17	2930
Chart In-depth	2 Days	170,000	26-27		30-31		19-20		2-3		27-28	6-7		22-23
Excel for Business Data Analysis	2 Days	170,000	6-7	17-18		26-27	26-27	1-2	7-8	3-4	26-27		24-25	7-8
In-depth Knowledge of Excel Formulas	2 Days	170,000	26-27		16-17	28-29		16-17		16-17		13-14	1-3	
Macro and Excel Vba	2 Days	170,000		11-12		12-13	5-6		14-15	17-18	7-8	27-28		14-15

PLANNING AND STRATEGY MANAGEMENT

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leading and Managing Breakthrough Innovation	3 Days	161,250		2-4					18-20	10-12	20-22	18-20	29-30	5-7
Certified Organizational Development Professional	3 Days	161,250	25-27			6-8	11-13			29-31				14-16
Competitive Strategies and Value Innovation	3 Days	161,250		23-25	23-25	19-21		22-24	13-15	15-17	13-15	5-7	21-23	6-8
Conducting Successful Business Reviews	3 Days	161,250	12-14	16-18	15-17	12-14		1-3		2-4		7-9		20-22
Crisis Management	3 Days	161,250	5-7				18-20		1-2	2-4		5-7		27-29
Process Management: Mapping and Improvement	3 Days	161,250		15-17	2-4		4-6	28-30		17-19	14-16		16-18	
Shaping the Future: Tools for developing Strategic Foresight	3 Days	161,250	12-14	2-4	16-18	6-8		8-10		3-5		19-21		14-16
Strategic Decision Making in Competitive Environments	3 Days	161,250		23-25	24-25		24-26		6-8	16-18	6-8		9-11	13-15
Business Continuity Management	2 Days	107,500	18-21				11-12	16-17	18-19		26-27	18-19		1-2
Certificate in Key Performance Indicator	2 Days	107,500		24-25	16-17	27-29	25-26	29-30	20-21	25-26		13-14	2-3	15-16
Developing and Implementing the Business Plan	2 Days	107,500	25-26				16-17		28-29			18-19		22-23
EFQM: Journey to Excellence (J2E)	2 Days	129,000	18-19	17-18	16-17	20-22		2-3		30-31	20-21	5-6	16-17	
Planning, Organzing and Control for Optimal Result	2 Days	107,500		3-4			18-19		13-14		6-7		22-23	15-16
Strategic Quality Management	2 Days	107,500		10-11	9-10	14-15		20-21		17-18	19-20	11-12		14-15
Strategic Thinking and Planning	2 Days	107,500	12-13		30-31		26-27		9-10	9-10		20-21	3-4	
Strategic Management in the Public Sector	2 Days	107,500	13-14			7-8		28-29	27-28		22-23			29-30
Successful Planning, Organizing and Control	2 Days	107,500	20-21	24-25			19-20			25-26	27-28	19-20	29-30	
The Balanced Scorecard: Achieving Performance Excellence	2 Days	107,500		17-18		26-27		2-3	7-8	29-30		6-7		14-15
The Certified Business Analyst Professional	2 Days	129,000		3-4	3-4		19-20		19-20		7-8		9-10	
The Certified Strategist: From Planning to Execution	2 Days	129,000	10-11				5-6	16-17	7-8	10-11		18-19	16-17	14-15

SECRETARIAL AND ADMINISTRATIVE

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finance and Accounting for Office Administrators and Secretaries	3 Days	161,000	5-7				18-20		19-21	2-4		5-7		27-29
Advanced Documents and Records Management Compliance	3 Days	161,000		15-17	2-4		4-6	28-30		17-19	14-16		16-18	
Organising and Behavioural Skills for Administrative Professionals Executive Secretaries - Pas	3 Days	161,000	12-14	2-4	16-18	6-8		8-10		3-5		19-21		14-16
Adminstration and Office Management - Best Practices and Best - Practices and Technologies in Secretarial and Administration	3 Days	161,000		23-25	24-25		24-26		6-8	16-18	6-8		9-11	13-15
Competence Development Masterclass for Secretaries and Administrators	2 Days	107,500	18-21				11-12	16-17	18-19		26-27	18-19		1-2
Developing core Skills for Administartor and Secretaries	2 Days	107,500		24-25	16-17	27-29	25-26	29-30	20-21	25-26		13-14	2-3	15-16
Better Memory, Reading, Communication and Thinking Skills	2 Days	107,500	25-26				16-17		28-29			18-19		22-23
Advanced Office Management and Effective Administration Skills	2 Days	107,500	18-19	17-18	16-17	20-22		2-3		30-31	20-21	5-6	16-17	
Information and Documentation Compliance	2 Days	107,500		3-4			18-19		13-14		6-7		22-23	15-16
Efficient Administration Skills Training	2 Days	107,500		10-11	9-10	14-15		20-21		17-18	19-20	11-12		14-15
The Highly Productive and Effective Administrator	2 Days	107,500	12-13		30-31		26-27		9-10	9-10		20-21	3-4	
Office Management and Effective Administration Skills	2 Days	107,500	13-14			7-8		28-29	27-28		22-23			29-30
Communication and Planning Skills for Administrative Professionals	2 Days	107,500	20-21	24-25			19-20			25-26	27-28	19-20	29-30	
Documents & Records Management Compliances in Secretarial & Admin	2 Days	107,500		17-18		26-27		2-3	7-8	29-30		6-7		14-15
E-Library Management Techniques in Secretarial and Administration	2 Days	107,500		3-4	3-4		19-20		19-20		7-8		9-10	
Computer - Based Office Management & Organization in Secretarial Admin	2 Days	129,000	10-11				5-6	16-17	7-8	10-11		18-19	16-17	14-15



