

OUR 2020 PROGRAMME SUMMARY

(A). PROFESSIONAL DEVELOPMENT/GENERAL MANAGEMENT

S/N	COURSE TITLE	1 ST RUN	RE-RUN	DURATION/ DAY	AMOUNT ₦	VENUE
1.	Effective Integrated Total Quality Management Workshop	10 th - 14 th February, 2020	1 st -5 th June, 2020	5days	75,000	Keffi,
2.	Strategic Organizational Change management Workshop	17 th – 21 st February 2020	2 nd - 6 th November, 2020	5days	75,000	Keffi
3.	Supervisory Management Course for Drivers and Transport Officers	2 nd - 6 th March, 2020	20 th – 24 th July, 2020	5days	75,000	Minna
4.	Strategic Executive Management and Leadership Training for Effective Productivity	16 th – 20 th March, 2020	15 th -19 th June, 2020	5days	85,000	Port- Harcourt
5.	Effective Management/ Labor Relationship (Sound Industrial Relations System)	23 rd - 27 th March, 2020	21 st – 25 th September, 2020	5 days	75,000	Zaria
6.	Change and Productivity	6 th -10 th	14 th - 18 th	5 days	75,000	Enugu

	Improvement Workshop	April, 2020	September, 2020			
7.	Management Development Workshop for Secretaries, Personal Assistants and Admin Officers	20 th - 24 th April, 2020	7 th -11 th September, 2020	5 days	75,000	Kaduna
8.	Performance Improvement Workshop for Protocol Officers and Personal Assistants	27 th April – 1 st May, 2020	24 th –28 th August, 2020	5 days	75,000	Kaduna
9.	Personal Assistants and Secretaries Improvement Workshop	24 th -28 th February, 2020	10 th -14 th August, 2020	5 days	75,000	Keffi
10.	Performance Improvement Training on Effective Communication	11 th –15 th May, 2020	14 th – 18 th September, 2020	5 days	85,000	Lagos
11.	Climate Change and Environmental Management Masterclass	10 th –14 th Aug., 2020	23 rd - 27 th November, 2020	5days	75,000	Enugu, Enugu State
12.	A Masterclass on MS Office: Appreciation and Application	24 th - 28 th August, 2020	16 th -20 th November, 2020	5 days	75,000	Kaduna

13.	Interpersonal Skills Improvement Workshop for Secretaries, Admin Officers and Personal Assistants	20 th - 24 th April, 2020	10 th - 14 th August, 2020	5 days	75,000	Kaduna
14.	Strategic Management Appreciation Workshop for Managers and Professionals for Improved Performance	16 th - 20 th March, 2020	5 th -9 th October, 2020	5 days	75,000	Abuja
15.	Modern Leadership, Negotiation and Conflict Management Masterclass for Legal Advisers	18 th - 22 nd May, 2020	7 th - 11 th December, 2020	5 days	80,000	Owerri, Imo State
16	Project management	10 th – 14 th Aug., 2020	2 nd - 6 th November, 2020	5 days	85,000	Lagos
17	Innovation and change	16 th - 20 th March, 2020	14 th – 18 th Sep., 2020	5 days	85,000	Lagos
18	Relationship management	23 rd – 27 th March 2020	15 th – 19 th June, 2020	5 days	85,000	Lagos
19	Information security	2 nd - 6 th March, 2020	19 th – 23 rd Oct., 2020	5 days	85,000	Lagos
20	Risk management and control	6 th - 10 th April, 2020	24 th – 28 th Aug., 2020	5 days	85,000	Lagos
21	Managing people through mergers	17 th – 21 st February 2020	20 th – 24 th July, 2020	5 days	85,000	Lagos
22	Business intelligence/ business skills	24 th – 28 th Aug., 2020	9 th - 13 th November, 2020	5 days	85,000	Lagos
23	Presentation skills	16 th - 20 th March, 2020	15 th – 19 th June, 2020	5 days	85,000	Lagos
24	Stress management	20 th - 24 th April, 2020	14 th - 18 th September, 2020	5 days	85,000	Lagos
25	Pre-retirement training	9 th -13 th	12 th -16 th	5 days	75,000	Abuja

