dawibassociates.com

2019

TRAINING BROCHURE / CALENDAR

DAWIB ASSOCIATES LIMITED

davibassociates.com

We are
ICAN, CMD & PMP
CERTIFIED TRAINERS.

OUR CUSTOMERS ARE THE BEST PERFORMERS!

WHO WE ARE?

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 Nigeria 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 four key areas:

1. Business Advisory
2. Research and Development
3. Talent Management
4. Learning and Capacity Building

For more information on how we may serve you or to know more about our organization you may call our dedicated help lines:07061813128.

Core Values

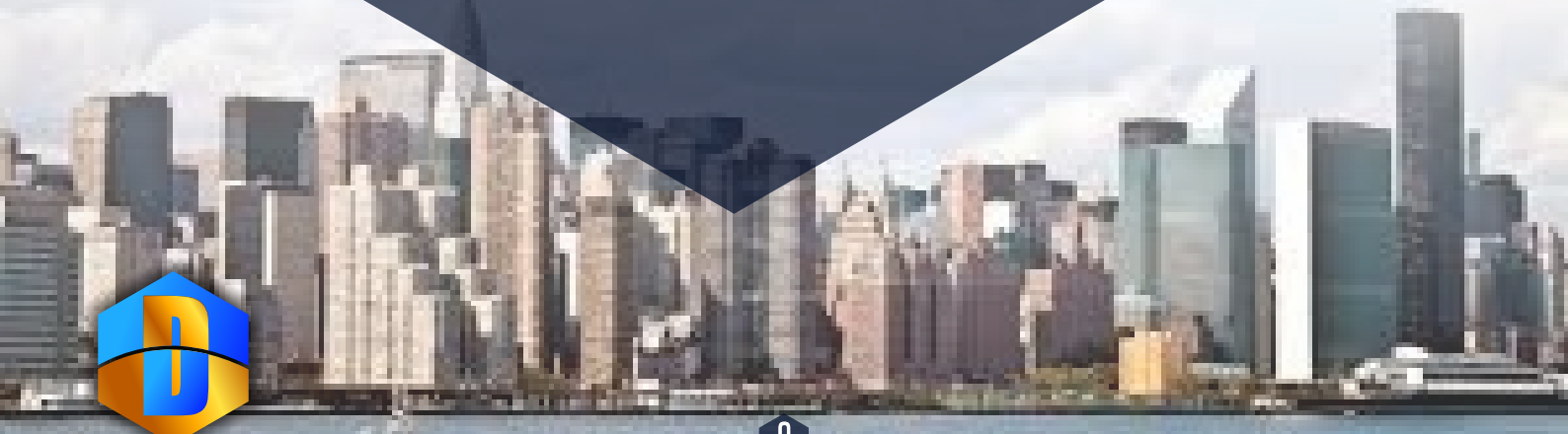
- Excellence
- Dedication
- Integrity
- Relationship
- Inclusion
- Efficiency

Vision

A world class professional development organization.

