



# 2024

## INTERNATIONAL TRAINING CALENDAR

*Our Accreditations & Partners*



+2348033045484, +2349060002299, +2349060007799.

info@alphapartnerstrainings.com, alphapartners111@yahoo.com  
mail@alphapartnerstrainings.com

# BEST CATEGORIES —AWARDS—



**GLOBAL QUALITY**  
Global Most Outstanding  
Quality Management  
Consultants 2018



**ICAN Best Performing  
Training Consultant  
Award 2017**



**ICAN Best Performing  
Training Consultant  
Award 2016**



**CITN Tax Profession  
Recognition Award  
2002**



**ICAN Best Performing  
Training Consultant  
Award 2015**



**ICAN Best Performing  
Training Consultant  
Award 2009**



**NITAD Human  
Resource Development  
Merit Award 2000**



**ICAN Best  
Training Consultant  
Award 2008**



**ICAN Best Performing  
Training Consultant  
Award 2011**



**ICAN Best Performing  
Training Consultant  
Award 2010**



**ICAN Best Performing  
Training Consultant  
Award 2014**



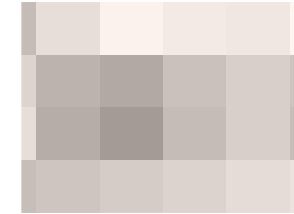
**Certificate of Accreditation  
NCMD**



# CLIENTELE







# Testimonials



“The course covers significantly all areas I expected to be taught and I feel so fulfilled with what I have been taught”.

Akanmu Ogunwale Musiliu  
R.C.C. Nig Ltd. Staff.



“I enjoyed the training as it was very interactive and mind opening”.

Funmilayo O. Oloniyo  
Kwara State Internal Revenue Service.



“The training has been very relevant and the mode of transmission was very satisfactory”.  
“The facilitator is very captivating and delivers the topic very effectively.”

Ladepo Edward  
Pilgrims Africa Ltd.



“The training was well planned and presented. Objectives were met, and sufficient knowledge provided”.

Jerry D. Ajavon  
Central Bank of Liberia



“The course was well prepared and structured to meet my job performance. I will recommend this training for my colleagues”.

SIA Val Davies  
Sierra Leone Commercial Bank Ltd



“Alpha Partners never cease to exceed my expectation. From organization, to Instructors, to the training materials. It is always World Class. Once you attended the first training course, you start looking for the second”.

Gbolagade Kemi  
Bell Nigeria Staff



This is an experience I would love to go through again

Uzoh Chukwuma  
Chrome Group Ltd.



“Well packaged topical issues and field experiences as used during session were well articulated”.

Harrison OvieEbuebu  
Continental Shipyards Ltd.



“I really commend the facilitators for the job well done. The training addresses the challenges I’m facing in my organization and I will make it to the next training”.

Kpelai Mfehembra Grace  
GIZ Abuja



“The paper was delivered effectively by the facilitator with appropriate examples. The training was very enlightening. Training objectives and outcomes can be applied to improve my work efficiency”.

Musa Ibrahim Lamuna  
Eunisell



“The training has been quite insightful and relevant to the role I am currently handling in my organization”.

Ajele Oluwadurotimi Dare  
FSDH Merchant Bank



“An Amazing Experience. kudos and double thumbs up”.

Osuntade Isaac  
Babcock University



“With what I have seen the training imparted on me, I will recommend this kind of training to my company to send more staff here”.

Ekeamaye GoddayA.  
Honda Manufacturing Nig.



“Alpha Partners is worth every penny spent on the training. I will recommend them”.

Olusola Ayeola  
Smile Communication



“I would like to express my deep satisfaction from the take back from the course. The consultant from Alpha Partners Training & Consulting is a guru in financial modeling using Excel”.

Olayemi Daniel  
Sahara Group.



“It is an interactive class where I learnt more from both facilitators and other participants on work and live experiences”.

Ugliu Anthony Aole  
Ringardas Nigeria Ltd



“I am so much impressed on how the entire Alpha Partners Staff handle the trainees with respect and professionalism”.

Ahmad Ali  
Victims Support Fund

# Testimonials



The Training has been very intensive, interactive & of top quality. It has broadened my knowledge & given me an edge to be able to carry on with my everyday activities to achieve set goals & targets.

Joseph Austin  
MANTRAC



"Personally believe this workshop is worth it. I have gained a lot as they affect my job performance. Bravo to the coordinators / facilitators"

Dickson Obanye  
Heerema Nigeria Ltd.



"The program is generally impressive, educative and illustrative with current practices and experience"

Arobani Raphael Olu  
Federal health centre, Oni



"The Alpha Partners team are very friendly, nice and accommodating and the class was very good"

Joseph Bul  
Radisson Blu Anchorage Hotel.



"The organizers and the research person are highly experienced. The workshop has impacted more knowledge on me"

Kuje Samuel  
National Judicial Council,  
Abuja.



"Satisfactory, the venue and the environment are very conducive for learning"

Ogunremi Gabriel  
GZI, Ogun State.



The workshop was very satisfactory.

Dr. Nelson O. Magbagbeola  
ECOWAS Parliament.



"The team of facilitators are well grounded in the field and I learnt a lot from them".

Olarewaju Philip O  
Arik Air Ltd



"I enjoyed my training, the facilitator and the faculty team did well and I commend that they should continue the good job".

Torough Evelyn Mlumum  
Benue Investment &  
Property Company Ltd



"The training programme is well coordinated with seasoned facilitators and tasty refreshments for the participants".

Blessing Michael  
Income Electrix Ltd



"Thank you so much for educating me in continuous auditing and monitoring. I look forward on implementing the learning points".

Buwoza Grace  
Central Bank of Uganda



"I have gain a lot here and will recommend Alpha Partners to my friends and colleagues".

Abidon Rita  
World Dove Media



"The workshop is relevant to my area of specialization at work and I have been adequately updated"

Musibau Elewide  
Cambridge Education Nig..



The facilitators are very wonderful, I pray that God will continue to be with them.

Ozum Chukwuma  
Ebonyi State University



"With Alpha Partners, I experienced a quality of team Learning that was exceptional. Adequately and properly planned and inspiringly presented with a variety of modern applications".

Charles Okon Dickson  
Topfaith Int'l School



"An Amazing Experience. kudos and double thumbs up".

Osuntade Isaac  
Babcock University

...and lots more



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# 2024 Training Calendar

## Finance & Accounting

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
2	ADVANCED MANAGEMENT ACCOUNTING COURSE	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
3	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
4	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	15th - 19th Jan, 2024	20th - 24th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
5	IFRS ACCOUNTING FOR INCOME TAXES- IAS 12	15th - 19th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
6	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
7	PUBLIC FINANCE MANAGEMENT COURSE	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
8	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
9	MANAGING CASH AND ACCOUNTS PAYABLE	22nd - 26th Jan, 2024	27th - 31st May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
10	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	22nd - 26th Jan, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
11	BUDGET PREPARATION SKILLS	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
12	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
13	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
14	ADVANCED MANAGEMENT ACCOUNTING COURSE	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
16	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
17	IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
18	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
19	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
20	ADVANCED TREASURY MANAGEMENT STRATEGIES	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
21	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
22	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
23	QUICKBOOKS ACCOUNTS AND PAYROLL MANAGEMENT	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
24	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
25	FOREIGN EXCHANGE TRADING TECHNIQUES AND UPDATES COURSE	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
26	CASH FLOW AND TREASURY MANAGEMENT	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
27	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATION COURSE	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
28	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
29	DEVELOPING, ANALYZING AND MANAGING PAYROLL BENCHMARKS AND METRICS	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024

# 2024 Training Calendar

## Finance & Accounting

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE /\$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
31	FINANCIAL ANALYSIS AND REPORTING USING IFRS	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
32	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
33	THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS AND IMPROVEMENT OPPORTUNITIES	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July- 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	4th - 8th Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
36	XERO SOFTWARE ACCOUNTING AND BOOKKEEPING COURSE	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
37	TAX FRAUD INVESTIGATION COURSE	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
38	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	11th - 15th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
41	SAGE 50 ACCOUNTING SOFTWARE TRAINING	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
42	ADVANCED PAYROLL MANAGEMENT COURSE	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
43	MANAGING ACCOUNTS RECEIVABLES AND PAYABLES	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	18th - 22nd Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	MASTERING TAX ADMINISTRATION COURSE	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
46	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
47	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
48	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
50	EXCEL FOR ACCOUNTANTS COURSE	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
51	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
52	APPLYING IFRS TECHNIQUES FOR ORGANIZATIONAL GROWTH AND SUSTAINABILITY	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
53	MASTERING QUICKBOOKS ACCOUNTING	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
54	ADVANCED APPLICATION OF IFRS ELEMENTS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
55	FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
56	ACCOUNTING, DECISION MAKING, AND FINANCIAL COMMUNICATION	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
57	ADVANCED FINANCIAL ACCOUNTING WORKSHOP	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
58	ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
59	NEXT GENERATION EXCEL-ADVANCED BUSINESS AND FINANCIAL REPORTING TRAINING	15th - 19th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
60	DEBTOR AND WORKING CAPITAL MANAGEMENT COURSE	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024

# 2024 Training Calendar

## Finance & Accounting

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
61	ADVANCED FINANCIAL MANAGEMENT PLANNING, IMPLEMENTATION, REPORTING AND ANALYSIS FOR CORPORATE ORGANIZATIONS	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
62	INTENSIVE PEACHTREE ACCOUNTING COURSE	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
63	THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS AND IMPROVEMENT OPPORTUNITIES	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
64	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
65	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024
66	BUDGETING, FORECASTING AND THE PLANNING PROCESS	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024
67	RECONCILIATION OF FINANCIAL TRANSACTIONS	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024
68	ADVANCED FINANCIAL STATEMENT ANALYSIS	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
69	SAGE 50 PAYROLL TRAINING	6th - 10th May, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
70	EFFECTIVE TAX AUDIT COURSE	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
71	ACCOUNTS RECONCILIATION: BEST PRACTICES	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
72	FUNDAMENTALS OF FINANCE AND ACCOUNTING	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
73	BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
74	CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES	13th - 17th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
75	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
76	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
77	EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
78	STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
79	IFRS WORKSHOP WITH CURRENT UPDATES	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
80	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
81	CASH, TREASURY AND RISK MANAGEMENT	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
82	STRATEGIC FINANCIAL AND ACCOUNTING SKILLS	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
83	EXCELLENCE IN NON-CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
84	BEST PRACTICES IN TREASURY MANAGEMENT	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
85	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
86	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
87	FINANCIAL PLANNING, BUDGETING AND CONTROL	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
88	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
89	TAX PLANNING, COMPLIANCE AND INCENTIVES	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
90	BUSINESS FINANCIAL AND ACCOUNTING SKILLS	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025
91	BUDGETING, ACCOUNTING AND COST CONTROL	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025
92	PEACHTREE ACCOUNTING SOFTWARE APPLICATION COURSE	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
93	FORENSIC ACCOUNTING AND FRAUD CONTROL COURSE	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th - 10th Jan, 2025
94	BUDGETING AND CORPORATE FINANCIAL MANAGEMENT	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th - 10th Jan, 2025
95	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025
96	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th - 16th Jan, 2025
97	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th - 16th Jan, 2025
98	IFRS MASTERCLASS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th - 16th Jan, 2025
99	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd - 27th Sept, 2024	13th - 16th Jan, 2025
100	ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd - 27th Sept, 2024	20th - 24th Jan, 2025
101	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024	23rd - 27th Sept, 2024	20th - 24th Jan, 2025
102	PAYROLL PROCEDURES AND ADMINISTRATION	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
103	EXCELLENCE IN CORPORATE CASH MANAGEMENT	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
104	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
105	ADVANCED XERO SOFTWARE BOOKKEEPING	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
106	ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
107	ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
108	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
109	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	14th - 18th Oct, 2024	27th - 31st Jan, 2025
110	INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025
111	MASTERING SAGE 50 ACCOUNTING	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025
112	NIGERIAN TAXATION SYSTEMS	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025
113	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	13th - 16th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025
114	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	13th - 16th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025
115	IFRS COMPREHENSIVE WORKSHOP	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025
116	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	14th - 18th Oct, 2024	20th - 24th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025
117	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	20th - 24th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025
118	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	20th - 24th Jan, 2025	4th - 8th Nov, 2024	17th - 21st Feb, 2025
119	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	16th - 20th Dec, 2024	21st - 25th Oct, 2024	27th - 31st Jan, 2025	4th - 8th Nov, 2024	17th - 21st Feb, 2025
120	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	23rd - 27th Sept, 2024	16th - 20th Dec, 2024	21st - 25th Oct, 2024	27th - 31st Jan, 2025	4th - 8th Nov, 2024	17th - 21st Feb, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5%VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com