CONTRACT, PROJECT AND PROCUREMENT MANAGEMENT

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing Vendor Qualification, Performance and Contract Complaince	3 Days	161,000	26-28	7-9	28-30	6-8		15-17		23-25		4-6		1-3
Effective Purchasing, Supplier Selection and Contract Preparation	3 Days	161,000	19-21		9-11		4-6		6-8		6-8		15-17	
Managing Tenders, Specification and Contracts	3 Days	161,000		15-17			23-25		12-14		2-4		7-9	20-22
International Contracting	3 Days	161,000		2-4	14-16				27-29		14-16		23-25	
Global Sourcing, Selecting Contracts Clauses and Successful Completion	3 Days	161,000	11-13				25-27		20-22		12-14		16-18	
Effective Purchasing, Tendering and Supplier Selection	3 Days	161,000	26-28	15-17		13-15		22-24		9-11		25-27		20-22
Maintenance, Contracting and Outsourcing	3 Days	161,000			2-4	13-15		14-16			21-23		23-25	
Bidding, Evaluation, Negotiating and Contract Award	3 Days	161,000	26-28				17-19			24-26		26-28		14-16
Project Appraisal: Identification, Policy Analysis and Selection	3 Days	161,000		9-1	29-31	5-7		8-10		2-4		26-28		14-16
Effective Purchasing and Contract Negotiation Strategies	3 Days	161,000	12-14				24-26		6-8		7-9		2-4	
Contract Administration: Understanding and Implementing Contractual Obligations	3 Days	161,000		16-18	16-18	26-28		22-24	19-21		20-22		15-17	
Tendering Procedures and Bid Evaluation	3 Days	161,000	5-7		23-25		10-12		26-28			4-6		
The Essentials of Contracting and Contract Negotiation in Project, Procurement and Contracts	3 Days	161,000	26-28				4-6		6-8		14-16		22-24	
Project Cost Estimating, Budgeting & Value Engineering Skills &Training	3 Days	161,000	26-28	2-4		27-29		15-17	5-7		1-3		2-4	
Feasibility Studies: Preparation, Analysis and Evaluation	3 Days	161,000	19-21	22-24	16-17	19-21		20-22		10-12		11-13		14-16
Commercial and Business Contracts: A Practical Guide	2 Days	126,000	25-26				16-17		28-29			18-19		22-23
Contract Risk Management and Compliance	2 Days	107,500	18-19	17-18	16-17	20-22		2-3		30-31	20-21	5-6	16-17	
Managing and Negotiating with Consultants and Contractors	2 Days	107,500		3-4			18-29		13-14		6-7		22-23	15-16
Selecting, Developing and Working with Suppliers	2 Days	107,500		10-11	9-10	14-15		20-21		17-18	19-20	11-12		14-15
Project Appraisal and Risk Management	2 Days	107,500	12-13		30-31		26-27		9-10	9-10		20-21	3-4	
The Effective Buyer	2 Days	107,500	13-14			7-8		28-29	27-28		22-23			29-30
Effective Contract Preparation	2 Days	107,500	20-21	24-25			19-20			25-26	27-28	19-20	29-30	
Service Level Agreements	2 Days	107,500		17-18		26-27		2-3	7-8	29-30		6-7		14-15
Contracts - Reading, Writing and Negotiating	2 Days	107,500		3-4	3-4		19-20		19-20		7-8		9-10	
Negotiating and Dispute Resolutions in Project, Procurement & Contracts	2 Days	107,500	10-11				5-6	16-17	7-8	10-11		18-19	16-17	14-15

INTERPERSONAL SKILLS

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emotional Intelligence: Becoming Better Leaders Through Improved Lifestyle	3 Days	127,500	15-17		24-26		6-8		15-17		23-25			8-10
Advanced Communication Skills	2 Days	107,000	22-23	25-26	16-17	16-17		22-23		25-26		8-9		22-23
Certified Team Player	2 Days	107,000	7-8					23-24	9-10		23-24		16-17	
Creative Thinking and Innovation Techniques	2 Days	107,000		23-24		7-8				3-4		27-28		14-15
Emotional Intelligence Workshop	2 Days	107,000	21-22		9-10	29-30	20-21		21-22		22-23		16-17	15-16
Emotional Intelligence: Strategies for Success	2 Days	107,000	28-29	23-24	17-18			21-22		25-26	14-15		25-26	
High Performing Team	2 Days	107,000	5-6				25-26		29-30			6-7	19-20	30-31
Managerial Decision Making and Problem Solving	2 Days	107,000		24-25		6-7		3-4	8-9	3-4	16-17	26-27		16-17
Win-Win Negotiation Skills	2 Days	107,000		2-3	10-11	28-29	20-21	16-17			21-22		17-18	
Interpersonal Communication Skills	2 Days	107,000	28-29		18-19		25-26		28-29	24-25		27-28		29-30
Leading with Agility and Resilience	2 Days	107,000		3-4				23-24	15-16		23-24	5-6	23-24	
Managing Conflict: Power through Influence	2 Days	107,000	13-14		17-18	21-22			21-22			21-22		15-16
Managing Multiple Tasks, Priorities and Deadlines	2 Days	107,000		2-3	10-11		19-20	17-18		18-19	22-23		16-17	
Negotiating for Success	2 Days	107,000	28-29				26-27	23-24		25-26		28-29		29-30
The power of Positive Attitude	2 Days	107,000	5-6	16-17	10-11	28-29			28-29		21-22		18-19	
The Essentials of Positive Etiquette and Protocol	2 Days	107,000					4-5	3-4		3-4		26-27		16-17
Presentation Design and Delivery	2 Days	107,000	27-28	23-24	17-18		26-27		29-30		15-16		25-26	
Persuation and Influence sing Emotional Intelligence	2 Days	107,000	5-6	16-17		28-29		23-24		25-26		7-9		30-31
Time Management and Stress Control	2 Days	107,000	28-29			7-8	5-6		8-9	3-4	16-17		23-24	16-17