		March, 2020	October, 2020			
26	Strategic masterclass on leadership and good governance	4 th – 8 th May, 2020	21 st - 25 th September, 2020	5 days	75,000	Enugu
27	Gender good governance and sustainable development	16 th – 20 th March, 2020	16 th - 20 th November, 2020	5 days	75,000	Kaduna
28	Leadership skills for higher productivity	20 th - 24 th April, 2020	10 th - 14 th August, 2020	5 days	75,000	Kaduna
29	Effective communication in public sector	3 rd - 7 th February, 2020	15 th - 19 th June, 2020	5days	75,000	Keffi
30	Effective store and inventory management for maximum productivity in the public sector	24 th – 28 th February, 2020	27 th - 31 st July, 2020	5days	75,000	Keffi
31	Macroeconomic policy analysis for effective business in public sector	2 nd - 6 th March, 2020	12 th - 16 th October, 2020	5 days	75,000	Abuja
32	Effective data collection and management in public sector	11 th – 15 th May, 2020	7 th - 11 th December, 2020	5 days	80,000	Owerri, Imo State
33	Emerging trends in economic planning and development: challenges and prospects in public sector	2 nd - 6 th March, 2020	27 th – 31 st July, 2020	5days	75,000	Minna
34	Strategy for effective planning, implementation and monitoring in public sector	16 th - 20 th March, 2020	22 nd - 26 th June, 2020	5days	85,000	Port- Harcourt

(B) FINANCE, ACCOUNT AND PROCUREMENT

S/N	COURSE TITLE	1 ST RUN	RE-RUN	DURATION/DAY	AMOUNT	VENUE
1.	Systemic Fraud Prevention and Control Workshop	4 th - 8 th May, 2020	7 th – 11 th September, 2020	5 days	75,000	Abuja
2.	Mortgage Finance: Challenges and Strategic Management	11 th -15 th May, 2020	5 th - 9 th October, 2020	5 days	85,000	Port- Harcourt
3.	Strategic Financial Management for Organization Growth Workshop	6 th -10 th April, 2020	17 th -21 st August, 2020	5 days	75,000	Kaduna
4.	Strategic Workshop on Land Use, Property Development and Administration	23 rd - 27 th March, 2020	24 th -28 th August, 2020	5 days	75,000	Enugu, Enugu State
5.	Effective Cost Control and Strategic Auditing Workshop	9 th - 13 th March, 2020	16 th - 20 th November, 2020	5 days	85,000	Lagos
6.	Effective Costs	20 th - 24 th	3 rd -7 th	5 days	75,000	Kaduna

	Control, Auditing and Health Insurance Financing	April, 2020	August, 2020			
7.	Finance for Non- Financial Executives	18 th – 22 nd May, 2020	7 th - 11 th September, 2020	5 days	75,000	Makurdi
8.	Workshop on Effective Procurement and Store Management	27 th April – 1 st May, 2020	9 th -13 th November, 2020	5 days	75,000	Kaduna
9.	Workshop on E- procurement payment in Government Business	9 th -13 th March, 2020	14 th – 18 th September, 2020	5 days	75,000	Kaduna
10.	Workshop On Fund, Cost and Reconciliation Strategy and Management	10 th – 14 th Aug., 2020	16 th - 20 th November, 2020	5 days	85,000	Lagos
11.	Effective Store Management, Stock	18 th –22 nd May, 2020	5 th - 9 th October, 2020	5 days	85,000	Lagos
12.	Strategic	27 th – 31 st	14 th - 18 th	5 days	85,000	Lagos

	Leadership Development Programme for Finance and Account Officers	July, 2020	December, 2020			
13.	A Comprehensive Masterclass on Public Sector Accounting Standards (IPSAS) Implementation	1 st -5 th June, 2020	7 th - 11 th December, 2020	5days	75,000	Kaduna
14	Effective financial discipline in public sector	2 nd - 6 th March, 2020	3 rd - 7 th August, 2020	5 days	75,000	Enugu, Enugu State
15	Effective procurement and contract management in a multi-disciplinary public sector	25 th – 29 th May 2020	19 th – 23 rd October, 2020	5 days	85,000	Lagos
16	Effective e-procurement in the public sector	4 th - 8 th May, 2020	14 th – 18 th September, 2020	5 days	75,000	Abuja
17	Generating revenue in a challenging economy	18 th – 22 nd May, 2020	12 th - 16 th October, 2020	5 days	85,000	Port- Harcourt
18	Advance e-payment system, prevention of cyber frauds and control	20 th - 24 th April, 2020	24 th - 28 th August, 2020	5 days	75,000	Kaduna