# 2024 Training Calendar

## Internal Audit & Fraud

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
2	APPROACHES TO FINANCIAL AUDITING	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
3	BEST PRACTICE IN INTERNAL AUDITING	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
4	ESSENTIALS OF INTERNAL AUDIT TRAINING	15th - 19th Jan, 2024	20th - 24th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
5	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	15th - 19th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
6	DEVELOPING RESULTS-DRIVEN AUDIT WORK PROGRAMS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
7	INTERNAL AUDIT TECHNIQUES, CHALLENGES AND SOLUTIONS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
8	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
9	DEVELOPING EFFECTIVE CONTINUOUS AUDITS	22nd - 26th Jan, 2024	27th - 31st May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
10	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	22nd - 26th Jan, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
11	FRAUD TESTING: INTEGRATING FRAUD DETECTION INTO YOUR AUDIT PROGRAM	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
12	AUDITING BUSINESS PROCESSES	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
13	EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE, TREASURY AND ACCOUNTING FUNCTIONS	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
14	AUDITING FOR CONTRACTS AND PROCUREMENT	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024

# 2024 Training Calendar

## Internal Audit & Fraud

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	INTERNAL AUDITING FOR FRAUD	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
16	FRAUD RISK AND THE INTERNAL AUDITOR	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
17	IT AUDITING AND THE INTERNAL AUDITOR	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
18	ADVANCED RISK - BASED AUDITING	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
19	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
20	INTERNAL AUDIT AND RISK ASSURANCE COURSE	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
21	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
22	FINANCIAL AUDITING FOR INTERNAL AUDITORS	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
23	INTERNAL CONTROL, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
24	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
25	ADVANCED STRATEGIC INTERNAL AUDITING	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
26	MODERN INTERNAL AUDITING	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
27	DEVELOPING, IMPROVING AND MONITORING THE INTERNAL AUDIT FUNCTION	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
28	ENTERPRISE RISK MANAGEMENT STRATEGIES	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
29	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024



# 2024 Training Calendar

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	HOW TO RUN AND DELIVER SUCCESSFUL AND TIMELY AUDITS	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
31	COSO BASED INTERNAL AUDITING FOR RESULTS	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
32	MAKING YOUR AUDIT REPORTS PROFESSIONAL	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
33	FORENSIC ACCOUNTING AND AUDITING COURSE	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	INTRODUCTION TO IT AUDITING AND IT FRAUD DETECTION	4th - 8th Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
36	INTERNAL CONTROL AND FRAUD AWARENESS	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
37	CREATIVE PROBLEM-SOLVING TECHNIQUES FOR INTERNAL AUDITORS	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
38	FINANCIAL STATEMENT FRAUD ANALYSIS AND FORENSIC ACCOUNTING	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	FINANCIAL FRAUD INVESTIGATORS COURSE	11th - 15th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	INTERNAL AUDIT WORKING PAPERS	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
41	INTERNAL CONTROL PRINCIPLES AND PRACTICE	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
42	OPERATIONAL AUDITING: INFLUENCING POSITIVE CHANGE	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
43	AUDIT SENIOR MANAGERS COURSE	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
44	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	18th – 22nd Mar, 2024	22nd -26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th – 18th Oct, 2024
45	AUDIT SKILLS WORKSHOP FOR INTERNAL AUDITORS	18th – 22nd Mar, 2024	22nd -26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024
46	AUDITING IT OUTSOURCED ENVIRONMENTS	18th – 22nd Mar, 2024	22nd -26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024
47	RAISING THE BAR OF INTERNAL AUDIT	18th – 22nd Mar, 2024	22nd -26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th – 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024
48	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	18th – 22nd Mar, 2024	22nd -26th July, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	13th - 17th May, 2024	9th – 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st – 25th Oct, 2024
49	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th – 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st – 25th Oct, 2024
50	INTERNAL AUDIT LEADERSHIP MASTERCLASS	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th – 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
51	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th – 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
52	AUDIT EVIDENCE AND WORK PAPERS	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
53	INTERNAL AUDIT REPORT WRITING COURSE	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
54	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
55	DEVELOPING, IMPROVING AND MONITORING CORPORATE AUDIT FUNCTION FOR RESULT	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
56	EFFECTIVE INTERNAL AUDITING STRATEGIES AND FRAUD RISK MITIGATION	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
57	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
58	FRAUD AUDITING FOR AUDITORS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024

# 2024 Training Calendar

## Internal Audit & Fraud

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
59	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES FOR RESULTS	15th – 19th Apr, 2024	12th – 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
60	EFFECTIVE AUDITING AND INSPECTION SKILLS	15th – 19th Apr, 2024	12th – 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
61	ESSENTIALS OF INTERNAL AUDIT	15th – 19th Apr, 2024	12th – 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
62	ADVANCED PROFESSIONAL AUDIT SKILLS	15th – 19th Apr, 2024	12th – 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
63	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	15th – 19th Apr, 2024	12th – 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
64	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
65	FRAUD AUDITING FOR INTERNAL AUDITORS	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024
66	CONCEPT OF IT AUDITING	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024
67	IMPLEMENTING A FRAUD AWARENESS PROGRAM	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024
68	INTERVIEWING SKILLS FOR INTERNAL AUDITORS	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
69	INTERNAL CONTROL AND FRAUD PREVENTION	6th - 10th May, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
70	EXCELLENCE IN INTERNAL AUDITING	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
71	EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024



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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
72	RISK ASSESSMENTS AFTER COVID-19	6th - 10th May, 2024	26th -30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
73	AUDITING TECHNIQUES FOR LEAD AUDITORS	6th - 10th May, 2024	26th -30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
74	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	13th - 17th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
75	INTERNAL AUDIT PLANNING AND MANAGEMENT	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
76	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
77	MANAGING FRAUD IN A DIGITIZED WORLD	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
78	RISK-BASED INTERNAL AUDITING TECHNIQUES	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
79	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
80	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
81	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDITS	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
82	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
83	AUDIT PLANNING AND MONITORING: BEST PRACTICE	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
84	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	27th - 31st May, 2024	18th -20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov,2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
85	DEVELOPING AUDIT PROCESSES AND PROCEDURES	27th - 31st May, 2024	18th -20th Sept,2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov,2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
86	FINANCIAL AUDITING USING IFRS	27th - 31st May, 2024	18th -20th Sept,2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov,2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
87	AUDITING THE ENTERPRISE RISK MANAGEMENT PROCESS	27th - 31st May, 2024	18th -20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024

# 2024 Training Calendar

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
88	FRAUD RISK AFTER COVID-19	27th – 31st May, 2024	18th –20th Sept, 2024	24th – 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th – 20th Dec, 2024
89	INTERNAL CONTROLS POLICIES AND PROCEDURES	3rd – 7th June, 2024	23rd –27th Sept, 2024	24th – 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th – 20th Dec, 2024
90	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	3rd – 7th June, 2024	23rd –27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
91	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	3rd – 7th June, 2024	23rd –27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
92	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	3rd – 7th June, 2024	23rd –27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
93	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	3rd – 7th June, 2024	23rd –27th Sept, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th – 10th Jan, 2025
94	AUDITING THE MANUFACTURING PROCESS	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th – 10th Jan, 2025
95	FRAUD DETECTION, PREVENTION AND CONTROL	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	13th – 16th Jan, 2025
96	FUNDAMENTALS OF INTERNAL AUDITING	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
97	FRAUD AND FORENSIC AUDITING	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
98	HOW TO ESTABLISH EFFECTIVE INTERNAL CONTROLS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
99	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd – 27th Sept, 2024	13th – 16th Jan, 2025
100	REPORT WRITING FOR THE INTERNAL AUDITOR	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025
101	REPORT WRITING AND COMMUNICATION SKILLS FOR AUDITORS	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	16th – 20th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025
102	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	9th - 13th Sept, 2024	16th – 20th Dec, 2024	2nd - 4th Oct, 2024	20th – 24th Jan, 2025

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
103	DATA ANALYTICS, CONTINUOUS AUDITING AND AUDIT AUTOMATION	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
104	CORPORATE AUDITORS EFFICIENCY COURSE	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
105	ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
106	WRITING EFFECTIVE AUDIT REPORTS	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
107	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
108	EMBEDDING CRITICAL THINKING INTO THE INTERNAL AUDIT PROCESS	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5%VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
2	ADVANCED PURCHASING AND TENDERS MANAGEMENT	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
3	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
4	LOGISTICS AND DISTRIBUTION MANAGEMENT	15th - 19th Jan, 2024	20th - 24th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
5	MASTERING WAREHOUSE MECHANICS	15th - 19th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
6	E-PROCUREMENT STRATEGIES COURSE	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
7	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
8	SELECTING, BUYING, INSTALLING AND USING A MODERN WAREHOUSE MANAGEMENT SYSTEM	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
9	EXCELLENCE IN STORES MANAGEMENT	22nd - 26th Jan, 2024	27th - 31st May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
10	MODERN PURCHASING AND CONTRACT MANAGEMENT	22nd - 26th Jan, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
11	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
12	STOREKEEPING AND WAREHOUSE MANAGEMENT	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
13	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024