CUSTOMER CARE SERVICES

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Excellence in Customer Services	3 Days	161,250	12-14		16-18	20-22	18-20	15-17	5-7	17-19		19-21	16-18	
Customer Service Management	2 Days	170,000	19-21		2-4	12-14		22-24		24-26		5-7		21-23
The Customer Complaint System: A tool for Customer sevice Improvement	2 Days	170,000		16-18		27-29		1-3	5-7		14-16		23-25	
Customer Profiling Techniques and Procedures	2 Days	170,000	19-21	2-4	23-25	27-29		15-17		3-5		19-21		14-16
Customer Focused Selling Strategies	2 Days	170,000	11-13				4-6		13-15		13-15		16-18	
Client Management Strategies for Retention and Growth	2 Days	170,000	27-28	2-4	16-18	6-8		8-10		17-19		26-28		14-16
Customer Service for the Public Sector	2 Days	170,000	12-14				11-13		20-22		6-8		9-11	
Measuring and Managing Customer Satisfaction: ISO 9001 and Beyond	2 Days	170,000	4-6	22-24		20-22		21-23		3-5		19-21		7-9
Beyond Customer Service	2 Days	170,000		16-18	16-18	26-28			6-8		14-16		23-25	
ILM Endorsed Service Quality and Excellence	2 Days	170,000	19-21			12-14		22-24		24-26		5-7		21-23

AUDIT AND FINANCE

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Audit and IT Fraud Detection	3 Days	129,000	6-8	2-4				22-24		24-26		6-8		28-30
Professional Internal Audit Report Writing	3 Days	91,375		23-25	16-18	6-8		1-3		3-5			24-26	
Value for Money Audit	3 Days	161,250	27-29	23-25	16-17	6-8		2-4			15-17		23-25	
Anti-money Laundering	2 Days	107,500	7-8		10-11	29-30		23-24		25-26		7-8		
Certificate in Advanced Governance, Risk and Compliance (GRC)	2 Days	107,500	28-29				5-6	1-2	8-9		16-17		25-26	14-15
High Impact Internal Audit Leadership	2 Days	107,500		2-3	9-10	29-30			21-22			18-19		15-16
Risk Based Internal Auditing Training	2 Days	107,500		23-24	17-18		26-27	21-22		25-26		28-29		29-30
Modern Accounting and Finance Operations	2 Days	107,500	5-6		10-11		2-5		29-30	25-26		6-7		
Finance Forecasting: Tools and Techniques	2 Days	107,500	28-29		2-4		4-5		8-9		16-17		23-24	
Financial Auditing for Internal Auditors	3 Days	161,250		2-4					18-20	10-12	20-22	18-20	29-30	5-7
Comprehensive course on Internal Control, Compliance and Risk Management	3 Days	161,250	25-27			6-8	11-13			29-31				14-16
Modern Internal Auditing	3 Days	161,250		23-25	23-25	19-21		22-24	13-15	15-17	13-15	5-7	21-23	6-8
Interanal Auditing and Risk Assurance	3 Days	161,250	12-14	16-18	15-17	12-14		1-3		22-24		7-9		20-22
Internal Control, Documentation, Evaluationand Review for Internal Auditors	3 Days	161,250	5-7				18-20		19-21	2-4		5-7		27-29
Forensic Accounting and Auditing Course	3 Days	161,250		15-17	2-4		4-6	28-30		17-19	14-16		16-18	
Internal Control and Fraud Awareness	3 Days	161,250	12-14	2-4	1618	6-8		8-10		3-5		19-21		14-16
Operational Auditing: Influencing Positive Change	3 Days	161,250		23-25			24-26		6-8	16-18	6-8		9-11	13-15
Auditing IT Outsourced Environment	3 Days	161,250		21-23			16-18			23-25		26-28		14-16
Fraud Testing: Integrating Fraud Detection into your Audit Program	3 Days	161,250	25-27		16-18	27-29		15-17		16-18			28-30	14-16
Financial Fraud Investigation Course	3 Days	161,250	12-4		14-16			8-10		3-5		25-27		20-22
Effective Techniques in Auditing the Finance, Treasury and Accounting Functions	3 Days	161,250					18-20		20-2		28-30	4-6		7-9
Project Management Skills for Internal Auditors	3 Days	161,250		15-17		20-22		28-30		23-25			9-11	