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

MICROSOFT OFFICE SUITS

AUDITING & GOVERNANCE, RISK & COMPLIANCE

QUALITY CONTROL COURSES

LEADERSHIP

CONTRACTS, PROJECT & PROCUREMENT MANAGEMENT

INTERPERSONAL SKILLS & SELF DEVELOPMENT

SALES & MARKETING

HUMAN RESOURCES

WAREHOUSE MANAGEMENT

SECRETARIAL & ADMINISTRATIVE

HEALTH & SAFETY

PLANNING & STRATEGY MANAGEMENT

Accounting, Finance & Budgeting

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Next Generation Advanced Excel For Business And Financial Reporting	2 Days	50,000	8-9 25-26	15-16 26-27	19-20	5-6	7-8	7-8	2-3	9-10		18-19	19-20	6-7
Understanding Finance To Influence Strategic Decision	2 Days	75,000		5-6			8-9		5-6		5-6		14-15	
Financial Analysis, Planning And Control	3 Days	120,000	15-17		5-7			4-6	18-20			3-5		10-12
Financial Management For Non-financial Professionals.	3 Days	120,000		5-7		4-6	21-23			1-3		8-10		
Effective Presentation Skills For Finance Professionals	2 Days	75,000		8-6			15-16		5-6		19-20		12-13	
Setting And Controlling Budgets	3 Days	85,000		12-14		12-14	14-16			6-8		15-17		13-14
Advanced Cash Flow And Working Capital Management	3 Days	100,000	16-18		7-9			13-15		15-17			6-8	
Business Financial And Accounting Skills	2 Days	85,000		19-0			7-8			2-3		23-24		24-25
Financial Risks, Root Cause Analysis And Problem Solving	2 Days	85,000	11-12			9-10			16-17		5-6		15-16	
Advanced Budgeting And Cost Management	3 Days	100,000			21-23		7-9	14-16		13-15		15-17		17-19
Payroll: Preparation, Analysis And Management	3 Days	100,000	17-19	12-14		16-18	23-25	11-13	18-20		3-5		7-9	
Preparing Financial Statement And The Annual Report	2 Days	85,000		15-16		12-13	17-18	14-15	9-10		13-14	23-24		12-13
Fixed Assets Accounting And Management	2 Days	85,000			12-13		14-15		30-31	14-15		18-19		13-14
Financial Modelling	3 Days	100,000	29-31	7-9	5-7		2-4	4-6	25-27	20-22		3-5	8-9	
Financial Management	4 Days	120,000		13-15		25-27		20-22			12-14		20-22	
Cost Analysis And Control	2 Days	75,000		12-13		19-20	1-3			23-24		16-17	28-29	
Advanced Financial Analysis	3 Days	120,000	24-26	19-21	14-16		23-25	18-20		6-8	5-7	24-26		13-15
Accounting And Finance Policies And Procedures	2 Days	85,000	11-12			25-26						13-14		6-7
Effective Budgeting And Cost Control	4 Days	100,000		21-23	19-21		21-23	13-15	23-25			8-10		
Effective Finance And Accounting Operations: 2018 Best Practices And Updates	3 Days	100,000	29-31	19-21		9-11				8-10		17-19		4-6
Forecasting And Analysing Cash Flow	2 Days	85,000		20-21						8-9			22-23	
IFRS: 2018 Updates	3 Days	100,000		19-21		14-16		11-13		18-20		6-8		
Innovative Cost Saving Strategies	2 Days	75,000		26-27				12-13		21-22				10-11
International Financial Reporting Standards And 2018 Updates (IFRS)	4 Days	150,000				24-28			10-14				5-8	10-13
Accounts Payable: From Accounting To Management	3 Days	100,000	25-27	20-22		10-12				1-3		18-20		
International Public-sector Accounting Standards(IPSAS)	4 Days	150,000		19-22		24-27		26-29		7-11			7-9	
Gaap Transition To International Financial Reporting Standards (IFRS)	3 Days	120,000	15-17		26-28			15-17				16-18		12-14
Account Receivable And Credit Policies Management	3 Days	90,000	18-20		28-30		29-31			20-22			14-16	
Inventing Accounting And Costing	2 Days	75,000		8-9		17-18		25-26		15-16		22-23		6-7
Effective Budgeting And Operational Cost Control Training	3 Days	100,000	23-25		13-14	4-6				15-17			9-11	
Financial Management For Projects And Control Training	3 Days	100,000		26-28			1-3			29-31	26-28		28-30	

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Spreadsheet Skills For Planning, Forecasting And Budgeting Training.	3 Days	85,000			14-16					16-18	19-21			
Developing, Improving And Monitoring The Internal And A Function Training.	2 Days	75,000						3-4					7-8	
Budgeting, Planning And Management Reporting Training.	2 Days	75,000			28-29				4-5		14-15		26-27	
Integrating Budgeting, Forecasting And Business Planning Training.	3 Days	100,000			18-20		1-3			7-9		15-17		
Internal Control - Compliance, Operational And Financial Training	3 Days	100,000		26-28		23-25			4-6		5-7			
Advanced Excel Techniques	2 Days	50,000	16-17	15-16	15-16	23-24	10-11	4-5	12-13		10-11		28-29	
Inventory & Stock Control Management	3 Days	100,000	18-20			3-4			3-4			9-10		5-
Effective Cash Flow Treasury And Risk Management	3 Days	100,000		26-28			2-4		9-11	8-10			5-7	
Corporate Financial Planning,budgeting & Control	3 Days	100,000			21-23			25-27		22-24	17-19			6-8
Financial Accounting, Reporting & Business Support In The Oil And Gas Industry	3 Days	100,000		12-14		2-4					5-7		26-28	
Treasury And Risk Management	3 Days	120,000		5-7		30-02			16-18			17-19		18-20
Certificate In Financial Management For Oil And Gas Companies	3 Days	100,000	10-12		28-30			27-29			19-21		27-29	
Effective Presentation Skill For Finance Professionals	2 Days	75,000	9-10			23-24			10-11			17-18		
International Financial Reporting Standards (IFRS) For The Oil & Gas Industry	3 Days	120,000		26-28			16-18			29-31		17-19		26-28
Oil And Gas Financial Modelling - A Practical Approach	4 Days	150,000	22-25		6-9			12-15			24-27		6-9	
Essentials Of Corporate Finance	2 Days	85,000		26-27		12-13				27-28	6-7			19-20
Financial Strategy-essential Finance Management Skills	3 Days	120,000	23-25		7-9				11-13		3-5			
Accounts Receivable - Planning, Organising And Achieving Best Practice Training	3 Days	90,000		14-16			10-11	17-19						16-18
Risk Based Internal Auditing Training	2 Days	85,000	17-18		27-28			7-8			2-3			4-5
Advanced Budgeting Workshop Training	3 Days	100,000				4-6			25-27			20-22		
Debtor And Working Capital Management Training	2 Days	85,000	11-12		20-21		17-18		9-10		19-20		27-28	
Cash Flow Statement Workshop - Preparation And Analysis Training	2 Days	85,000	18-19			5-6			11-12		6-7			9-10
The Effective Financial Controller - Managing Financial Functions And Improvement Opportunities	3 Days	100,000	17-19		27-29		29-31			15-17		29-31		
Cost Analysis To Support Strategic Decisions Training	3 Days	100,000	29-31			30-02		18-20			24-26			5-7
Managing The Cash Cycle - Accounts Receivable And Payable Best Practices Training	3 Days	100,000		14-16	14-16		21-23	6-8		1-3			21-23	
Financial Analysis, Modelling And Forecasting	3 Days	120,000	11-13	5-7		18-20			3-5	8-10				03-05
Accounting, Decision Making, And Financial Communication	2 Days	85,000				11-12			30-31		13-14			
Accounting Policies And Procedures	2 Days	85,000			1-2		2-3		30-31		11-12		27-28	