# 2024 Training Calendar

## Stores & Procurement

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	ACCOUNTING FOR INVENTORY MANAGEMENT COURSE	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
15	EFFECTIVE STOREKEEPING SKILLS	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
16	NEGOTIATING AND MANAGING CONTRACTS	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
17	EFFECTIVE PURCHASING MANAGEMENT	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
18	SUCCESSFULLY PLANNING AND CONTROLLING OF MATERIAL AND INVENTORY	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
19	WAREHOUSE MANAGEMENT BEST PRACTICES	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
20	THE COMPLETE COURSE ON PURCHASING AND INVENTORY MANAGEMENT	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
21	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
22	WAREHOUSE, STORES AND STOCK CONTROL MANAGEMENT	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
23	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
24	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
25	STRATEGIC SOURCING: THE EFFECTIVE APPROACH TO BUYING	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
26	MASTERING SUPPLY CHAIN MANAGEMENT	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
27	PURCHASING AND VENDOR MANAGEMENT SKILLS	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
28	DEVELOPING PURCHASING POLICIES AND PROCESSES	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
29	ADVANCED STORES AND INVENTORY MANAGEMENT	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	STOCK TAKING AND STOCK RECONCILIATION	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
31	MANAGING VENDOR QUALIFICATION, PERFORMANCE AND CONTRACT COMPLIANCE	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
32	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
33	WORLD - CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	4th - 8th Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	ADVANCED PURCHASING AND STORES MANAGEMENT	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
36	STOCK TAKING, VALUATION AND STOCK RECORDING	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
37	WAREHOUSING AND INVENTORY MANAGEMENT COURSE	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
38	STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024

# 2024 Training Calendar

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
39	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	11th - 15th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	WAREHOUSE AND DISTRIBUTION MANAGEMENT	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
41	STRATEGIC PURCHASING AND SUPPLY MANAGEMENT	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
42	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
43	QUALITY SERVICE OF PROPERTY INVENTORY RECORD KEEPING	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	18th - 22nd Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	WAREHOUSE OPERATIONS AND MANAGEMENT	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
46	PROCUREMENT MANAGEMENT BEST PRACTICE	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
47	THE COMPLETE COURSE ON PURCHASING MANAGEMENT	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
48	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	THE EFFECTIVE BUYER	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
50	SUPPLIER PERFORMANCE: RATINGS, MEASUREMENT AND EVALUATION	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
51	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
52	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
53	STORES MANAGEMENT AND PURCHASING PROCEDURES	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
54	SUPPLY CHAIN RISK MANAGEMENT WORKSHOP	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
55	STRATEGIC COST AND VALUE MANAGEMENT IN THE SUPPLY CHAIN	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
56	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
57	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
58	SECURITY AND SAFETY IN THE STORES DEPARTMENT	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
59	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	15th - 19th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
60	STRATEGIC PROCUREMENT SKILLS FOR COMPETITIVE ADVANTAGE	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
61	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
62	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
63	ADVANCED CONTRACTS MANAGEMENT	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
64	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
65	PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024

# 2024 Training Calendar

## Stores & Procurement

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
66	SHIPPING AND PORT MANAGEMENT COURSE	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024
67	MANAGING CHANNELS TO MARKETS THROUGH DISTRIBUTION CHANNELS	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024
68	ADVANCED WAREHOUSE MANAGEMENT	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
69	E-PROCUREMENT: DEVELOPING, IMPLEMENTING AND MANAGING THE COMPLETE PROCESS	6th - 10th May, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
70	MANAGING THE PROCUREMENT PROCESS	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
71	ENTERPRISE SUPPLY CHAIN MANAGEMENT WORKSHOP	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
72	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
73	PROCUREMENT MANAGEMENT PROFESSIONAL	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
74	ESSENTIALS OF WAREHOUSE MANAGEMENT OPERATIONS	13th - 17th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
75	STOCK CONTROL AND INVENTORY MANAGEMENT	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
76	MASTERING MATERIALS MANAGEMENT COURSE	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
77	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
78	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
79	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
80	DYNAMIC SIMULATION OF SUPPLY CHAIN AND LOGISTICS	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
81	ADVANCED PURCHASING MANAGEMENT	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
82	FINANCE FOR PROCUREMENT AND LOGISTICS PROFESSIONALS	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
83	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
84	WAREHOUSE AND INVENTORY BEST PRACTICE	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
85	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
86	INTERNATIONAL PROCUREMENT OPERATIONS TRAINING	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
87	PROCUREMENT BEST PRACTICES WORKSHOP	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
88	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
89	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
90	ADVANCED PROCUREMENT SKILLS	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025
91	STORES PROCEDURES, REGULATIONS AND PRACTICES	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025

# 2024 Training Calendar

## Stores & Procurement

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
92	GLOBAL SUPPLY CHAIN MANAGEMENT: BEST PRACTICES IN IMPORT AND EXPORT OPERATIONS	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
93	FUNDAMENTALS OF PURCHASING	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024	22nd – 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
94	BEST PRACTICES FOR OPTIMIZING WAREHOUSE SAFETY	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024	22nd – 26th July, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024
95	DEVELOPING THE SKILLS OF A SUPPLY CHAIN LEADER	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st – 25th Oct, 2024	22nd – 26th July, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024
96	STOCK TAKING SKILLS AND STOCK VALUATION	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st – 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	9th - 13th Dec, 2024
97	IMPROVING YOUR BUYING SKILLS	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th – 10th Jan, 2025
98	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th – 10th Jan, 2025
99	PURCHASING PRINCIPLES AND PRACTICES	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	13th – 16th Jan, 2025
100	PROCUREMENT AND SUPPLY CHAIN MANAGEMENT BEST PRACTICE	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
101	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
102	COMPUTERIZED STORES MANAGEMENT SYSTEMS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
103	FUNDAMENTALS OF PURCHASING FOR THE NEW BUYER	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd – 27th Sept, 2024	13th – 16th Jan, 2025
104	ADVANCED STORES AND INVENTORY CONTROL COURSE	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
105	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024	23rd - 27th Sept, 2024	20th - 24th Jan, 2025
106	MODERN INVENTORY AND STORES MANAGEMENT	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
107	MANAGING AND IMPROVING WAREHOUSE OPERATIONS	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
108	STOCK FRAUD PREVENTION AND CONTROL	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
109	STOCK TAKING SKILLS AND STOCK VALUATION	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	14th - 18th Oct, 2024	27th - 31st Jan, 2025
110	IMPROVING YOUR BUYING SKILLS	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025
111	MANAGEMENT SKILLS FOR WAREHOUSE SUPERVISORS	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5%VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com

# 2024 Training Calendar

## Human Resources & Admin

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	HUMAN RESOURCES MANAGEMENT MASTER CLASS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	MANAGING STRESS AND PRESSURE AT WORK	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	MANAGING DIFFICULT STAFF SITUATIONS IN ORGANIZATIONS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	HUMAN RESOURCES POLICIES AND PROCEDURES	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	PRE - RETIREMENT PLANNING: LIFE AFTER RETIREMENT	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	ADVANCED HUMAN RESOURCE MANAGEMENT WORKSHOP	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	HR SKILLS FOR NON-HR PROFESSIONALS	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	RETIREMENT AND EMPLOYEE INVESTMENT PLANNING	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	THE ESSENTIALS OF HUMAN RESOURCES LAWS	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
27	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	HEALTH AND SAFETY IN THE WORKPLACE	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES AND ADMINISTRATIVE PERSONNEL	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	MANPOWER PLANNING, RESOURCING AND RETENTION	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	ESSENTIALS OF HUMAN RESOURCES MANAGEMENT	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024





# 2024 Training Calendar

## Human Resources & Admin

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
40	HR ESSENTIALS FOR EFFECTIVE MANAGEMENT	18th -22nd Mar, 2024	11th -15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	AUTOMATING MODERN OFFICE PRACTICE	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	PROFESSIONAL SKILLS FOR ADMINISTRATORS	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
51	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP	15th -19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
52	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	15th -19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
53	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	22nd -26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
54	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS SKILLS FOR HR MANAGERS	22nd -26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
55	STRATEGIC HUMAN RESOURCES MANAGEMENT	22nd -26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
56	TRAIN THE TRAINER – MANAGING VIRTUAL AND PHYSICAL CLASSES	22nd -26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
57	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
58	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
59	HR ANALYTICS COURSE	6th - 10th May, 2024	16th - 20th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
60	EMPLOYEE RELATIONS AND ENGAGEMENT: MOTIVATION, GRIEVANCES, CONFLICT AND DISCIPLINE	6th - 10th May, 2024	16th - 20th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
61	ADVANCED SELECTION, INTERVIEWING AND RECRUITMENT SKILLS	13th -17th May, 2024	16th -20th Dec, 2024	18th - 20th Sept, 2024	17th - 21st Feb, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025	3rd - 7th June, 2024	16th - 20th Dec, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
62	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	13th -17th May, 2024	16th -20th Dec, 2024	18th - 20th Sept, 2024	17th - 21st Feb, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025	3rd - 7th June, 2024	16th - 20th Dec, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
63	COMPETENCY-BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	13th -17th May, 2024	6th - 10th Jan, 2025	18th - 20th Sept, 2024	17th - 21st Feb, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025	3rd - 7th June, 2024	16th - 20th Dec, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
64	MANPOWER ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS	20th -24th May, 2024	13th -16th Jan, 2025	23rd - 27th Sept, 2024	24th - 28th Feb, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	19th - 21st June, 2024	6th - 10th Jan, 2025	12th - 16th Aug, 2024	2nd - 6th Dec, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	NEXT GENERATION LEADERSHIP	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	EFFECTIVELY MANAGING AND LEADING PEOPLE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	EXECUTIVE LEADERSHIP DEVELOPMENT COURSE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	FUNDAMENTALS OF STRATEGIC PLANNING	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	EFFECTIVE PENSION FUND GOVERNANCE AND REGULATIONS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	IMPROVING BUSINESS LEADERSHIP THROUGH TECHNOLOGY	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
14	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	LEADERSHIP AND EMOTIONAL INTELLIGENCE	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	KEY PERFORMANCE INDICATORS AND OPTIMIZATION	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	MANAGING REMOTE TEAMS EFFECTIVELY	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	REINVENTING LEADERSHIP IN A COVID-19 WORLD	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	BUSINESS CONTINUITY AND STRATEGY MANAGEMENT	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024





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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
28	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	CORPORATE STRATEGY AND VALUE INNOVATION COURSE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	4th - 8th Mar, 2024	28th Oct-1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	4th - 8th Mar, 2024	28th Oct-1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	11th - 15th Mar, 2024	28th Oct-1st Nov, 2024	29th July- 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July- 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	PERSONAL MASTERY AND SELF-LEADERSHIP	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July- 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	BEST PRACTICE IN PENSION ADMINISTRATION	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	OFFICE, FILING AND DOCUMENTATION SKILLS	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	25th - 28th Mar, 2024	18th - 22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
44	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	25th - 28th Mar, 2024	18th - 22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	BUILDING TEAM EXCELLENCE	2nd - 5th Apr, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	LEADERSHIP, CRITICAL THINKING AND INNOVATION	2nd - 5th Apr, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	2nd - 5th Apr, 2024	25th - 29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	2nd - 5th Apr, 2024	25th - 29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	EVALUATION, MEASURING FOR IMPACT AND RESULT	15th - 19th Apr, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
50	PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP	15th - 19th Apr, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
51	STRATEGIC THINKING AND BUSINESS PLANNING	15th - 19th Apr, 2024	2nd - 6th Dec, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
52	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	15th - 19th Apr, 2024	2nd - 6th Dec, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
53	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
54	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	22nd - 26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
55	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartners111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com