HUMAN RESOURCES MANAGEMENT

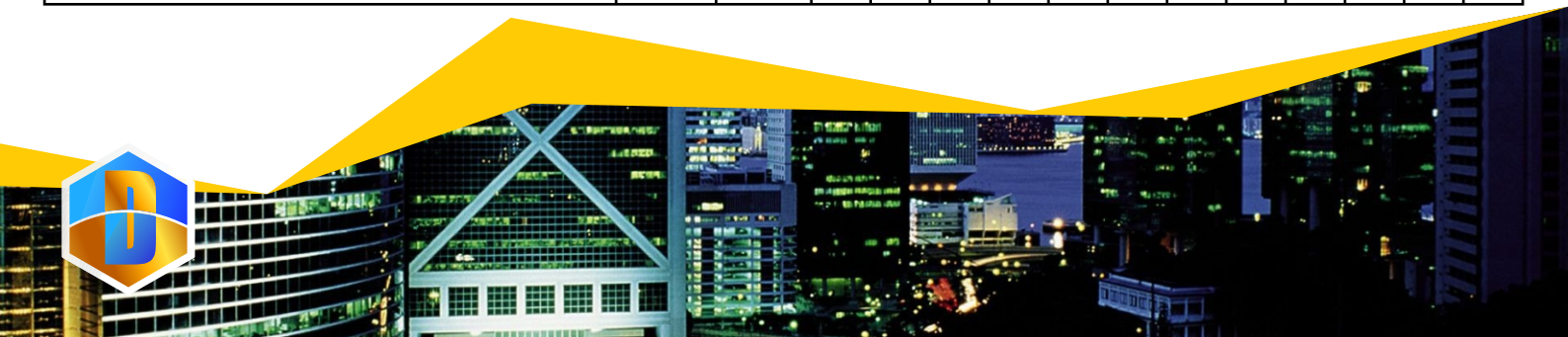
Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HR Processes,Culture and Change Management Programme	3 Days	161,000	19-21	2-4	15-17	6-8		1-3	4-6	24-26	14-16	5-7	16-18	26-28
Human Resources Development and Personal Management	3 Days	161,000	3-5			12-14		15-17	5-7	22-24	5-7	3-5	16-18	
Train the Trainer	3 Days	161,000		1-3	2-4		18-20	14-16	6-8	1-3	12-14	5-7		6-8
Job Evaluation and Analysis; Understanding Reward Management	3 Days	161,000	5-7			26-28		6-8	12-14	3-5	13-15			14-16
Manpower Organisation, Succession Planning and Trend Analyst	3 Days	161,000	10-12	9-10			18-20	22-24	13-15	9-11	14-16	12-14	14-16	
Advanced Selection, Interviewing and Recruitment Skills	3 Days	161,000	11-13		1-3	12-14		7-9		16-18	21-23	10-12	22-24	19-21
Employee Relations; Motivation, Grievances and Discipline	3 Days	161,000		7-9		20-22	10-12	29-30		17-19	27-29		23-25	20-22
Essential HR Practices for Managers, Team Leads and Supervisors	3 Days	161,000	10-12		14-16	19-21	11-13	29-30				11-13	15-17	6-8
Compensation & Benefit Administrator in Human Resources Management	3 Days	161,000		1-3	15-17		9-11	1-3	18-20			18-20	1-3	7-9
The Business of HR in Human Resources Management	3 Days	161,000	17-19		16-18	25-27	17-19	15-17	19-21	15-17	6-8	17-19	2-4	5-7
Performance Management: Setting Objectives, and KPI's Management	2 Days	107,000		8-9		19-20	5-6	1-2	5-6	2-3	27-28	24-25	16-17	1-2
Linking Training to Organizational Goals	2 Days	107,000		7-8			9-10	16-17	6-7	4-6	8-9	27-28	10-11	7-8
Professional Job Analyst	2 Days	107,000	10-11		14-15		12-13	21-22	13-14	15-16	1-2	3-4	22-23	15-16
Workforce Planning and Budgeting	2 Days	107,000		1-3		6-7	11-12	22-23	21-22			6-7	21-22	19-20
Basics of Human Resources Management	2 Days	107,000	4-5		16-17		23-24			16-17	8-9	12-13	28-29	12-13
Strategic Workforce Planning Masterclass	2 Days	107,000		16-17		5-6	26-27	15-16			5-6	19-20	23-24	15-16
The art of Human Resources Management: Creating and Developing an Effective Personal Function	2 Days	107,000			21-22				20-21	22-23	6-7	4-5	29-30	
Essential Facilitation Skills and the Psychology of groups	2 Days	107,000	12-13		9-10	6-7			25-26		21-22	18-19	7-8	22-23
HR Leadership - Competencies for Exceptionary Performance	2 Days	107,000		9-10	3-4		25-26	21-22	19-20	18-19	27-28	25-26		29-30
Designing and Implementing a Performance Management System	2 Days	107,000			21-22	21-22	30-31	23-24	14-15	1-2		19-20	17-18	26-27
Writing HR Policies and Procedures Training	2 Days	107,000	19-20		17-18	25-26	16-17	20-21	4-5	4-5		27-28		12-13
Strategic Talent Management	2 Days	107,000		16-17	23-24	27-28	19-20		5-6		26-27			
Employees Relations - Roles and Responsibilities	2 Days	107,500	20-21		17-18	26-27		6-7		9-10	12-13		16-17	
Identifying Training Needs and Evaluating Training	2 Days	107,000	19-20			22-23		7-8	26-27	2-3	8-9	12-13		
Job Description Writing Workshop in Human Resources Management	2 Days	107,000		17-18			12-13	9-10	20-21	4-5	6-7		9-10	7-8
Measuring & Maximising Training ROI in Human Resources Management	2 Days	107,000			30-31			8-9		17-18	12-13	10-11	3-4	22-23
Knowledge Management - How to create and Effective Learning Organization in Human Resources Management	2 Days	107,000	27-28	15-16	28-29	20-21	9-10		27-28	18-19	14-15	20-21	1-2	13-14
HR Metrics and Analytics in Human Resources Management	2 Days	107,000	27-28		24-25			22-23	28-29	25-26		4-5		
Competency - Based Management in Human Resources Management	2 Days	107,000				11-12		27-28	25-26	30-31	15-16	6-7	24-25	24-25
Competencies - Design, Development and Implementation in Human Resources Management	2 Days	107,000	19-20		17-18		19-20	21-22				4-5	17-18	
Human Resources KPI's - Benchmarking HR Performance	2 Days	107,000		22-23	21-22	12-13	17-18			29-30			15-16	26-27
Performance Management - Setting Objectives and Conducting Appraisals in Human Resources Management	2 Days	107,000		24-25	30-31	6-7	16-17	23-24	26-27	23-24	13-14	19-20	21-22	5-6