Other Accounting, Finance & Budgeting Training

- Strategic Financial Planning And Implementation
- Finance, Risk Management And Corporate Governance Training
- Efficient Finance And Accounting Operations - Best Practices And Updates
- The Complete Course On Budgeting
- Advanced Modeling With Excel And Visual Basic For Applications
- Strategic Planning, Management Control And Effective
- Budgeting Review Of Financial Accounting And Detecting Fraud Training
- Budgeting, Planning And Management Reporting
- Treasury And Cash Management Training
- Financial Management For Projects And Contracts
- Feasibility Studies - Preparation, Analysis And Evaluation

Microsoft Office Suites

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ms. Word Basic Approach For Professional	2 Days	75,000			19-20		21-22			9-10				5-6
Ms. Excel Basic For Business Professional	2 Days	75,000		19-20					5-6		5-6			
Power Point Basic For Business Executives	2 Days	75,000	15-16		21-22			4-5				3-4		19-20
Access Basic Knowledge For Data Base Admin	2 Days	75,000		5-6		4-5				18-19		15-16		
Intermediate And Advanced Ms Word For Business Professionals	2 Days	75,000			28-29				5-6				12-13	18-19
Intermediate & Advanced Excel For Business Executives	2 Days	75,000		21-22			14-15			6-7				26-27
Power Point Presentational With Graphics Professional Level	2 Days	85,000			7-8					15-16			6-7	
Mac Office Essentials	2 Days	85,000		19-20		7-8			10-11					09-10
Excel for Mac	2 Days	85,000				9-10			25-26		12-13			
Pivot Table In-depth	2 Days	75,000	17-18			16-17					3-4			23-24
Chart In-depth	2 Days	75,000		15-16			2-3		9-10			23-24		
Excel For Business Data Analysis	2 Days	75,000			14-15					15-16		18-19		
In-depth Knowledge Of Excel Formulas	2 Days	75,000	29-30			2-3			25-26			3-4		
Macro & Excel Vba	2 Days	85,000		13-14		25-26			9-10				20-21	
Big Data Analysis	3 Days	120,000				9-11				6-8		3-5		3-5

Auditing & Governance, Risk & Compliance

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Corporate Governance: Principles, Policies and Best Practices	2 Days	85,000	25-26		19-20		14-15			9-10				
Enterprise Risk Management	2 Days	85,000	15-16				21-22		5-6		5-6			4-6
Forensic Accounting and Fraud Control	2 Days	85,000		19-20		25-26		20-21				3-4		
Governance, Risk and Compliance (GRC)	2 Days	85,000		5-6		4-5				8-9				13-14
Internal Control: Compliance, Operational and Financial	2 Days	85,000		12-13			14-15			15-16		22-23		
IT Auditing and IT Fraud Detection	2 Days	85,000			7-8					15-16			6-7	
Report Writing for the Internal Auditor	2 Days	85,000	17-18		21-22		7-8		9-10					6-7