# 2024 Training Calendar

## Maintenance & Engineering

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	ADVANCED POWER DISTRIBUTION ENGINEERING FOR UTILITIES	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
2	ELECTRIC POWER DISTRIBUTION SYSTEM FOR INDUSTRIAL PLANTS	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
3	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
4	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	15th - 19th Jan, 2024	20th - 24th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
5	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	15th - 19th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
6	HVAC DESIGN, OPERATION, AND MAINTENANCE	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
7	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
8	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
9	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	22nd - 26th Jan, 2024	27th - 31st May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
10	PROBLEM SOLVING AND DECISION-MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	22nd - 26th Jan, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
11	CONTRACTS AND TENDERS ADMINISTRATION	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
12	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT MAINTENANCE AND MANAGEMENT	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
13	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024

S/N	TITLE	NIGERIA VENUE / \$3500 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	29th Jan -2nd Feb, 2024	3rd – 7th June, 2024	19th - 23rd Feb, 2024	1st – 5th July, 2024	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
15	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	29th Jan -2nd Feb, 2024	3rd – 7th June, 2024	26th Feb - 1st Mar, 2024	1st – 5th July, 2024	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
16	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	5th - 9th Feb, 2024	3rd – 7th June, 2024	26th Feb - 1st Mar, 2024	1st – 5th July, 2024	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
17	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	5th - 9th Feb, 2024	3rd – 7th June, 2024	26th Feb - 1st Mar, 2024	1st – 5th July, 2024	18th – 22nd Mar, 2024	29th July- 2nd Aug, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
18	ELECTRICAL DISTRIBUTION EQUIPMENT OPERATION AND MAINTENANCE	5th - 9th Feb, 2024	3rd – 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th – 22nd Mar, 2024	29th July- 2nd Aug, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
19	PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
20	TRANSFORMERS OPERATION AND MAINTENANCE	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
21	INSTRUMENTATION AND CALIBRATION COURSE	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
22	ASSET INTEGRITY AND ASSET MAINTENANCE MANAGEMENT COURSE	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
23	MAINTENANCE STRATEGY DEVELOPMENT AND COST-EFFECTIVE IMPLEMENTATION	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024
24	EARTHLING OF UTILITY AND INDUSTRIAL DISTRIBUTION SYSTEM	12th - 16th Feb, 2024	24th – 28th June, 2024	4th - 8th Mar, 2024	15th -19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th -30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024
25	HYDRAULIC SYSTEMS MAINTENANCE AND TROUBLESHOOTING	12th - 16th Feb, 2024	24th – 28th June, 2024	11th - 15th Mar, 2024	15th -19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th -30th Aug, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024
26	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	19th - 23rd Feb, 2024	24th – 28th June, 2024	11th - 15th Mar, 2024	15th -19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024
27	ADVANCED ELECTRICAL TROUBLESHOOTING, REPAIRS AND ISOLATIONS TECHNIQUES	19th - 23rd Feb, 2024	24th – 28th June, 2024	11th - 15th Mar, 2024	15th -19th July, 2024	2nd - 5th Apr, 2024	12th -16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024



# 2024 Training Calendar Maintenance & Engineering

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
28	ADVANCED GENERATOR MAINTENANCE	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
29	BUILDING MANAGEMENT SYSTEM AND EFFECTIVE UTILITY MAINTENANCE PRACTICES	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	DESIGN CRITERIA IN INSTRUMENTATION ENGINEERING COURSE	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
31	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
32	COST EFFECTIVE STRATEGIES FOR THE MAINTENANCE OF ELECTRICAL POWER SYSTEMS	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
33	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	ELECTRICAL INSTALLATIONS AND MAINTENANCE	4th - 8th Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
36	CONSTRUCTION QUALITY CONTROL ON SITE	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
37	PUMPS AND PUMPING SYSTEMS OPTIMIZATION	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
38	ROOT CAUSE FAILURE ANALYSIS	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	11th - 15th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	TRANSFORMER OPERATIONAL PRINCIPLES, SELECTION AND TROUBLESHOOTING	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024

# 2024 Training Calendar

## Maintenance & Engineering

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
41	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
42	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
43	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	WRITING AN EFFECTIVE MAINTENANCE PROCEDURE	18th - 22nd Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	SAFETY PRACTICES FOR PUBLIC BUILDINGS	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
46	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
47	PROCESS CONTROL: INSTRUMENTATION, TROUBLESHOOTING AND PROBLEM-SOLVING COURSE	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024
48	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	MODERN POWER SYSTEM PROTECTIVE RELAYING	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
50	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENTS	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
51	POWER SYSTEMS PROTECTION-CONTROL AND STABILITY	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
52	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
53	EFFECT OF ADDITIVES ON CONCRETE	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
54	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
55	HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
56	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
57	BEST PRACTICE IN HYDRAULICS, PUMPING AND VALVES SYSTEMS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
58	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
59	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	15th - 19th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
60	FUNDAMENTALS OF ASSET AND FACILITIES MANAGEMENT	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
61	CORROSION MANAGEMENT COURSE	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
62	MAINTENANCE CONTRACTING AND OUTSOURCING	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
63	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024
64	GENERATOR TESTING, INSPECTION AND MAINTENANCE	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024
65	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024
66	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
67	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024
68	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENT	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
69	PUMPS, COMPRESSORS AND TURBINES WORKSHOP	6th - 10th May, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
70	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELLING, ANALYSIS AND PROBLEM SOLVING	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
71	DIESEL GENERATOR OPERATION AND MAINTENANCE	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
72	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
73	INSTRUMENTATION FOR NON-INSTRUMENTATION ENGINEERS COURSE	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
74	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	13th - 17th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
75	ELECTRICAL FAULTS: CAUSES, ANALYSIS, DETECTION AND REMEDIES	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
76	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
77	MECHANICAL EQUIPMENT: COMPRESSORS, PUMPS, SEALS, MOTORS AND VARIABLE-SPEED DRIVES	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
78	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
79	BEST PRACTICE IN BUILDING OPERATIONS MAINTENANCE AND MANAGEMENT	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024



S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
80	DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICALLY ROTATING EQUIPMENT	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
81	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
82	RISK BASED MAINTENANCE WORKSHOP	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
83	DISTRIBUTION TRANSFORMERS-OPERATIONS AND MAINTENANCE	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
84	HEAVY DUTY DIESEL ENGINE (HDD) OPERATION AND MAINTENANCE	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
85	OPERATION, MONITORING AND CONTROL OF ELECTRIC MACHINES AND INDUSTRIAL PROCESSES	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
86	PROCESS EQUIPMENT AND PIPING SYSTEMS	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
87	ELECTRICAL EQUIPMENT IN HAZARDOUS ENVIRONMENTS	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
88	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
89	BEST PRACTICE IN MAINTENANCE MANAGEMENT	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
90	CIRCUIT BREAKERS AND SWITCHGEARS INSPECTION	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025
91	ELECTRICAL ENGINEERING PRACTICES FOR FACILITIES ENGINEER	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025

# 2024 Training Calendar

## Maintenance & Engineering

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
92	EARTHING, BONDING, LIGHTNING AND SURGE PROTECTION OF ELECTRICAL SYSTEMS AND EQUIPMENT	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th – 18th Oct, 2024	22nd – 26th July, 2024	4th – 8th Nov, 2024	12th – 16th Aug, 2024	2nd – 6th Dec, 2024	2nd – 6th Sept, 2024	6th – 10th Jan, 2025
93	FACILITIES MANAGEMENT STRATEGY WORKSHOP	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024	22nd – 26th July, 2024	11th – 15th Nov, 2024	19th – 23rd Aug, 2024	2nd – 6th Dec, 2024	9th – 13th Sept, 2024	6th – 10th Jan, 2025
94	DEVELOPMENT OF TECHNOLOGICAL STANDARDS FOR RAIL AND MARINE TRANSPORT INFRASTRUCTURE	19th – 21st June, 2024	2nd – 4th Oct, 2024	1st – 5th July, 2024	21st – 25th Oct, 2024	29th July – 2nd Aug, 2024	11th – 15th Nov, 2024	19th – 23rd Aug, 2024	2nd – 6th Dec, 2024	9th – 13th Sept, 2024	6th – 10th Jan, 2025
95	DESIGN OF MODERN ELECTRICAL DISTRIBUTION SYSTEMS	19th – 21st June, 2024	2nd – 4th Oct, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024	29th July – 2nd Aug, 2024	11th – 15th Nov, 2024	19th – 23rd Aug, 2024	2nd – 6th Dec, 2024	9th – 13th Sept, 2024	13th – 16th Jan, 2025
96	CORROSION AND CONCRETE PROTECTION	19th – 21st June, 2024	2nd – 4th Oct, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024	29th July – 2nd Aug, 2024	11th – 15th Nov, 2024	26th – 30th Aug, 2024	9th – 13th Dec, 2024	18th – 20th Sept, 2024	13th – 16th Jan, 2025
97	BEST PRACTICE IN FACILITIES MANAGEMENT	19th – 21st June, 2024	2nd – 4th Oct, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024	5th – 9th Aug, 2024	11th – 15th Nov, 2024	26th – 30th Aug, 2024	9th – 13th Dec, 2024	18th – 20th Sept, 2024	13th – 16th Jan, 2025
98	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	19th – 21st June, 2024	2nd – 4th Oct, 2024	8th – 12th July, 2024	28th Oct – 1st Nov, 2024	5th – 9th Aug, 2024	18th – 22nd Nov, 2024	26th – 30th Aug, 2024	9th – 13th Dec, 2024	18th – 20th Sept, 2024	13th – 16th Jan, 2025
99	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	24th – 28th June, 2024	7th – 11th Oct, 2024	8th – 12th July, 2024	28th Oct – 1st Nov, 2024	5th – 9th Aug, 2024	18th – 22nd Nov, 2024	2nd – 6th Sept, 2024	9th – 13th Dec, 2024	23rd – 27th Sept, 2024	13th – 16th Jan, 2025
100	TROUBLESHOOTING AND MAINTENANCE OF ELECTRICAL EQUIPMENT	24th – 28th June, 2024	7th – 11th Oct, 2024	15th – 19th July, 2024	28th Oct – 1st Nov, 2024	12th – 16th Aug, 2024	18th – 22nd Nov, 2024	2nd – 6th Sept, 2024	9th – 13th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025
101	BOILER CONTROL AND INSTRUMENTATION COURSE	24th – 28th June, 2024	7th – 11th Oct, 2024	15th – 19th July, 2024	28th Oct – 1st Nov, 2024	12th – 16th Aug, 2024	18th – 22nd Nov, 2024	2nd – 6th Sept, 2024	16th – 20th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025
102	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	24th – 28th June, 2024	7th – 11th Oct, 2024	15th – 19th July, 2024	28th Oct – 1st Nov, 2024	12th – 16th Aug, 2024	18th – 22nd Nov, 2024	9th – 13th Sept, 2024	16th – 20th Dec, 2024	2nd – 4th Oct, 2024	20th – 24th Jan, 2025
103	PROCESS CONTROL VALVES AND ACTUATORS	24th – 28th June, 2024	7th – 11th Oct, 2024	15th – 19th July, 2024	4th – 8th Nov, 2024	19th – 23rd Aug, 2024	25th – 29th Nov, 2024	9th – 13th Sept, 2024	16th – 20th Dec, 2024	2nd – 4th Oct, 2024	20th – 24th Jan, 2025
104	TRANSFORMER TESTING AND MAINTENANCE WORKSHOP	1st – 5th July, 2024	14th – 18th Oct, 2024	15th – 19th July, 2024	4th – 8th Nov, 2024	19th – 23rd Aug, 2024	25th – 29th Nov, 2024	9th – 13th Sept, 2024	16th – 20th Dec, 2024	2nd – 4th Oct, 2024	20th – 24th Jan, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
105	MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE	1st – 5th July, 2024	14th – 18th Oct, 2024	22nd - 26th July, 2024	4th – 8th Nov, 2024	19th – 23rd Aug, 2024	25th – 29th Nov, 2024	18th – 20th Sept, 2024	6th – 10th Jan, 2025	7th – 11th Oct, 2024	27th – 31st Jan, 2025
106	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	1st – 5th July, 2024	14th – 18th Oct, 2024	22nd - 26th July, 2024	4th – 8th Nov, 2024	26th - 30th Aug, 2024	25th – 29th Nov, 2024	18th – 20th Sept, 2024	6th – 10th Jan, 2025	7th – 11th Oct, 2024	27th – 31st Jan, 2025
107	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	1st – 5th July, 2024	14th – 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	25th – 29th Nov, 2024	23rd – 27th Sept, 2024	6th – 10th Jan, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025
108	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	1st – 5th July, 2024	14th – 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	23rd – 27th Sept, 2024	6th – 10th Jan, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025
109	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	23rd – 27th Sept, 2024	6th – 10th Jan, 2025	14th - 18th Oct, 2024	27th – 31st Jan, 2025
110	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th – 16th Jan, 2025	14th - 18th Oct, 2024	3rd – 7th Feb, 2025
111	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th – 16th Jan, 2025	14th - 18th Oct, 2024	3rd – 7th Feb, 2025
112	ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE	15th – 19th July, 2024	28th Oct – 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th – 16th Jan, 2025	21st - 25th Oct, 2024	3rd – 7th Feb, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com