DATA MANAGEMENT & BUSINESS INTELLIGENCE

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Big Data and Artificial Intelligence Principles and Practices	5 Days	215,000	3-7	21-25	1418	4-8			4-8	1-5	5-9	3-7		5-9
Business Intelligence: Data Analysis and Reporting Techniques	5 Days	215,000	10-14				9-13	6-10	11-15	8-12	12-16	17-21	7-11	12-16
Certificate in Big Data and Data Analytics	5 Days	215,000	17-21	7-11	14-18	17-21	2-6	13-17	18-22	15-19	19-23		14-18	
Certificate in Data Science	5 Days	215,000	24-28		21-25	24-28	23-27	20-24	25-29			10-14	21-25	19-23
Data Governance, Protection and compliance Management	5 Days	215,000	17-21	14-18	7-11	25-29				22-26	26-30	24-28		5-9
Digital Transformation Masterclass	5 Days	215,000	3-7	21-25			16-20	13-17	11-15		12-16	17-21	14-18	19-23
Digitization and File Management	5 Days	215,000	10-14		7-11				18-22	8-12				
Big Data for Maintenance Strategies	4 Days	193,500	4-7	1-4	1-4	12-15	23-26	21-24	4-7	2-5	6-9	4-7	14-17	6-9
Document Control and Records Management	4 Days	193,500	17-20	1-4	22-25	26-29	9-12	6-9	19-22	16-19	20-23	17-20	1-4	20-23
Artificial Intelligence (AI) Principles and Practices	3 Days	161,250	17-19	2-4	2-4	4-6	3-5	1-3	4-6		5-7	4-6	1-3	
Big data Principles and Practices	3 Days	161,250	12-14	8-10	9-11		9-11	7-9	5-7	1-3	7-9	12-14	8-10	5-7
Blockchain Masterclass	3 Days	161,250	5-7	14-16	22-24	11-13	23-25	13-15	8-10	8-10	12-14			12-14
Machine Learning and Predcitive Models	5 Days	215,000	3-7	7-11		18-22	2-6	6-10	4-8	1-5	5-9	17-21	7-11	12-16
Cloud Management and Security: Principles and best Practices	4 Days	193,500	17-20	1-4	21-25	26-29	23-27	19-22		16-19	20-23	4-7	1-4	20-23

WAREHOUSE MANAGEMENT

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing Vendor Qualification, Performance and Contract Complainces	3 Days	161,000		1-3	2-4		18-20	14-16	6-8	1-3	12-14	5-7		6-8
Advanced Logistics and Material Management	3 Days	161,000	5-7			26-28		6-8	12-14	3-5	13-15			14-16
Improving Supply Chain Management, Transportation, Inventory and Admin	3 Days	161,000	10-12	9-10			18-20	22-24	13-15	9-11	14-16	12-14	14-16	
Global Procurement & Supply chain Management for the oil & Gas Industry	3 Days	161,000	11-13		1-3	12-14		7-9		16-18	21-23	10-12	22-24	19-21
Warehouse and Stores Management	3 Days	161,000		7-9		20-22	10-12	29-30	21-22	17-19	27-29		23-25	20-22
Excellence In Warehouse and Inventory	3 Days	161,000	10-12		14-16	19-21	11-13	29-30				11-13	15-17	6-8
Best Practices for Managing and Improving Warehouse, Inventory and Stocked Control Operations	3 Days	161,000		1-3	15-17		9-11	1-3	18-20			18-20	1-3	7-9
Effective Tendering, Bidding Strategies and Evaluation	3 Days	161,000	17-19		16-18	25-27	17-19	15-17	19-21	15-17	6-8	17-19	2-4	5-7
Advanced Techniques for Managing and Improving Warehouse Inventory, Stock Control, Spares, Export and Import Logistics	3 Days	161,000		8-9		19-20	5-6	1-2	5-6	2-3	27-28	24-25	16-17	1-2
Bidding, Evaluation, Negotiation and Contract Award	2 Days	107,000		7-8			9-10	16-17	6-7	4-6	8-9	27-28	10-11	7-8
Effective Purchasing and Contract Negotiation Strategies	2 Days	107,000	10-11		14-15		12-13	21-22	13-14	15-16	1-2	3-4	22-23	15-16
Consultancy and Services Procurement Management	2 Days	107,000		1-3		6-7	11-12	22-23	21-22			6-7	21-22	19-20
Managing Tenders, Specifications and Contracts	2 Days	107,000	4-5		16-17		23-24			16-17	8-9	12-13	28-29	12-13
Inventory and Stock Control Management	2 Days	107,000		16-17		5-6	26-27	15-16			5-6	19-20	23-24	15-16
Procurement Best Practices	2 Days	107,000			21-22				20-21	22-23	6-7	4-5	29-30	
Procurement and Supply Chain Management Best Practices	2 Days	107,000	12-13		9-10	6-7			25-26		21-22	18-19	7-8	22-23
Logistics and Supply Chain Management	2 Days	107,000		9-10	3-4		25-26	21-22	19-20	18-19	27-28	25-26		29-30
Advanced Tendering Procedures and Bid Evaluation	2 Days	107,000			21-22	21-22	30-31	23-24	14-15	1-2		19-20	17-18	26-27
Warehouse Operations and Management	2 Days	107,000	19-21	2-4	15-17	6-8		1-3	4-6	24-26	14-16	5-7	16-18	26-28