Quality Control

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strategic Planning Using The Balanced Scorecard: Turning Strategy Into Reality	2 Days	85,000			19-20				2-3	9-10		18-19	19-20	
Essentials Of Balanced Scorecard	2 Days	85,000		5-6		8-9					5-6			
Improving Operation Performance And Productivity	2 Days	85,000	15-16		5-6			4-5	18-19			3-4		17-18
Measuring And Managing Customer Satisfaction	2 Days	85,000		5-6		4-5				1-2		8-9		
Priority Management :optimizing Time, Workflow & Productivity	2 Days	85,000		8-9			15-16		5-6				12-13	
Risk Assessments, Method Statements And Quality Plans	3 Days	90,000	10-12				14-16			6-8		15-17		
Business System Analysis: Discovering, Analyzing, Modelling & Specifying User Requirements	3 Days	90,000			7-9			13-15		15-17			6-8	11-13
Leading & Managing Change: Best Practices In Change Management Processes & Communication	3 Days	90,000		19-21			7-9			2-4		23-25		
Quality Assurance & Control	2 Days	85,000				9-10			16-17		5-6		15-16	
Lean Six Sigma Green Belt Program: Full Program Version Assuming No Prior Knowledge	3 Days	90,000	17-19		21-23					13-15		15-17		
Benchmarking: Comparing Your Performance With The Best	2 Days	85,000					15-16							13-14
Construction Quality Control On Site	2 Days	85,000		12-13			23-24		18-19		3-4		7-8	
Operational Excellence: Managing Performance	2 Days	85,000		15-16		12-13			9-10		13-14			6-7
Quality Assurance In Practice :implementation Of ISO 9001 And Assessment	2 Days	85,000	30-31		12-13					14-15		18-19		
Quality Assurance And Management System: Concepts For Quality Management, Implementation & Audit	3 Days	100,000		7-9			2-4		25-27			13-15		
Information & Documentation Compliance	2 Days	85,000		13-14		25-26		20-21			12-13		21-22	
Advanced Accident Investigation & Reporting	2 Days	85,000		12-13			1-2			23-24				14-15
Simplification Of Work Processes And Procedures	2 Days	85,000	24-25		14-15		23-24			6-7		24-25		
ASQ Introduction To Quality Engineering	2 Days	85,000	25-26			25-26							13-14	
Improving Productivity Through Quality And Cost Reduction	2 Days	85,000		21-22			21-22		23-24			8-9		
Strategic Quality Management Training	2 Days	85,000		19-20		9-10						17-18		13-14
Total Quality Management - Tool Box For Continual Improvement	2 Days	85,000		20-21			15-16			8-9				
Process Management - Mapping And Improvement	2 Days	85,000			19-20		14-15		13-14		18-19		6-7	
Understanding And Implementing Six Sigma	2 Days	85,000		26-27				12-13		21-22				4-5

If you talk about it, it's a dream; if you envision it, it's possible; but if you schedule it, it is real.

Tony Robbins

Leadership

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leading And Managing Change	2 Days	85,000	25-26		19-20				2-3	9-10		18-19	19-20	
Building Skills For Working In Teams	2 Days	85,000		5-6			8-9				5-6			6-7
Achieving Leadership Excellence	2 Days	85,000	15-16		5-6			5-6	18-19			3-4		
Mastering People Management And Team Leadership	2 Days	85,000		5-6		4-5				1-2		8-9		10-11
Strategic Planning And Goal Setting	3 Days	100,000		8-10			15-17		5-7				12-14	
Leading High Performing Teams	2 Days	85,000		12-13			14-15			6-7		15-16		
Building Personal Leadership Skills	2 Days	85,000			7-8			13-14		15-16			6-7	
The Competent Manager	2 Days	85,000		19-20			7-8			2-3		23-24		18-20
Strategic Thinking And Business Planning	3 Days	100,000				9-11			16-18		5-7		15-17	
Next Generation Leadership	3 Days	85,000			21-22					13-14		15-16		12-14
Strategic Building And Sustaining Competitive Advantages	3 Days	100,000		12-14		16-18	23-25		18-20		3-5		7-9	
Competency Development For Supervisory Excellence In The Oil, Gas And Petrochemicals Industry	2 Days	85,000		15-16		12-13	17-18	14-15	9-10		13-14	22-23		13-15
Motivating, Coaching, Counselling And Mentoring	3 Days	100,000			12-14					14-16		18-20		
Advanced Emotional Intelligence	2 Days	85,000		7-8			2-3		25-26	20-21		3-4		
Benchmarking: Comparing Your Performance With The Best	2 Days	85,000		13-14		25-26		20-21					20-21	
Achieved Success Through Goal Setting And Planning	2 Days	75,000		12-13			1-2			23-24				17-18
Building Core Team Competencies	2 Days	75,000	24-25		14-15		23-24	18-19		6-7		24-25		
Risk Management, Control And Compliances	2 Days	85,000				25-26							13-14	
Leadership Skills And Team Development For Technical Professionals	2 Days	85,000		21-22			21-22		23-24			8-9		
Leading With Emotional Intelligence	2 Days	85,000		19-20		9-10	23-24					17-18		
The Management And Leadership Development Programme	3 Days	100,000		20-22				5-6		8-10				6-7
Business Improvement And Quality Techniques	2 Days	85,000			19-20		14-15		13-14		18-19		6-7	14-15
Strategy And Strategic Planning	2 Days	85,000		26-27				12-13		21-22				
Leadership Development	2 Days	85,000				24-25		26-27		7-8				
Strategic Thinking, Analysis And Planning	2 Days	85,000	22-23		7-8					22-23		15-16		