# 2024 Training Calendar Oil & Gas

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	MASTERING FINANCE FOR NON-FINANCIAL OIL AND GAS PERSONNEL	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	OIL AND GAS FIELD LIFE CYCLE, FIELD DEVELOPMENT AND PLANNING	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	FUNDAMENTALS OF OIL AND GAS PRODUCTION	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	INTRODUCTION TO OIL TRADING AND PRICE RISK MANAGEMENT	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	MANAGING BIDS AND TENDERS FROM SUPPLIERS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	MANAGING UPSTREAM OIL AND GAS ASSETS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	OIL AND GAS ACCOUNTING AND PERFORMANCE MEASUREMENT COURSE	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
14	INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS IN OIL AND GAS SECTORS	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	INTRODUCTION TO PETROLEUM EXPLORATION	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	CONSTITUTIONAL PROVISIONS RELATING TO PETROLEUM (OIL AND GAS) IN NIGERIA	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	UPSTREAM OIL AND GAS DEVELOPMENT LIFECYCLE COSTING	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	HSE IN EXPLORATION AND PRODUCTION	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	EXEGESIS OF THE 2017 NIGERIAN PETROLEUM POLICY	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	3rd - 7th Feb, 2025
26	IFRS JOINT VENTURE ACCOUNTING FOR THE OIL AND GAS SECTOR	15th - 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025
27	MAINTENANCE PLANNING AND WORK CONTROL IN THE OIL AND GAS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
28	ESSENTIAL SKILLS FOR OIL AND GAS MANAGERS AND SUPERVISORS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025
29	FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	19th - 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025
30	NEGOTIATION SKILLS FOR THE OIL AND GAS INDUSTRY	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025
31	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	13th - 17th May, 2024	11th - 15th Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th - 31st Jan, 2025	26th - 30th Aug, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	17th - 21st Feb, 2025
32	OIL AND GAS INDUSTRY FUNDAMENTALS	13th - 17th May, 2024	11th - 15th Nov, 2024	23rd - 27th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th - 31st Jan, 2025	2nd - 6th Sept, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	24th - 28th Feb, 2025
33	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	20th - 24th May, 2024	18th - 22nd Nov, 2024	23rd - 27th Sept, 2024	16th - 20th Dec, 2024	15th - 19th July, 2024	3rd - 7th Feb, 2025	2nd - 6th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	24th - 28th Feb, 2025
34	AN INTRODUCTION TO UPSTREAM PETROLEUM ECONOMICS	20th - 24th May, 2024	18th - 22nd Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	3rd - 7th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	24th - 28th Feb, 2025
35	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	3rd - 7th Mar, 2025
36	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025	9th - 13th Sept, 2024	28th Oct - 1st Nov, 2024	19th - 23rd Aug, 2024	3rd - 7th Mar, 2025
37	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	3rd - 7th June, 2024	2nd - 6th Dec, 2024	7th - 11th Oct, 2024	6th - 10th Jan, 2025	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025	18th - 20th Sept, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	3rd - 7th Mar, 2025
38	UNDERSTANDING ENERGY CONTRACTS	3rd - 7th June, 2024	2nd - 6th Dec, 2024	7th - 11th Oct, 2024	6th - 10th Jan, 2025	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025	18th - 20th Sept, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	10th - 14th Mar, 2025
39	OIL AND GAS PETROCHEMICAL ACCOUNTING AND PERFORMANCE MEASUREMENT	19th - 21st June, 2024	9th - 13th Dec, 2024	14th - 18th Oct, 2024	13th - 16th Jan, 2025	5th - 9th Aug, 2024	24th - 28th Feb, 2025	23rd - 27th Sept, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	10th - 14th Mar, 2025
40	THE OIL AND GAS VALUE CHAIN	19th - 21st June, 2024	9th - 13th Dec, 2024	14th - 18th Oct, 2024	13th - 16th Jan, 2025	5th - 9th Aug, 2024	24th - 28th Feb, 2025	23rd - 27th Sept, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	10th - 14th Mar, 2025
41	SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY	24th - 28th June, 2024	16th - 20th Dec, 2024	21st - 25th Oct, 2024	20th - 24th Jan, 2025	12th - 16th Aug, 2024	24th - 28th Feb, 2025	2nd - 4th Oct, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	17th - 21st Mar, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
42	PETROLEUM COMPANY PERFORMANCE MANAGEMENT	24th - 28th June, 2024	16th - 20th Dec, 2024	21st - 25th Oct, 2024	20th - 24th Jan, 2025	12th - 16th Aug, 2024	3rd - 7th Mar, 2025	2nd - 4th Oct, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	17th - 21st Mar, 2025
43	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	1st - 5th July, 2024	16th - 20th Dec, 2024	21st - 25th Oct, 2024	27th - 31st Jan, 2025	19th - 23rd Aug, 2024	3rd - 7th Mar, 2025	7th - 11th Oct, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	17th - 21st Mar, 2025
44	OIL AND GAS BUSINESS ENVIRONMENT	1st - 5th July, 2024	16th - 20th Dec, 2024	28th Oct - 1st Nov, 2024	27th - 31st Jan, 2025	19th - 23rd Aug, 2024	3rd - 7th Mar, 2025	7th - 11th Oct, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	24th - 28th Mar, 2025
45	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	8th - 12th July, 2024	6th - 10th Jan, 2025	28th Oct - 1st Nov, 2024	3rd - 7th Feb, 2025	26th - 30th Aug, 2024	10th - 14th Mar, 2025	14th - 18th Oct, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	24th - 28th Mar, 2025
46	OIL AND GAS FINANCE MANAGEMENT	8th - 12th July, 2024	6th - 10th Jan, 2025	28th Oct - 1st Nov, 2024	3rd - 7th Feb, 2025	26th - 30th Aug, 2024	10th - 14th Mar, 2025	14th - 18th Oct, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	24th - 28th Mar, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	MANAGING AND LEADING AN EFFECTIVE IN-HOUSE LEGAL DEPARTMENT	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
2	CONSTRUCTION AND INFRASTRUCTURE LAW	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
3	ALTERNATIVE DISPUTE RESOLUTION (ADR) MASTERCLASS	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
4	SERVICE LEVEL AGREEMENTS WORKSHOP	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
5	EMPLOYEE RELATIONS AND THE LAW	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
6	LAW-MAKING AND LEGISLATIVE DRAFTING	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
7	COMMERCIAL AND BUSINESS CONTRACTS	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
8	NIGERIAN LABOUR LAWS AND PRACTICES	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
9	THE EFFECTIVE LEGAL SECRETARY COURSE	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
10	INTERNATIONAL TRADE FINANCE AND INSTRUMENTS: OPERATIONAL: DOCUMENTATION AND LEGAL	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
11	ADVANCED ALTERNATIVE DISPUTE RESOLUTION AND MEDIATION	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
12	INTERNATIONAL ARBITRATION TRAINING	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
13	AN INTRODUCTION TO TAX FOR PROPERTY LAWYERS	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
14	INTELLECTUAL PROPERTY RIGHTS COURSE	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
15	EFFECTIVE LEGAL WRITING AND DRAFTING COURSE	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
16	LEGAL OFFICE ADMINISTRATION: BEST PRACTICES	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024