19	Strategy for electronic auditing and control system	20 th – 24 th July 2020	7 th - 11 th December, 2020	5 days	85,000	Lagos
20	Due process and best practices in public procurement	3 rd – 7 th Aug., 2020	9 th - 13 th November, 2020	5 days	85,000	Lagos

(C).SPECIALIZED TRAINING

S/N	COURSE TITLE	1 ST RUN	RE-RUN	DURATION/DAY	AMOUNT ₦	VENUE
1.	ICT application for project management	4 th -8 th May, 2020	21 st – 25 th September, 2020	5 days	75,000	Abuja
2	Strategy for e-office administration	18 th -22 nd May, 2020	19 th - 23 rd October, 2020	5 days	75,000	Port Harcourt
3	Cyber security	20 th -24 th April, 2020	17 th – 21 st August, 2020	5 days	85,000	Lagos
4	PowerPoint presentation	13 th – 17 th July, 2020	14 th - 18 th December, 2020	5 days	75,000	Kaduna
5	Oracle	10 th – 14 th Aug., 2020	16 th - 20 th November, 2020	5 days	75,000	Kaduna
6	IT sourcing strategy	18 th -22 nd May, 2020	12 th -16 th October,	5 days	75,000	Enugu

			2020			
7	Big data and open data	24 th – 28 th August 2020	7 th - 11 th December, 2020	5 days	75,000	Abuja
8	Cloud computing	15 th -19 th June, 2020	14 th - 18 th December, 2020	5 days	75,000	Abuja
9	Database management	11 th -15 th May, 2020	5 th - 9 th October, 2020	5 days	75,000	Kaduna
10	Operation system	20 th -24 th April, 2020	10 th - 14 th August, 2020	5 days	75,000	Abuja
11	IT service management	9 th -13 th March, 2020	24 th - 28 th August, 2020	5 days	75,000	Kaduna

INTERNATIONAL TRAININGS

S/N	TITLE	DATE	VENUE	FEE
1	INTERNATIONAL STRATEGIC MANAGEMENT DEVELOPMENT MASTERCLASS FOR TOP ADMIN OFFICERS, SECRETARIES AND SPECIAL ASSISTANTS	20 TH – 24 TH APRIL, 2020	DUBAI, U.A.E	\$1,580.00
2	INTERNATIONAL WOMEN'S CONFERENCE ON DEVELOPING THE AFRICA WOMAN'S	20 TH – 24 TH APRIL, 2020	DUBAI, U.A.E	\$1,580.00

	LEADERSHIP POTENTIALS (A MIND MAPPING TECHNIQUE)			
3	INTERNATIONAL STRATEGIC MANAGEMENT DEVELOPMENT MASTERCLASS FOR TOP ADMIN OFFICERS, SECRETARIES AND SPECIAL ASSISTANTS	24 TH – 28 TH AUGUST, 2020	DUBAI, U.A.E	\$1,580.00
4	INTERNATIONAL WOMEN'S CONFERENCE ON DEVELOPING THE AFRICA WOMAN'S LEADERSHIP POTENTIALS (A MIND MAPPING TECHNIQUE)	7 TH – 11 TH DECEMBER, 2020	DUBAI, U.A.E	\$1,580.00
5	INTERNATIONAL STRATEGIC MANAGEMENT DEVELOPMENT MASTERCLASS FOR TOP ADMIN OFFICERS, SECRETARIES AND SPECIAL ASSISTANTS	7 TH – 11 TH DECEMBER, 2020	DUBAI, U.A.E	\$1,580.00
6	INTERNATIONAL WOMEN'S CONFERENCE ON DEVELOPING THE AFRICA WOMAN'S LEADERSHIP POTENTIALS (A MIND MAPPING TECHNIQUE)	7 TH – 11 TH DECEMBER, 2020	DUBAI, U.A.E	\$1,580.00
7	TRANSFORMATION, INFORMATION TECHNOLOGY DEVELOPMENT & E-CHANGE MANAGEMENT WORKSHOP	7 TH – 11 TH SEPT.2020	BANJUL, THE GAMBIA	\$2,000.00
8	INTERNATIONAL WORKSHOP ON STRATEGIC PLANNING, BUDGETING AND LEADERSHIP DEVELOPMENT IN A SERVICE ORIENTED ORGANIZATION	12 TH – 16 TH OCT. 2020	ACCRA, GHANA	\$2,000.00