Contract, Project & Procurement Management

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing Vendor Qualification, Performance & Contract Compliance	3 Days	100,000			18-20					9-11		19-21	19-21	23-25
Effective Purchasing, Supplier Selection& Contract Preparation	3 Days	100,000		5-7			8-10				5-7			13-15
Commercial And Business Contracts; A Practical Guide	2 Days	85,000	15-16		5-6			4-5	18-19			3-4		
Managing Tenders, Specifications & Contracts	3 Days	100,000				4-6				1-3		8-10		
International Contracting	3 Days	120,000		8-10			15-17		5-7				12-14	
Global Sourcing, Selecting Contract Clauses & Successful Completion	3 Days	120,000					14-16			6-8		15-17		
Contract Risk Management & Compliance	2 Days	85,000	17-18		7-8			13-14		15-16			6-7	
Managing & Negotiating With Consultants & Contractors	2 Days	85,000		19-20			7-8			2-3		23-24		13-14
Selecting, Developing & Working With Suppliers	2 Days	85,000				9-10			16-17		5-6		15-16	
Effective Purchasing, Tendering & Supplier Selection	3 Days	120,000	25-27		21-23					13-15		15-17		
Maintenance Contracting & Outsourcing	3 Days	120,000		12-14					18-20		3-5			12-14
Bidding, Evaluation, Negotiation & Contract Award	3 Days	120,000		15-17			17-19		9-11		13-15			
Project Appraisal: Identification, Policy Analysis & Selection	3 Days	120,000			12-14					14-16		18-20		
Project Appraisal And Risk Management	2 Days	85,000	26-27	7-8			2-3		25-26			3-4		
The Effective Buyer	2 Days	85,000		13-14		25-26		20-21					20-21	
Effective Purchasing And Contract Negotiation Strategies	3 Days	100,000		12-14			1-3			23-25				10-12
Effective Contract Preparation	2 Days	85,000	24-25		14-15			18-19		6-7		18-19		
Contract Administration: Understanding And Implementing Contractual Obligations	3 Days	120,000				25-27							13-15	
Tendering Procedures And Bid Evaluation	3 Days	120,000		21-23			21-23		23-25					
Service Level Agreements	2 Days	85,000		19-20		9-10						17-18		4-5
Contracts - Reading, Writing And Negotiating	2 Days	85,000		20-21			7-8			8-9				
Negotiating And Dispute Resolutions In Project , Procurement And Contracts	2 Days	58,000	15-16				14-15		13-14		18-19		6-7	
The Essentials Of Contracting And Contract Negotiation In Project , Procurement And Contracts	3 Days	120,000		26-28				12-14		21-23				
Project Cost Estimating, Budgeting And Value Engineering Skills Training	3 Days	120,000				24-26		26-28		7-9				
Feasibility Studies: Preparation, Analysis And Evaluation	3 Days	120,000	23-25		7-9					24-26		15-17		

Interpersonal Skills & Self Development

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Communication Skills	2 Days	75,000	8-9		19-20					9-10				6-7
Certified Team Leader	2 Days	85,000					21-22		5-6		5-6			
Creative Thinking And Innovation Techniques	2 Days	75,000	15-16		26-27							3-4		
Emotional Intelligence Workshop	2 Days	75,000		5-6		4-5			30-31					4-5
Emotional Intelligence: Becoming Better Leaders Through Improved Lifestyle	3 Days	90,000		7-9					5-7				12-14	
Emotional Intelligence: Strategies For Success	2 Days	75,000	8-9				14-15			6-7				
High Performance Teams	2 Days	85,000			7-8			14-15		15-16			6-7	17-18
Managerial Decision Making And Problem Solving	2 Days	75,000		19-20			7-8				13-14			
Win-Win Negotiation Skills	2 Days	75,000				9-10			23-24					
Interpersonal Communication Skills	2 Days	75,000			21-22							15-16		
Leading With Agility And Resilience	2 Days	75,000	17-18			16-17		26-27			3-4			13-14
Managing Conflict: Power Through Influence	2 Days	75,000		15-16					9-10			22-23		
Managing Multiple Tasks, Priorities And Deadlines	2 Days	85,000				10-11				15-16		18-19		
Negotiation For Success	2 Days	85,000	29-30				2-3		25-26			3-4		12-13
The Power Of Positive Attitudes	2 Days	75,000		13-14		25-26							20-21	
The Essentials Of Business Etiquette And Protocol	2 Days	75,000					1-2				3-4			
Presentation Design And Delivery	2 Days	85,000	24-25			18-19		6-7						6-7
Persuasion And Influence Using Emotional Intelligence	2 Days	85,000				25-26							13-14	
Time Management And Stress Control	2 Days	75,000			19-20				23-24					10-11
Maximizing Productivity And Quality Of Life	2 Days	75,000		19-20			20-21			8-9	13-14			

"Leadership and learning are indispensable to each other."

John F. Kennedy

Sales And Marketing

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Marketing Communication	2 Days	85,000	8-9		19-20		15-16			9-10				13-14
Costumer Profiling Technique and Procedures	2 Days	85,000							5-6		5-6			
Key Account Management	2 Days	85,000	11-12			25-26						3-4		
Achieving Marketing Excellence	2 Days	75,000		5-6		4-5			13-14			18-19		
Marketing Strategies and Planning	2 Days	85,000					14-15				3-4			4-5
Fundamentals of Marketing	2 Days	75,000			7-8					15-16			6-7	
Building, Managing and Sustaining A World Class Reputation	2 Days	85,000		19-20			7-8			2-3		8-9		
Client Management Strategies for Retention and Growth	2 Days	85,000				9-10								6-7
Certified Brand Manager	2 Days	85,000			21-22			20-21				15-16		
Certified Business Development Professional	2 Days	85,000	17-18			16-17					3-4			11-12
Marketing Communication and Media Planning Workshop	2 Days	85,000		15-16			2-3		9-10			22-23		
The Strategic and Breakthrough Selling Workshop	2 Days	85,000		21-22			15-16			15-16				
The Digital Marketing Hands-On Masterclass	3 Days	100,000			21-22		2-3		25-26					17-18

"When we are no longer able to change a situation, we are challenged to change ourselves."