S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
17	RESOLVING CONTRACTUAL CLAIMS AND DISPUTES	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July- 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
18	STATUTORY, LEGAL AND COMPLIANCE REQUIREMENTS	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July- 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
19	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July- 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
20	ARBITRATION ADVOCACY COURSE	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July- 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
21	INTRODUCTION TO DOMESTIC ARBITRATION COURSE	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
22	LEGAL ISSUES ON FRAUD PREVENTION	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
23	EXCELLENCE IN CONTRACTS ADMINISTRATION	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
24	ACCOUNTING FOR LEGAL PRACTITIONERS	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
25	PROFESSIONAL SKILLS ACQUISITION AND DEVELOPMENT FOR GOVERNMENT LAWYERS	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
26	INFLUENCING, PERSUADING AND NEGOTIATING SKILLS FOR LAWYERS	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
27	GRIEVANCE, DISCIPLINE AND DISMISSALS	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
28	COMPUTER/ICT MANAGEMENT AND INFORMATION SECURITY FOR LEGAL OFFICERS	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
29	ALTERNATIVE DISPUTE RESOLUTION (ADR) IN LABOUR AND INDUSTRIAL RELATIONS	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
30	CONTRACT LAW UPDATES	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
31	BUSINESS LAW ADMINISTRATION COURSE	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
32	READING, WRITING AND NEGOTIATING OF CONTRACTS	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
33	FUNDAMENTALS OF CORPORATE LEGAL SERVICES	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
34	ADMINISTRATION AND OFFICE MANAGEMENT FOR LAWYERS: BEST PRACTICES AND TECHNIQUES	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
35	EFFECTIVE CONTRACT ADMINISTRATION CLAIMS MANAGEMENT AND NEGOTIATING WIN-WIN SETTLEMENTS	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
36	CORPORATE LEGAL ADVISERS AND COMPANY SECRETARIES COURSE	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	20th - 24th Jan, 2025
37	BOARD MEMBERS AND CORPORATE DIRECTORS TRAINING	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
38	ADVANCED LEGAL ADMINISTRATORS COURSE	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
39	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
40	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	27th - 31st Jan, 2025
41	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
42	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
43	FUNDAMENTALS OF EMPLOYMENT LAWS	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
44	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	3rd - 7th Feb, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
45	BUSINESS AND CONTRACT LAW ADMINISTRATION	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
46	COMMERCIAL CONTRACTS DRAFTING	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
47	DIRECTORS' DUTIES, CONFLICTS AND LIABILITIES	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
48	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
49	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
50	MANAGING CONTRACTUAL LIABILITIES EFFECTIVELY	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
51	EXCELLENCE IN CORPORATE GOVERNANCE	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
52	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
53	NON-LEGAL SKILLS FOR IN-HOUSE LAWYERS	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	10th - 14th Feb, 2025
54	COMPANY LAW AND PRACTICE	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
55	CORPORATE GOVERNANCE: EFFECTIVENESS AND ACCOUNTABILITY IN THE BOARDROOM	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
56	UNDERSTANDING GOVERNMENT LEGAL SERVICES	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
57	ADVANCED NEGOTIATION AND ADVANCED DEAL MAKING	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	17th - 21st Feb, 2025
58	CONTRACT BREACH AND TERMINATION - KEY REMEDIES FOR LITIGATORS	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	17th - 21st Feb, 2025
59	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	24th - 28th Feb, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
60	FINANCE AND ACCOUNTING FOR LAWYERS	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	27th - 31st Jan, 2025	9th - 13th Dec, 2024	24th - 28th Feb, 2025
61	CORPORATE LEGAL OFFICERS COURSE	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
62	IN-DEPTH COURSE ON ARBITRATION AND MEDIATION	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
63	CONTRACTS MANAGEMENT WORKSHOP	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
64	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	16th - 20th Dec, 2024	3rd - 7th Mar, 2025
65	OPTIMIZING THE BOARD OF DIRECTORS EFFECTIVENESS	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
66	COMPANY LAW - ESSENTIAL OVERVIEW	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
67	LAW AND CONTRACTS TERMS AND CONDITIONS	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
68	FUNDAMENTALS OF EMPLOYMENT CONTRACTS	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	10th - 14th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
69	CURRENT TRENDS IN LEGISLATIVE DRAFTING	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025	13th - 16th Jan, 2025	10th - 14th Mar, 2025
70	MEDIATION FOR LITIGATORS COURSE	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025	13th - 16th Jan, 2025	10th - 14th Mar, 2025
71	ESSENTIAL DRAFTING TECHNIQUES FOR CIVIL LITIGATORS	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025	13th - 16th Jan, 2025	10th - 14th Mar, 2025
72	THE LAW GOVERNING CONTRACTS AND COMMERCIAL DISPUTES	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	20th - 24th Jan, 2025	28th Oct - 1st Nov, 2024	17th - 21st Feb, 2025	20th - 24th Jan, 2025	10th - 14th Mar, 2025
73	BEST PRACTICE DRAFTING: STANDARD TERMS AND CONDITIONS	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	20th - 24th Jan, 2025	4th - 8th Nov, 2024	17th - 21st Feb, 2025	20th - 24th Jan, 2025	10th - 14th Mar, 2025



S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
74	LEGAL SECRETARY DUTIES COURSE	3rd – 7th June, 2024	18th – 20th Sept, 2024	29th July-2nd Aug, 2024	4th – 8th Nov, 2024	18th – 20th Sept, 2024	20th – 24th Jan, 2025	4th – 8th Nov, 2024	17th – 21st Feb, 2025	20th – 24th Jan, 2025	17th – 21st Mar, 2025
75	EFFECTIVE DRAFTING OF ENFORCEABLE CONTRACTS CONDITIONS	3rd – 7th June, 2024	18th – 20th Sept, 2024	29th July-2nd Aug, 2024	4th – 8th Nov, 2024	18th – 20th Sept, 2024	20th – 24th Jan, 2025	4th – 8th Nov, 2024	17th – 21st Feb, 2025	20th – 24th Jan, 2025	17th – 21st Mar, 2025
76	EFFECTIVE LEADERSHIP TOOLS FOR LEGAL PRACTITIONERS	3rd – 7th June, 2024	18th – 20th Sept, 2024	29th July-2nd Aug, 2024	4th – 8th Nov, 2024	18th – 20th Sept, 2024	27th – 31st Jan, 2025	4th – 8th Nov, 2024	24th – 28th Feb, 2025	27th – 31st Jan, 2025	17th – 21st Mar, 2025
77	PUBLIC-PRIVATE PARTNERSHIPS (PPP) CONTRACT MANAGEMENT	19th – 21st June, 2024	23rd – 27th Sept, 2024	5th – 9th Aug, 2024	11th – 15th Nov, 2024	23rd – 27th Sept, 2024	27th – 31st Jan, 2025	11th – 15th Nov, 2024	24th – 28th Feb, 2025	27th – 31st Jan, 2025	17th – 21st Mar, 2025
78	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	19th – 21st June, 2024	23rd – 27th Sept, 2024	5th – 9th Aug, 2024	11th – 15th Nov, 2024	23rd – 27th Sept, 2024	27th – 31st Jan, 2025	11th – 15th Nov, 2024	24th – 28th Feb, 2025	27th – 31st Jan, 2025	17th – 21st Mar, 2025
79	READING, WRITING AND NEGOTIATING OF CONTRACTS	19th – 21st June, 2024	23rd – 27th Sept, 2024	5th – 9th Aug, 2024	11th – 15th Nov, 2024	23rd – 27th Sept, 2024	27th – 31st Jan, 2025	11th – 15th Nov, 2024	24th – 28th Feb, 2025	27th – 31st Jan, 2025	24th – 28th Mar, 2025
80	FUNDAMENTALS OF CORPORATE LEGAL SERVICES	19th – 21st June, 2024	23rd – 27th Sept, 2024	5th – 9th Aug, 2024	11th – 15th Nov, 2024	23rd – 27th Sept, 2024	3rd – 7th Feb, 2025	11th – 15th Nov, 2024	3rd – 7th Mar, 2025	3rd – 7th Feb, 2025	24th – 28th Mar, 2025
81	BOARD OF DIRECTORS VERSATILITY TRAINING	24th – 28th June, 2024	2nd – 4th Oct, 2024	12th – 16th Aug, 2024	18th – 22nd Nov, 2024	2nd – 4th Oct, 2024	3rd – 7th Feb, 2025	18th – 22nd Nov, 2024	3rd – 7th Mar, 2025	3rd – 7th Feb, 2025	24th – 28th Mar, 2025
82	NIGERIA TAXATION LAWS AND PRACTICE FOR LEGAL OFFICERS	24th – 28th June, 2024	2nd – 4th Oct, 2024	12th – 16th Aug, 2024	18th – 22nd Nov, 2024	2nd – 4th Oct, 2024	3rd – 7th Feb, 2025	18th – 22nd Nov, 2024	3rd – 7th Mar, 2025	3rd – 7th Feb, 2025	24th – 28th Mar, 2025
83	CORPORATE LEGAL ADVISERS CONFERENCE	24th – 28th June, 2024	2nd – 4th Oct, 2024	12th – 16th Aug, 2024	18th – 22nd Nov, 2024	2nd – 4th Oct, 2024	3rd – 7th Feb, 2025	18th – 22nd Nov, 2024	3rd – 7th Mar, 2025	3rd – 7th Feb, 2025	24th – 28th Mar, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	TERRITORY AND TIME MANAGEMENT FOR SALES PEOPLE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	EFFECTIVE SALES AND MARKETING ADMINISTRATION TRAINING	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	PROVIDING EXTRAORDINARY CUSTOMER SERVICE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	MARKETING SALES AND IMPLEMENTATION	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	MARKET PLANNING, MARKET AUDIT AND BENCHMARKING COURSE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	EXCELLENT CUSTOMER SERVICE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	HIGH IMPACT SALES - THE COMPLETE SALES COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	SALES OUTLETS MANAGEMENT COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	FUNDAMENTAL SELLING SKILLS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	CUSTOMER SERVICE EXCELLENCE FOR MANAGERS	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
14	MARKET-DRIVING STRATEGIES	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
16	EMAIL MARKETING FUNDAMENTALS COURSE	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	FINANCIAL ASPECTS OF THE SALES AND MARKETING PROCESS	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	FUNDAMENTALS OF MARKETING COURSE	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	CUSTOMER - FOCUSED SELLING STRATEGIES	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	EFFECTIVE SALES MANAGEMENT AND ANALYSIS COURSE	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	SALES AND MARKETING PROFESSIONAL	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	DIGITAL MARKETING PLANS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	PROFITABLE SELLING IN A VOLATILE AND HOSTILE MARKET	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	EXCEPTIONAL CUSTOMER SERVICE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	EFFECTIVE MARKETING COURSE FOR BEGINNERS	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	HANDLING CUSTOMER COMPLAINTS EFFECTIVELY	4th - 8th Mar, 2024	28th Oct-1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	STRATEGIC INTERNAL BUSINESS PARTNER	4th - 8th Mar, 2024	28th Oct-1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	11th - 15th Mar, 2024	28th Oct-1st Nov, 2024	29th July-2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	VALUE ADDED MARKETING - ADVANCED MARKETING STRATEGIES COURSE	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July-2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	KEY ACCOUNT SELLING AND MANAGEMENT COURSE	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July-2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July-2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	THE EFFECTIVE MARKETING MANAGER COURSE	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	INTRODUCTION TO MARKETING COURSE	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	DIGITAL MARKETER COURSE	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	MARKETING STRATEGIES AND PLANNING	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	SALES AND MARKETING MANAGEMENT	25th - 28th Mar, 2024	18th - 22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	SALES NEGOTIATION STRATEGIES TRAINING	25th - 28th Mar, 2024	18th - 22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	CUSTOMER EXPERIENCE PERFECTION FOR MODERN MANAGERS	2nd - 5th Apr, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024