LEADERSHIP

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strategic Planning and Goal Setting	3 Days	161,000	3-5	1-3	15-17	4-6	2-4	7-9	4-6	1-3	20-22	11-13	2-4	
Strategic Thinking and Business Planning	3 Days	161,000	11-13	8-10		13-15	4-6	14-16		2-4	19-21		22-24	13-15
Next Generation Leadership	3 Days	161,000	17-19	7-9	7-9	19-21	16-18	21-23	11-13	8-10		19-21	21-23	12-14
Strategic Building and Sustaining Competitive Advantages	3 Days	161,000	24-26		8-10		4-6		18-20		14-16	18-20		19-21
Motivating, Coaching, Counselling and Mentoring	3 Days	161,000		15-17	2-4	18-20		13-15	19-21	15-17	12-14		14-16	27-29
The Management and Development and Development Programme	3 Days	161,000	19-19	21-23	15-17	6-8	17-19	6-8	13-15	17-19	5-7	17-19	22-24	7-9
Leading and Managing Change	2 Days	107,000	3-4		2-3	4-5	2-3	6-7	4-5	1-2		11-12	2-3	1-2
Building Skills for Working in Team	2 Days	107,000	6-7	21-22	8-9		5-6	8-9	7-8	3-4		19-20	22-23	5-6
Achieving Leadership Excellence	2 Days	107,000	10-11	10-11		11-12	18-19				1-2			7-8
Mastering People Management and Team Leadership	2 Days	107,000	18-19		14-15		16-17	13-14	6-7	16-17	20-21	17-18	15-16	
Leading High Performing Team	2 Days	107,000	19-20	3-4		21-22	2-3	14-15	12-13	18-19	12-13	10-11	17-18	1-2
Building Personal Leadership Skills	2 Days	107,000	24-25		17-18			12-13			19-20	12-13		8-9
The Competent Manager	2 Days	107,000	18-19	17-18		18-19	17-18	21-22	14-15	15-16			24-25	
Competency Development for Supervisory Excellence In the Oil, Gas and Petrochemicals Indusrty	2 Days	107,000		7-8		25-26	19-20	19-20		8-9	20-21	24-25	29-30	13-14
Advanced Emotional Intelligence	2 Days	107,500			24-25		30-31		21-22	10-11	22-23	19-20	16-17	20-21
Benchmarking: Comparing your Performance with the Best	2 Days	107,500	17-18	10-11		28-29		18-19	19-20	2-3	5-6	20-21	14-15	5-6
Achieved Success Through Goal Setting and Planning	2 Days	107,500	24-25		22-23		4-5	26-27		16-17	7-8			
Building Care Team Competencies	2 Days	107,500			24-25	5-6	11-12		18-19			17-18		28-29
Risk Management, Control and Compliances	2 Days	107,500	10-11	24-25				13-14		18-19	6-7		28-29	
Leadership Skills and Team Development for Technical Professionals	2 Days	107,500	11-12		23-24	7-8	17-18	5-6		23-24	12-13		16-17	
Leading with Emotional Intelligence	2 Days	107,500	13-14	15-16	21-22		16-17		25-26	25-26	26-27	24-25	21-22	19-20
Business Improvement and Quality Techniques	2 Days	107,500	20-21			21-22		7-8		11-12		27-28	9-10	5-6
Strategy and Strategic Planning	2 Days	107,500		16-17	15-16				27-28		22-23			12-13
Leadership Development	2 Days	107,500	26-27				18-19	5-6	28-29	16-17	26-27	25-26	7-8	
Strategic Thinking, Analysis and Planning	2 Days	107,500		24-25	14-16	21-22	16-17	14-15	26-27	22-23	12-13	19-20	14-15	15-16