Viktor E. Frankl

Human Resources Management

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HR Processes, Culture, & Change Management Programme	3 Days	120,000	8-10		19-21	5-7				9-11		18-20		5-7
Performance Management: Setting Objectives, And KPIs	2 Days	85,000		5-6					5-6		5-6			
Human Resources Development & Personnel Management	3 Days	100,000	15-17		7-9							3-5		
Train The Trainer	3 Days	75,000		5-6		6-7						8-9		
Linking Training To Organisational Goals	2 Days	75,000		8-9			15-16		5-6				12-13	
Job Evaluation & Analysis Understanding Reward Management	3 Days	100,000	8-10				14-16			6-8		15-17		
Professional Job Analyst	2 Days	85,000			7-8					15-16			6-7	
Manpower Organisation, Succession Planning & Trend Analysis	3 Days	100,000		19-21			7-9				13-15			23-25
Workforce Planning And Budgeting	2 Days	85,000				9-10			16-18					
Advanced Selection, Interviewing & Recruitment Skills	3 Days	100,000			21-23					13-14		15-16		
Basics Of Human Resources Management	2 Days	85,000	17-18			16-17					3-4			12-13
Strategic Workforce Planning Masterclass	2 Days	85,000		15-16					9-10			22-23		
Employee Relations: Motivation, Grievances And Discipline	3 Days	100,000			12-14					14-16		18-20		
The Art Of Human Resource Management: Creating & Developing An Effective Personnel Function	2 Days	85,000	29-30		5-6		2-3		25-26	16-17		3-4		
Essential Facilitation Skills And The Psychology Of Groups	2 Days	85,000		13-14		25-26					12-13		20-21	
HR Leadership - Competencies For Exceptional Performance	2 Days	85,000					1-2			23-24				
Designing And Implementing A Performance Management System	2 Days	85,000	24-25	19-20				18-19		6-7				4-5
Writing HR Policies And Procedures Training	2 Days	85,000				25-26							13-14	
Strategic Talent Management	2 Days	85,000	29-30		19-20				23-24					
Employee Relations - Roles And Responsibilities	2 Days	85,000		19-20						8-9		17-18		10-11
Identifying Training Needs And Evaluating Training	2 Days	85,000		20-21						8-9				
Job Description Writing Workshop In Human Resource Management	2 Days	85,000			19-20		14-15		11-12				6-7	
Measuring And Maximising Training Roi In Human Resource Management	2 Days	85,000		26-27				12-13		21-22				
Essential HR Practices For Managers, Team Leaders And Supervisors	3 Days	100,000				24-26		26-28		7-9				17-19
Knowledge Management - How To Create An Effective Learning Organization In Human Resource Management	2 Days	85,000	22-23		7-8					22-23		15-16		
Compensation And Benefits Administrator In Human Resource Management	3 Days	100,000					28-30		17-19		18-20		13-15	
HR Metrics And Analytics In Human Resource Management	2 Days	85,000								15-16		16-17		
The Business Of HR In Human Resource Management	3 Days	120,000			28-30		29-31			20-22				13-15
Competency -based Management In Human Resource Management	2 Days	85,000				17-18		14-15			5-6			
Competencies - Design, Development And Implementation In Human Resource Management	2 Days	85,000		14-15		16-17				29-30	26-27		28-29	

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Human Resources KPIs - Benchmarking HR Performance	2 Days	85,000			14-15					16-17	19-20			
Performance Management - Setting Objectives And Conducting Appraisals In Human Resource Management	2 Days	85,000							4-5		14-15			
Managing Employee Performance, Behaviour And Attitudes	2 Days	85,000			18-19		1-2					15-16		

Other Human Resource Courses

- Strategic Recruitment, Interviewing And Selection In Human Resource Management
- Train The Trainer - From Design To Delivery In Human Resource Management
- Strategic Talent Management
- Coaching For Success In The Oil And Gas Industry
- Career Development And Succession Planning In Human Resource Management
- Essential Skills For The HR Professional
- Continuous Employee Development And Empowerment In Human Resource Management
- Organization And Workforce Planning In Human Resource Management
- Professional Interviewing Skills For Human Resource Managers
- Job Evaluation Workshop In Human Resource Management
- R Skills For Hr Administrators
- Advanced Employee Relations In Human Resource Management
- Hr Analytics - Concepts And Tools For Effective Decision - making
- Performance Management - Setting Objectives And Conducting Appraisals In Human Resource Management
- Human Resources KPIs - Benchmarking HR Performance
- Leading Strategic HR Transformation
- Designing And Implementing A Performance Management System In Human Resource Management
- Job Mastery And Performance
- Effective Performance Review In Human Resource Management
- HR Leadership - Competencies For Exceptional Performance
- Leadership Bootcamp For HR Professionals
- HR Metrics And Analytics