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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
46	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	2nd - 5th Apr, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	2nd - 5th Apr, 2024	25th - 29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	MARKETING COMMUNICATION COURSE	2nd - 5th Apr, 2024	25th - 29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	ESSENTIAL MARKETING PROCESS TRAINING	15th - 19th Apr, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
50	EXCEPTIONAL CUSTOMER RELATIONSHIP MANAGEMENT - CRM COURSE	15th - 19th Apr, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
51	MARKETING AND PROMOTION MANAGEMENT COURSE	15th - 19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
52	MARKETING AND ADVERTISING COURSE	15th - 19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct-1st Nov, 2024
53	STRATEGIC BRAND MANAGEMENT COURSE	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
54	OFFENSIVE AND DEFENSIVE MARKET SHARE TRAINING FOR SALES AND MARKETING MANAGERS	22nd - 26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	BUSINESS CONTINUITY MANAGEMENT WORKSHOP	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	DIGITAL BUSINESS TRANSFORMATION COURSE	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT COURSE	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	INFLUENCE NEGOTIATION COURSE	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	AGILE LEADERSHIP COURSE	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	BUSINESS CONTINUITY AND COST CONTROL STRATEGIES	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	BUSINESS ANALYSIS TRAINING COURSE	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	BODY LANGUAGE FOR ENTREPRENEURS	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	INVESTMENT APPRAISAL AND RISK ANALYSIS	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	BUSINESS PROCESS ANALYSIS AND MODELLING	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	BUSINESS MANAGEMENT AND ENTREPRENEURSHIP	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	EFFECTIVE BUSINESS DEVELOPMENT TRAINING	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
14	STAKEHOLDER ENGAGEMENT COURSE	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	BUSINESS DEVELOPMENT PLANNING AND ANALYSIS COURSE	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	LEADERSHIP, MANAGEMENT AND ENTREPRENEURSHIP IN THE 21ST CENTURY	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	BUSINESS FEASIBILITY AND VIABILITY APPRAISAL STRATEGIES	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	NEW APPROACHES TO ENTREPRENEURSHIP FINANCING: PROCESS AND PROCEDURES	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	STARTUP GROWTH STRATEGIES TRAINING	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	BUSINESS IMPROVEMENT AND PROCESS MAPPING	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	UNDERSTANDING FINANCE FOR THE ENTREPRENEUR	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	WRITING PROPOSAL AND BUSINESS PLAN COURSE	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	SUCCESSFUL COST REDUCTION STRATEGIES IN ORGANIZATIONS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	ENTREPRENEURSHIP PROCESS AND BEHAVIOR COURSE	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	FINANCIAL SKILLS FOR BUSINESS DEVELOPMENT	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025
26	SOCIAL ENTREPRENEURSHIP COURSE	15th - 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
27	CREATIVITY AND INNOVATION IN ENTREPRENEURSHIP	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th - 21st Feb, 2025
28	BUSINESS PLANNING AND STRATEGIC DECISION-MAKING	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th - 21st Feb, 2025
29	FEASIBILITY STUDIES - PREPARATION, ANALYSIS AND EVALUATING ENTREPRENEURSHIP	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	19th - 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th - 28th Feb, 2025
30	BUSINESS RISK: IDENTIFICATION, EVALUATION AND MANAGEMENT	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th - 28th Feb, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	HOSPITALITY AND HOTEL MANAGEMENT COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	TRAVEL AND TOURISM COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	HOTEL INVESTMENTS AND VALUATION COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	THE EFFECTIVE HOTEL RECEPTIONIST COURSE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	HOTEL MARKETING AND SALES	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	FINANCIAL STATEMENTS INTERPRETATION OF HOTELS AND HOSPITALITY	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	HOTEL AND HOSPITALITY PRACTICE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	HOSPITALITY INDUSTRY LAW	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	INTRODUCTION TO HOTEL REVENUE MANAGEMENT	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	RESTAURANT REVENUE MANAGEMENT WORKSHOP	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	HOTEL HUMAN RESOURCES MANAGEMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	HOTEL AND HOSPITALITY MANAGEMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	MENU ANALYSIS WORKSHOP	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	EVENT AND CONFERENCE MANAGEMENT COURSE	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	HOSPITALITY CUSTOMER SERVICE PROFESSIONAL	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	HOTEL AND CATERING MANAGEMENT COURSE	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	FOOD HYGIENE AND BEVERAGE SERVICES	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	HOSPITALITY EVENTS AND CONFERENCES MANAGEMENT	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	THE HOSPITALITY BUSINESS COURSE	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	HOSPITALITY AND EVENT MANAGEMENT COURSE	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	HOTEL WAREHOUSING AND STORES MANAGEMENT	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
27	HOTEL ACCOUNTING AND PRESENTATION OF FINANCIAL STATEMENT	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	CATERING AND EVENT MANAGEMENT	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	MODERN METHODS IN TOURISM MANAGEMENT	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	FUNDAMENTALS OF HOTEL REVENUE MANAGEMENT IN HOSPITALITY INDUSTRY	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	REVENUE AUDIT AND CONTROLS IN HOTEL MANAGEMENT	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	HOSPITALITY AND TOURISM TECHNOLOGY AND INNOVATION	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	CUSTOMER EXPERIENCE MANAGEMENT IN HOSPITALITY PROFESSIONAL	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	INTERNAL CONTROL AND FRAUD MANAGEMENT IN HOTELS	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	HOTEL FRONT DESK OPERATIONS MANAGEMENT	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	HOTEL ASSETS MANAGEMENT (HAM)	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	HOTEL QUALITY CONTROL (HQC)	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
41	HOTEL RESERVATIONS TECHNIQUES	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	HOTEL AND HOSPITALITY FRONT DESK OFFICER	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	OPERATIONS AND MANAGEMENT OF AMUSEMENT PARK AND LEISURE SERVICES	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	FOOD AND BEVERAGE MANAGEMENT COURSE	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	ANALYSIS OF HOTEL INCOME STATEMENTS	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	CONCEPTS OF BUDGETING AND FORECASTING IN HOTELS AND HOSPITALITY INDUSTRIES	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	HOTEL AND HOSPITALITY MANAGEMENT AUDITING TRAINING	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	EXCELLENCE IN HOUSEKEEPING AND CLEANING	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	RESTAURANT OPERATIONS MANAGEMENT	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

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**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com





# 2024 Training Calendar

## Manufacturing & Production

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	EFFECTIVE OPERATIONS AND PERFORMANCE MANAGEMENT	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	LABORATORY DOCUMENTATION, DATA MANAGEMENT AND REPORTING	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	INTRODUCTION TO MANUFACTURING PROCESSES	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	LEAN MANUFACTURING: WASTE REDUCTION AND PRODUCTIVITY IMPROVEMENTS	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	STRATEGIC PRODUCTION MANAGEMENT AND PLANNING AT WORKPLACE	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	PRODUCT LIABILITY IN MANUFACTURING	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	STATISTICAL PROCESS CONTROL (SPC)	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	OCCUPATIONAL FIRST AID AND CPR TRAINING	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	FORKLIFT TRUCK SAFETY HANDLING AND PROFICIENCY IN PRODUCTION	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	SCHEDULED WASTE MANAGEMENT COURSE	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	PRODUCTION PLANNING, SCHEDULING AND CONTROL	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	PERSONAL DEVELOPMENT PROGRAM FOR TECHNICIANS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024

# 2024 Training Calendar

## Manufacturing & Production

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
13	PRODUCT LIABILITY IN MANUFACTURING	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
14	OCCUPATIONAL FIRST AID AND CPR TRAINING	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
15	PERFORMANCE MANAGEMENT AND MONITORING	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	GOOD MANUFACTURING PRACTICES (GMP) AND HYGIENE	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	EFFECTIVE PRODUCTION PLANNING, SCHEDULING AND CONTROL	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	UNSATURATED POLYESTER RESIN	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

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**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com

# 2024 Training Calendar Information Technology

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: CORELDRAW	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
2	CLOUD COMPUTING ADMINISTRATION: GOOGLE CLOUD PLATFORM	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024
3	DATA ANALYSIS AND MODELLING ON THE AZURE PLATFORM	15th - 19th Jan, 2024	13th - 17th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
4	DATABASE DESIGN, TOOLS & TECHNIQUES WITH NOSQL	15th - 19th Jan, 2024	20th - 24th May, 2024	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
5	DATA ANALYTICS FOR MANAGERIAL DECISION MAKING	15th - 19th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
6	A COMPLETE GUIDE TO IT QUALITY MANAGEMENT	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
7	ADVANCED INFORMATION SYSTEMS MANAGEMENT COURSE	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024
8	THE COMPLETE COURSE ON DATA SCIENCE AND BIG DATA ANALYTICS	22nd - 26th Jan, 2024	20th - 24th May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
9	THE COMPLETE COURSE ON CLOUD MANAGEMENT AND IT SECURITY	22nd - 26th Jan, 2024	27th - 31st May, 2024	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
10	IT STRATEGY AND ARCHITECTURE PRINCIPLES AND PRACTICES	22nd - 26th Jan, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
11	SECURING AND TROUBLESHOOTING SOFTWARE DEFINED NETWORKS	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
12	ADVANCED MANAGEMENT INFORMATION SYSTEMS EXCELLENCE	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024
13	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	29th Jan - 2nd Feb, 2024	27th - 31st May, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
14	DATA ANALYSIS AND VISUALIZING USING MICROSOFT EXCEL	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024

# 2024 Training Calendar Information Technology

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	DIGITAL CONTENT MARKETING STRATEGIES & TOOLS	29th Jan - 2nd Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
16	STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
17	MANAGEMENT INFORMATION SYSTEMS COURSE	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024
18	EXCELLENCE IN DATA GOVERNANCE ADMINISTRATION	5th - 9th Feb, 2024	3rd - 7th June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
19	ADMINISTERING AND TROUBLESHOOTING WINDOWS SERVER 2019	5th - 9th Feb, 2024	19th - 21st June, 2024	26th Feb - 1st Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
20	SECURE SOFTWARE DEVELOPMENT LIFECYCLES (SDLC) BEST PRACTICES	5th - 9th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
21	IT FUNDAMENTALS	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
22	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: WINDOWS	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024
23	DESIGNING DATABASE-DRIVEN APPLICATIONS WITH ORACLE APEX	12th - 16th Feb, 2024	19th - 21st June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
24	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	12th - 16th Feb, 2024	24th - 28th June, 2024	4th - 8th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
25	DOCUMENT MANAGEMENT SYSTEMS	12th - 16th Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
26	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MICROSOFT ACCESS	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
27	CLOUD COMPUTING ADMINISTRATION: AMAZON WEB SERVICES	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024
28	INSTALLING, CONFIGURING & DEPLOYING LINUX SERVERS	19th - 23rd Feb, 2024	24th - 28th June, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
29	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	19th - 23rd Feb, 2024	1st - 5th July, 2024	11th - 15th Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024