9	PERFORMANCE IMPROVEMENT WORKSHOP ON INNOVATION AND CHANGE IMPLEMENTATION	16 TH – 20 TH NOV, 2020	ACCRA, GHANA	\$2,000.00
10	INTERNATIONAL WORKSHOP ON REBRANDING FOR EFFECTIVE HOUSING FINANCING AND STRATEGIC DISTRIBUTION	26 TH – 30 TH OCT.2020	ACCRA, GHANA	\$2,000.00
11	INTERNATIONAL WORKSHOP ON STRATEGIC REVENUE MOBILIZATIO AND FUND LEAKAGES MANAGEMENT FOR EFFECTIVE INTERNAL REVENUE OPERATIONS	5 TH – 9 TH OCT., 2020	DUBAI, U.A.E	\$2,000.00
12	STRATEGIC HIGH PERFORMANCE LEADERSHIP DEVELOPMENT COURSE	7 TH -11 TH SEP.2020	DUBAI, U.A.E	\$2,200.00
13	INTERNATIONAL WOMEN MASTERCLASS ON LEADERSHIP IN THE 21 ST CENTURY: LEADING WITH ETHICS AND COMPLIANCE	23 RD – 27 TH NOV. 2020	MANCHESTER, ENGLAND	\$2,500:00
14.	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)	12 TH – 16 TH OCT. 2020	DUBAI, U.A.E	\$2,200:00

	IMPLEMENTATION			
15	INTERNATIONAL WORKSHOP ON GLOBALIZATION & MODERN HUMAN RESOURCES DEVELOPMENT	7 TH – 11 TH SEP, 2020	PRETORIA, SOUTH AFRICA	\$2,500.00
16	INTERNATIONAL WORKSHOP ON GLOBALIZATION FOR EFFECTIVE PROCUREMENT & CONTRACT MANAGEMENT	3 RD – 7 TH AUGUST, 2020	METROPOLITAN PLACE HOTEL, DIERA DUBAI, U.A.E	\$2,200.00
17	INTERNATIONAL STRATEGIC FINANCIAL PLANNING AND TREASURY MANAGEMENT WORKSHOP FOR ORGANIZATIONAL GROWTH	17 TH – 21 ST AUGUST, 2020	METROPOLITAN PLACE HOTEL, DIERA DUBAI, U.A.E	\$2,200.00
18	INTERNATIONAL MODERN LEADERSHIP AND MANAGEMENT DEVELOPMENT WORKSHOP FOR LAWYERS	20 TH – 24 TH JULY, 2020	METROPOLITAN PLACE HOTEL, DIERA DUBAI.	\$2,200.00
19	INTERNATIONAL CAPACITY DEVELOPMENT MASTERCLASS ON LEADERSHIP & GOOD GOVERNANCE	8 TH – 12 TH JUNE 2020	METROPOLITAN PLACE HOTEL, DIERA DUBAI.	\$2,200.00
20	KEY MANAGEMENT DECISIONS TOOLS AND TECHNIQUES OF THE EXECUTIVE DECISION MAKERS	15 TH – 18 TH JUNE, 2020	NEW MANCHESTER COLLEGE, MANCHESTER, ENGLAND	\$2,500.00
21	POLICY DESIGN & MANAGEMENT SKILLS FOR SENIOR OFFICERS WORKSHOP	12 TH – 16 TH OCT, 2020	SHERATON PRETORIA HOTEL, SOUTH AFRICA	\$2,500.00
22	INTERNATIONAL MASTERCLASS ON LEADERSHIP & GOOD GOVERNANCE	9 TH – 13 TH NOV. 2020	NEW MANCHESTER COLLEGE, MANCHESTER, ENGLAND	\$2,500.00

23	INTERNATIONAL PUBLIC FINANCE AND FISCAL MANAGEMENT MASTERCLASS: A FORENSIC PERSPECTIVE	14 TH – 18 TH SEP. 2020	NEW MANCHESTER COLLEGE, MANCHESTER, ENGLAND	\$2,500.00
24	INTERNATIONAL WORKSHOP ON STRATEGIC RECORD KEEPING AND MANAGEMENT (E-RECORD MANAGEMENT)	7 TH – 11 TH DEC. 2020	NEW MANCHESTER COLLEGE, MANCHESTER, ENGLAND	\$2,500.00