Standing out is never a function of position, but ability to mine your **uniqueness.** Here in **DAWIB**, we help you walk through the paths and phases of **discovering, developing** and **deploying** your grand **UNIQUENESS.**

Warehouse Management

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bidding, Evaluation, Negotiation& Contract Award	2 Days	85,000			19-20					9-10		18-19		3-4
Effective Purchasing and Contract Negotiation Strategies	2 Days	85,000		5-6			21-22				5-6			
Managing Vendor Qualification, Performance & Contract Compliance	3 Days	100,000			5-7				18-20			3-5		19-21
Advanced Logistics & Material Management	3 Days	100,000		5-7		4-6						8-10		
Improving Supply Chain Management, Transportation, Inventory & Administration	3 Days	100,000					15-17		5-7				12-14	
Global Procurement and Supply Chain Management for the Oil & Gas Industry	3 Days	100,000	8-10							6-8		15-17		
Consultancy & Services Procurement Management	2 Days	85,000			7-8					15-16			6-7	
Managing Tenders, Specifications & Contracts	2 Days	85,000		19-20			7-8	7-8						17-18
Warehouse & Stores Management	3 Days	90,000				9-11			16-18					
Excellence in Warehouse and Inventory	3 Days	90,000			21-23			11-13		13-15		15-16		
Best Practices for Managing & Improving Warehouse, Inventory and Stock Control Operations	3 Days	100,000	17-19			16-18		20-22			3-5			11-13
Inventory & Stock Control Management	2 Days	85,000		15-16					9-10			22-23		
Procurement Best Practices	2 Days	85,000			12-13			13-14		14-15		18-19		
Procurement and Supply Chain Management Best Practices	2 Days	85,000	29-30				2-3					3-4		19-20
Logistics & Supply Chain Management	2 Days	85,000		13-14		25-26		4-5					20-21	
Advanced Tendering Procedures & Bid Evaluation	2 Days	85,000					1-2			23-24				
Effective Tendering, Bidding Strategies & Evaluation	2 Days	85,000	24-25		12-13			18-19		6-7		23-24		
Warehouse Operations and Management	2 Days	85,000				25-26			18-19				13-14	
Advanced Techniques for Managing & Improving Warehouse, Inventory, Stock Control, Spares, Export and Import Logistics	3 Days	100,000			19-21				23-25					

Other Warehouse Management Training

- Supply Market Analysis
- Increase Savings through Efficient Sourcing, Risk Mitigation & Contract Compliance
- Advanced Logistics & Material Management
- Improving Supply Chain Management, Transportation, Inventory & Administration
- Warehouse Management For Best-in-class Performance
- Advanced Planning In Supply Chain Management
- Mastering Materials Management Training
- Management Skills For Warehouse Supervisors
- Supplier Relationship Management In The Supply Chain
- Practical Practices In Logistics Contracts
- Inventory Management And Purchasing Skills
- Principles And Issues Of Supply Chain And Distribution Management
- Strategic Procurement Skills For Competitive Advantage
- Warehouse Management And Inventory Control
- Shipping And Port Management Specialist In Maritime Logistics
- Improving Efficiency And Minimizing Costs In The Modern Warehouse
- Creating Value Along Supply Chain And The Process Management
- Green Logistics Training
- Warehouse Operations - Planning And Management

Secretarial And Administrative

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Competence Development Masterclass for Secretaries and Administrators	2 Days	85,000	8-9		19-20					9-10			18-19	
Developing Core Skills for Administrators & Secretaries	2 Days	85,000		5-6			8-9		5-6		5-6			
Better Memory, Reading, Communication & Thinking Skills	2 Days	85,000	15-16			25-26			10-11			3-4		
Advanced Office Management & Effective Administration Skills	2 Days	85,000				4-5		13-14					6-7	
Finance & Accounting for Office Administrators & Secretaries	3 Days	100,000			14-16		6-8							17-19
Information & Documentation Compliance	2 Days	85,000	29-30				15-16			6-7				
Advanced Documents and Records Management Compliance	3 Days	100,000		19-21			7-9						12-13	
Efficient Administration Skills Training	2 Days	85,000	25-26			9-10				14-15				
Organising and Behavioural Skills for Administrative Professionals-Executive Secretaries-PAs	3 Days	100,000			21-23			11-13				15-17		
The Highly Productive and Effective Administrator	2 Days	85,000	17-18			24-25					3-4			
Office Management and Effective Administration Skills	2 Days	85,000		15-16					9-10				28-29	
Communication and Planning Skills for Administrative Professionals	2 Days	85,000	23-24							15-16		18-19		
Documents and Records Management Compliance in Secretarial and Administration	2 Days	85,000	29-30		19-20				25-26			3-4		
Administration and Office Management - Best Practices and Technologies in Secretarial and Administration	3 Days	90,000		13-15		25-27					12-14			13-15
E -Library Management Techniques in Secretarial and Administration	2 Days	85,000			19-20		1-2				3-4			6-7
Computer -Based Office Administration and Organization in Secretarial and Administration	2 Days	85,000		27-28				18-19		6-7			28-29	