QUALITY CONTROL

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Risk Assessment: Method Statement and Quality Plan	3 Days	161,000	11-13	8-10		13-15	4-6	14-16		2-4	19-21		22-24	13-15
Business System Analysis: Discovering, Analysing, Modelling and Satisfying user Requirements	3 Days	161,000	17-19	7-9	7-9	19-21	16-18	21-23	11-13	8-10		19-21	21-23	12-14
Leading and Managing change: Best Practices in Change Management Processes and Communication	3 Days	161,000	24-26		8-10		4-6		18-20		14-16	18-20		19-21
Lean six Sigma Green belt Program: Full Program Version Assuming no Prior Knowledge	3 Days	161,000		15-17	2-4	18-20		13-15	19-21	15-17	12-14		14-16	27-29
Quality Assurance and Management System: Concept for Quality Management, Implementation and Audit	3 Days	161,000	17-19	21-23	15-17	6-8	17-19	6-8	13-15	17-19	5-7	17-19	22-24	7-9
Strategic Planning using Balanced Scorecard: Turning Strategy into Reality	2 Days	107,000	3-4		2-3	4-5	2-3	6-7	4-5	1-2		11-12	2-3	1-2
Essential of Balanced Scorecard	2 Days	107,000	6-7	21-22	8-9		5-6	8-9	7-8	3-4		19-20	22-23	5-6
Improving Operation Performance and Productivity	2 Days	107,000	10-11	10-11		11-12	18-19				1-2			7-8
Measuring and Managing Customer Satisfaction	2 Days	107,000	18-19		14-15		16-17	13-14	6-7	16-17	20-21	17-18	15-16	
Priority Management: Optimizing Time, Workflow and Productivity	2 Days	107,000	19-20	3-4		21-22	2-3	14-15	12-13	18-19	12-13	10-11	17-18	1-2
Quality Assurance and Control	2 Days	107,000	24-25		17-18			12-13			19-20	12-13		8-9
Benchmarking: Comparing your Performance with the Best	2 Days	107,000	18-19	17-18		18-19	17-18	21-22	14-15	15-16			24-25	
Construction Quality Control on the site	2 Days	107,000		7-8	16-17	25-26	19-20	19-20		8-9	20-21	24-25	29-30	13-14
Operational Excellence: Managing Performance	2 Days	107,500			24-25		30-31		21-22	10-11	22-23	19-20	16-17	20-21
Quality Assurance in Practice: Implementation of ISO 9001 & Assessment	2 Days	107,500	17-18	10-11		28-29			19-20	2-3	5-6	20-21	14-15	5-6
Information and Documentation Compliance	2 Days	107,500	24-25		22-23		4-5	26-27		16-17	7-8			
Advanced Accident Investigating and Reporting	2 Days	107,500			24-25	5-6	11-12		18-19			17-18		28-29
Simplification of Work Processes and Procedures	2 Days	107,500	10-11	24-25				13-14		18-19	6-7		28-29	
ASQ Introduction to Quality Engineering	2 Days	107,500	11-12		23-24	7-8	17-18	5-6		23-24	12-13	19-20	16-17	
Improving Productivity through Quality, and Cost Reduction	2 Days	107,500	13-14	15-16	21-22		16-17		25-26	25-26	26-27	24-25	21-22	19-20
Strategic Quality Management Training	2 Days	107,500	20-21			21-22		7-8		11-12		27-28	9-10	5-6
Total Quality Management: Tool Box for Continual Improvement	2 Days	107,500		16-17	15-16				27-28		22-23			12-13
Process Management - Mapping and Improvement	2 Days	107,500	26-27				18-19	5-6	28-29	16-17	26-27	25-26	7-8	
Understanding and Implementing Six Sigma	2 Days	107,500		24-25	14-16	21-22	16-17	14-15	26-27	22-23	12-13	19-20	14-15	15-16

INTERPERSONAL SKILLS

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emotional Intelligence: Becoming Better Leaders Through Improved Lifestyle	3 Days	161,000	12-13		9-10	6-7			25-26		18-19	7-8	7-8	22-23
Advanced Communication Skills	2 Days	107,500		9-10	3-4		25-26	21-22		18-19	27-28	25-26		29-30
Certified Team Player	2 Days	107,500			21-22	21-22	30-31	23-24		1-2		19-20	17-18	26-27
Creative Thinking and Innovation Techniques	2 Days	107,500	19-20		17-18	25-26	16-17	20-21	4-5	4-5		27-28		12-13
Emotional Intelligence Workshop	2 Days	107,500		16-17	23-24	27-28	19-20		5-6		26-27			
Emotional Intelligence: Strategies for Success	2 Days	107,500	20-21		17-18	26-27		6-7		9-10	12-13		16-17	
High Performing Team	2 Days	107,500	19-20					7-8	26-27	2-3	8-9	12-13		
Managerial Decision Making and Problem Solving	2 Days	107,500	19-20	7-11	14-18	18-22	2-6	13-17	18-22	15-19	19-23		14-18	
Win-Win Negotiation Skills	2 Days	107,500	24-28		21-25	11-15	23-27	20-24	25-29			10-14	21-25	19-23
Interpersonal Communication Skills	2 Days	107,500	17-21	14-18	7-11	25-29				22-26	26-30	24-28		5-9
Leading with Agility and Resilience	2 Days	107,500	3-7	21-25			16-20	13-17	11-15		12-16	17-21	14-18	19-23
Managing Conflict: Power through Influence	2 Days	107,500	10-14		7-11	22-23			18-22	8-12				
Managing Multiple Tasks, Priorities and Deadlines	2 Days	107,500	3-7	21-25		21-22	16-20	13-17	11-15		12-16	17-21	14-18	19-23
Negotiating for Success	2 Days	107,500	10-14		7-11				18-22	8-12				
The power of Positive Attitude	2 Days	107,500	4-7	1-4	1-4	12-15	23-26	21-24	4-7	2-5	6-9	4-7	14-17	6-9
The Essentials of Positive Etiquette and Protocol	2 Days	107,500	17-20	1-4	22-25	26-29	9-12	6-9	19-22	16-19	20-21	17-20	1-4	20-23
Presentation Design and Delivery	2 Days	107,500	17-19	2-4	2-4	4-6	3-5	1-3	4-6		5-7	4-6	1-3	
Persuation and Influence sing Emotional Intelligence	2 Days	107,500	12-14	8-10	9-11		9-11	7-9	5-7	1-3	7-9	12-14	8-10	5-7
Time Management and Stress Control	2 Days	91,363	5-7	14-16	22-24	11-13	23-25	13-15	18-20	8-10	12-14			12-14