"Don't wish it was easier wish you were better.
Don't wish for less problems wish for more skills.
Don't wish for less challenge wish for more wisdom"

Jim Rohn

Health And Safety

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Safety Audit & Site Inspection	2 Days	85,000	25-26		19-20					9-10		18-19		
Risk Assessments, Method Statements And Quality Plans	2 Days	85,000		5-6				6-7			5-6			
Developing An Effective Safety Culture	2 Days	85,000	11-12									3-4		
Advanced Health & Safety Management	3 Days	90,000		5-6		4-5		23-25						13-14
Advanced Safety Leadership	2 Days	85,000	17-18				7-8							
Advanced Accident Investigation & Reporting	2 Days	85,000				9-10			16-17					
Incident & Crisis Response Communication Skills	2 Days	85,000			21-22					13-14		15-16		
Safety In Process Equipment Design & Operation	3 Days	90,000	17-19			16-18					3-5			
Managing Security Risks In The Oil And Gas Industry	2 Days	85,000		12-13				9-10	9-10			22-23		
Safety Technology & Risk Management	2 Days	85,000			12-13					14-15				
Essentials Of Quality Assurance	2 Days	85,000	29-30				2-3					3-4		
Techniques And Standards To Develop A Quality Philosophy	2 Days	85,000		13-14		25-26							20-21	
Hazardous Waste Management And Pollution	2 Days	85,000				25-26							13-14	
Contamination & Hazardous Waste - Management & Prevention	2 Days	85,000	17-18						25-26		5-6			10-11
Advanced Process Hazop	3 Days	100,000			19-21				23-25					

"Personal development is a major time-saver. The better you become, the less time it takes you to achieve your goals."

Brian Tracy

Planning & Strategy Management

Courses	Duration	Fee (N)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Business Continuity Management	2 Days	85,000	17-18		19-20					9-10				
Certificate in Key Performance Indicators	2 Days	85,000							5-6					10-11
Leading and Managing Breakthrough Innovation	3 Days	100,000	15-17				21-23					3-5		
Certified Organizational Development Professional	3 Days	100,000		5-7				7-9				8-10		
Competitive Strategies and Value Innovation	3 Days	100,000			19-21				5-7				12-14	
Conducting Successful Business Reviews	3 Days	100,000	23-25				14-16							13-15
Crisis Management	3 Days	100,000								15-17				
Developing and Implementing the Business Plan	2 Days	85,000		19-20		12-13							12-13	
EFQM: Journey to Excellence (J2E)	2 Days	85,000						19-20			5-6			
Planning, Organizing and Control for Optimal Result	2 Days	85,000	29-30		21-23							16-17		
Process Management: Mapping and Improvement	3 Days	90,000	17-19			16-18					3-5			
Shaping the Future: Tools for Developing Strategic Foresight	3 Days	90,000			21-23				9-11			4-6		
Strategic Decision Making in Competitive Environments	3 Days	100,000		13-15				20-22				18-20		
Strategic Quality Management	2 Days	85,000	29-30				2-3			8-9				
Strategic Thinking and Planning	2 Days	85,000		13-14		25-26							20-21	
Strategy Management in the Public Sector	2 Days	85,000					1-2			1-2				6-7
Successful Planning, Organizing and Control	2 Days	85,000	24-25		19-20					6-7				
The Balanced Scorecard: Achieving Performance Excellence	2 Days	85,000				25-26			23-24				13-14	
The Certified Business Analyst Professional	2 Days	85,000	17-18		19-20				23-24					13-14
The Certified Strategist: From Planning to Execution	2 Days	85,000			27-28			14-15		8-9				

"Set a goal so big that you can't achieve it until you grow into the person who can."

Zig Ziglar

HOW TO REGISTER FOR OUR COURSES

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All our registrations are done online @ **www.dawibassociates.com**

Payment
All course fees stated covers tuition, e-copy of course materials, tea break and launch and are exclusive of VAT. Booking are said to be confirmed when payment of fees are made. All payments are to be made 1 week before training to ensure reservation is properly made. All payments whether cheques, bank deposit or transfer are made in favour of - DATA MIGRATE (0154462036 GTB, 1013596133 Zenith, 0017619032 Stanbic IBTC)

Cancellation and Refund Policy
Cancellations or transfers may be without any penalty no later than two weeks before the course start date. If customer transfers to another course or to another candidate prior to two weeks before the start date, 100% of any prepaid tuition, course fee will be applied toward the fee for the subsequent course.

If you need to cancel your registration for any course already paid for, please notify us by sending an email to info@dawibassociates.com at least five (5) business days before the date of the course. You can utilise the amount paid for any other course or for the same course at another date. Refund fees paid will be made but less 10% administrative charge if notification is received in advance according to the above specific days. No refund for no-show situation.

Applicable Discount
Group/Team discount for members from same company attract 10% discount for 5 or more people, 3 or 4 people attracts 5% discount.

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