PUBLIC SECTOR TRAINING

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Corporate Governance & Risk Management For State & Public Sector Organisations	5 Days	185,500	10-14	7-11	1-5	4-8	2-6		4-8		5-9		1-5	
Performance Measurement In Government	5 Days	175,500	17-21	14-18	7-11	11-15	9-13		11-15		12-16		7-11	5-9
Strategic Public Affairs And Government Relations Programme	5 Days	185,500	24-28	21-25	14-18	18-22	16-20	6-10	18-22	1-5	19-23	3-7	14-18	12-16
Project Appraisal: Identification, Policy Analysis & Selection	5 Days	185,500	10-14		21-25	25-29	2-6	13-17	25-29	8-12	26-30	10-14	21-25	19-23
Project Policy & Financial Appraisal	5 Days	175,500	17-21	7-11	28-1		9-13	20-24		15-19		17-21		
Project Appraisal: Financial And Economic Factors	5 Days	185,500	24-28	14-18			16-20			22-26	5-9	24-28	1-5	5-9
Masterclass In Corporate Affairs And Governance	5 Days	185,500	10-14			18-22	23-27		4-8		12-16		7-11	12-16
Strategic Leadership In Government	5 Days	175,500	17-21	14-18	14-18	25-29		6-10	11-15	8-12	19-23		14-18	19-23
Strategic Media Planning	5 Days	185,500	24-28			18-22		13-17	18-22	15-19	26-30	17-21	21-25	
The Strategic Public Manager	5 Days	175,500	10-14	7-11	28-1	25-29	2-6	20-24	25-29			24-28		
The Complete Course On How To Supervise Public Sector	5 Days	185,500	17-21		14-18		9-13			22-26	12-16			
Internal Controls Guidelines for Public Sector Auditors	5 Days	185,500	24-28	21-25			16-20	13-17	18-22					
Intensive International Public Sector Accounting Standards (IPSAS) Training	5 Days	175,500	10-14			18-22	23-27	20-24	18-22	1-5			2-5	5-8
The Procurement Act: Provisions, Implementation and Challenges	4 Days	161,000	11-14	7-10	1-4	4-7			4-7		5-8		8-11	12-15
Introduction to Public Procurement and Supply Chain Management	4 Days	175,500	18-21	14-17	7-10	11-14	2-5		11-14	1-4	12-15	4-7	15-18	19-22
Advanced Financial Management in the Public Sector	4 Days	175,500	25-28	21-24	14-17	18-21	9-12	6-9	18-21	8-11	19-22	11-14	22-25	
Advanced Accrual-based IPSAS	4 Days	175,500	10-13			25-28	16-19	13-16	25-28	15-18	26-29	18-21		
Public Relations Techniques and Communication Skills	4 Days	161,000	17-20	14-17		5-8	23-26	20-23		22-25		25-28		6-9
Advanced Financial Management in the Public Sector - Planning, Implementation, Reporting and Analyses	4 Days	175,500	24-27		21-24	12-15	2-5		4-7		6-9		1-4	13-16
Work Ethics, Attitudes and Productivity Enhancement Program for Public Sector Officers	4 Days	175,500	11-14	14-17	28-31		9-12	7-10	11-14		13-16		7-10	20-23
International Public Sector Accounting Standards (IPSAS) For Managers, Directors and Stakeholders	4 Days	185,000	18-21	21-24		19-22	16-19	14-17	18-21	1-4	20-23	3-6	14-17	
Financial Analysis, Modelling and Forecasting in the Public Sector	4 Days	185,000	25-28			26-29	23-26	21-24	25-28	8-11	27-30	10-13	21-24	6-9
Critical Thinking and Problem Solving for Public Service Leaders	4 Days	161,500	10-13	7-10	21-24		3-6			15-18		17-20		13-16
Data Governance, Protection and Compliance Management for Public sector officers	4 Days	175,500	17-20	14-17	28-31	4-7	10-13	7-10	5-8	22-25		24-27	15-18	20-23
Document Control & Records Management for public sector administrators	4 Days	175,500	24-27	14-17	2-5	11-14	17-20	14-17	12-15		5-8		22-25	5-8
Public sector Data Analysis and Reporting Techniques	4 Days	175,500	25-28		8-11	18-21		21-24	19-22	2-5	12-15	4-7		12-15
Digitization and File Management for public sector managers	4 Days	185,000	10-13	14-17	15-18	25-28			26-29	9-12	19-22	11-14		19-22
Public sector Applied Data Analysis Masterclass	4 Days	185,000	17-20	21-24	22-25		24-27			16-19	26-29	18-21	1-4	
Big Data Fundamentals	4 Days	161,500	10-13		29-2	26-29				23-26		25-28	7-10	

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