# 2024 Training Calendar

## Information Technology

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	CUSTOMER RELATIONSHIP MANAGEMENT USING GOOGLE BUSINESS SERVICES	19th - 23rd Feb, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
31	GDPR & NDPR GUIDE TO DATA PROTECTION FOR MODERN BUSINESS	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
32	APPLICATION DEVELOPMENT WITH PYTHON	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	22nd - 26th July, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024
33	DATABASE DESIGN, TOOLS & TECHNIQUES WITH ORACLE DB	26th Feb - 1st Mar, 2024	1st - 5th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	15th - 19th Apr, 2024	19th - 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	COMPUTER NETWORK ROUTING & SWITCHING	4th - 8th Mar, 2024	8th - 12th July, 2024	18th - 22nd Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
36	DOCUMENT AUTHORIZING WITH MICROSOFT WORD	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
37	DATABASE DESIGN, TOOLS & TECHNIQUES WITH AZURE SQL	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	29th July - 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024
38	SECURING & TROUBLESHOOTING CLOUD APPLICATIONS, SERVICES AND RESOURCES	4th - 8th Mar, 2024	8th - 12th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	INFORMATION STORAGE AND MANAGEMENT	11th - 15th Mar, 2024	15th - 19th July, 2024	25th - 28th Mar, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	GETTING STARTED WITH PRODUCTIVITY TOOLS: MICROSOFT OFFICE SUITE IN A NUTSHELL	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
41	INSTALLING & CONFIGURING SOFTWARE DEFINED NETWORKS	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
42	COMPUTER FORENSIC TECHNIQUES AND TOOLS	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024
43	MANAGING SECURITY IN AN IT (ENABLED) ENVIRONMENT	11th - 15th Mar, 2024	15th - 19th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	CLOUD COMPUTING ADMINISTRATION: MICROSOFT AZURE	18th - 22nd Mar, 2024	22nd - 26th July, 2024	2nd - 5th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024

# 2024 Training Calendar Information Technology

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
45	APPLICATION DEVELOPMENT WITH JAVA	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024
46	IMPLEMENTING CISCO NETWORK SECURITY	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024
47	HYBRID CLOUD COMPUTING ADMINISTRATION	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024
48	CREATING GRAPHICS FOR USER INTERFACES, PRINT AND WEB: PHOTOSHOP	18th – 22nd Mar, 2024	22nd - 26th July, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	CUSTOMER RELATIONSHIP MANAGEMENT USING MICROSOFT DYNAMICS 365 CUSTOMER SERVICE	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	15th – 19th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
50	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th – 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
51	CREATING PRESENTATIONS WITH MICROSOFT POWERPOINT	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th – 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
52	IT GOVERNANCE: ALIGNING IT WITH BUSINESS	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th – 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024
53	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MYSQL	25th - 28th Mar, 2024	29th July- 2nd Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th – 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
54	COMPUTER NETWORK ADMINISTRATION AND OPERATIONS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	22nd - 26th Apr, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	19th – 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
55	WORKING WITH THE LINUX PLATFORM AND TOOLS	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
56	TELECOMMUNICATION NETWORKS MANAGEMENT: I	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
57	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024
58	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	2nd - 5th Apr, 2024	5th - 9th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
59	IT SERVICE MANAGEMENT	15th – 19th Apr, 2024	12th - 16th Aug, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
60	DESIGNING AND DEPLOYING MESSAGING AND COMMUNICATION PLATFORMS	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
61	RISK & VULNERABILITY ASSESSMENT FOR IT SYSTEMS	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
62	COMPUTER & NETWORK ADMINISTRATION: I	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024
63	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	15th – 19th Apr, 2024	12th - 16th Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	3rd – 7th June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
64	DATABASE DESIGN, TOOLS & TECHNIQUES WITH PL/SQL	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
65	DIGITAL COLLABORATION USING MICROSOFT SHAREPOINT	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024
66	BEST PRACTICES IN INFORMATION SYSTEMS AUDIT	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024
67	APPLICATION DEVELOPMENT WITH PHP	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July- 2nd Aug, 2024	18th – 22nd Nov, 2024
68	BEST PRACTICES IN IT MANAGEMENT & INFORMATION SECURITY	22nd - 26th Apr, 2024	19th – 23rd Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
69	CREATING SPREADSHEETS WITH MICROSOFT EXCEL	6th - 10th May, 2024	26th - 30th Aug, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
70	COMPUTER & NETWORK ADMINISTRATION: II	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
71	UNDERSTANDING THE BUSINESS SIDE OF CLOUD COMPUTING	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
72	ADMINISTERING & TROUBLESHOOTING WINDOWS 10	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024
73	ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT	6th - 10th May, 2024	26th - 30th Aug, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024
74	DATA CENTERS DESIGN, PLANNING AND IMPLEMENTATION	13th - 17th May, 2024	2nd - 6th Sept, 2024	27th – 31st May, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024

# 2024 Training Calendar

## Information Technology

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
75	WIRELESS NETWORKS ADMINISTRATION	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
76	DATA ANALYSIS AND MODELING USING POWER BI	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
77	DESIGNING WEBSITES & WEB-BASED APPS USING HTML, CSS, JAVASCRIPT & MYSQL	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024
78	DATA RECOVERY TOOLS & TECHNIQUES	13th - 17th May, 2024	2nd - 6th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
79	DATABASE DESIGN, TOOLS & TECHNIQUES WITH SQL SERVER	20th - 24th May, 2024	9th - 13th Sept, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	2nd - 6th Dec, 2024
80	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
81	IT INFRASTRUCTURE MANAGEMENT	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
82	COMPUTER, NETWORK AND CLOUD SECURITY ADMINISTRATION	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024
83	NETWORKING WITH WINDOW SERVER AND CLIENTS	20th - 24th May, 2024	9th - 13th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
84	APPLICATION DEVELOPMENT WITH NODE.JS	27th - 31st May, 2024	18th - 20th Sept, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024
85	DIGITAL TRANSFORMATION FOR THE 21 <sup>ST</sup> CENTURY BUSINESS	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
86	INSTALLING, CONFIGURING & DEPLOYING WINDOWS 10	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
87	INSTALLING, CONFIGURING & DEPLOYING WINDOWS SERVER 2019	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024
88	MANAGING ENTERPRISE STORAGE NETWORKS	27th - 31st May, 2024	18th - 20th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024
89	SECURING WIRELESS NETWORKS AND WANS	3rd - 7th June, 2024	23rd - 27th Sept, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	16th - 20th Dec, 2024



# 2024 Training Calendar Information Technology

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
90	DATABASE DESIGN, TOOLS & TECHNIQUES WITH MARIADB	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	25th - 29th Nov, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
91	ICT MANAGEMENT AND INFORMATION SECURITY	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
92	INFORMATION SECURITY FOR IT PROFESSIONALS	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	6th – 10th Jan, 2025
93	TELECOMMUNICATION NETWORKS MANAGEMENT: II	3rd – 7th June, 2024	23rd – 27th Sept, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th – 10th Jan, 2025
94	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	19th - 21st June, 2024	2nd - 4th Oct, 2024	1st – 5th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	6th – 10th Jan, 2025
95	CYBER SECURITY RISK ASSESSMENT & CONTROLS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	19th – 23rd Aug, 2024	2nd - 6th Dec, 2024	9th - 13th Sept, 2024	13th – 16th Jan, 2025
96	APPLYING MACHINE LEARNING & ARTIFICIAL INTELLIGENCE TO BUSINESS DATA	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
97	DISASTER PREVENTION & RECOVERY MANAGEMENT: HANDLING IT RISKS	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
98	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: CISCO	19th - 21st June, 2024	2nd - 4th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	26th - 30th Aug, 2024	9th - 13th Dec, 2024	18th - 20th Sept, 2024	13th – 16th Jan, 2025
99	BEST PRACTICES IN IT SYSTEMS MAINTENANCE MANAGEMENT	24th - 28th June, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd – 27th Sept, 2024	13th – 16th Jan, 2025
100	CUSTOMER RELATIONSHIP MANAGEMENT USING THE AWS PLATFORM	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025
101	DATABASE DESIGN, TOOLS & TECHNIQUES WITH POSTGRESQL	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	2nd - 6th Sept, 2024	16th – 20th Dec, 2024	23rd – 27th Sept, 2024	20th – 24th Jan, 2025
102	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	12th - 16th Aug, 2024	18th – 22nd Nov, 2024	9th - 13th Sept, 2024	16th – 20th Dec, 2024	2nd - 4th Oct, 2024	20th – 24th Jan, 2025
103	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	24th - 28th June, 2024	7th - 11th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th – 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th – 20th Dec, 2024	2nd - 4th Oct, 2024	20th – 24th Jan, 2025

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
104	INSTALLING, CONFIGURING & TROUBLESHOOTING NETWORKS: LINUX	1st - 5th July, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	16th - 20th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025
105	DISASTER RECOVERY ADMINISTRATOR COURSE	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
106	WEB BASED INFORMATION SYSTEM MANAGEMENT	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	18th - 20th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
107	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
108	LINUX SYSTEM ADMINISTRATION	1st - 5th July, 2024	14th - 18th Oct, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025
109	INFORMATION TECHNOLOGY ESSENTIALS	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	14th - 18th Oct, 2024	27th - 31st Jan, 2025
110	DESIGNING WEBSITES USING WORDPRESS CMS	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025
111	CYBER SECURITY ANALYST	8th - 12th July, 2024	21st - 25th Oct, 2024	29th July - 2nd Aug, 2024	18th - 22nd Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025
112	SECURING THE WINDOWS FILE SYSTEM	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025
113	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	15th - 19th July, 2024	28th Oct - 1st Nov, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	13th - 16th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com



# 2024 Training Calendar Public Relations

+2348033045484, +2349060007799  
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 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	INTERNATIONAL PROTOCOL AND DIPLOMACY COURSE	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	CUSTOMER SERVICE AND PUBLIC RELATIONS	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	PUBLIC RELATIONS AND SUCCESSFUL CAMPAIGNS	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	WRITING SKILLS FOR PR	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	EFFECTIVE PUBLIC RELATIONS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	BUSINESS STRATEGY FOR PR MANAGERS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	PR IN A CHANGING DIGITAL LANDSCAPE	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	MASTERING CORPORATE COMMUNICATIONS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
14	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
15	PROTOCOL AND TRAVEL MANAGEMENT	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
16	MANAGING COMMUNITY RELATIONS EFFECTIVELY	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	WRITING FOR SOCIAL MEDIA COURSE	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	INCIDENT AND CRISIS RESPONSE COMMUNICATION SKILLS	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	PUBLIC RELATIONS PROFESSIONAL COURSE	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	MEASURING AND EVALUATING PR	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	PUBLIC RELATIONS AND MEDIA SKILLS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	PUBLIC RELATIONS CAMPAIGNS PLANNING AND EXECUTION	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	3rd - 7th Feb, 2025
26	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	15th - 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025
27	PUBLIC RELATIONS FUNDAMENTALS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025
28	MEDIA RELATIONS AND PUBLIC AFFAIRS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025
29	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	19th - 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025





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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	INTRODUCTION TO PUBLIC RELATIONS	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025
31	PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL: BEST PRACTICE	13th - 17th May, 2024	11th - 15th Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th - 31st Jan, 2025	26th - 30th Aug, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	17th - 21st Feb, 2025
32	GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS	13th - 17th May, 2024	11th - 15th Nov, 2024	23rd - 27th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th - 31st Jan, 2025	2nd - 6th Sept, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	24th - 28th Feb, 2025
33	ADVANCED SOCIAL MEDIA TRAINING	20th - 24th May, 2024	18th - 22nd Nov, 2024	23rd - 27th Sept, 2024	16th - 20th Dec, 2024	15th - 19th July, 2024	3rd - 7th Feb, 2025	2nd - 6th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	24th - 28th Feb, 2025
34	EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES	20th - 24th May, 2024	18th - 22nd Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	3rd - 7th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	24th - 28th Feb, 2025
35	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	3rd - 7th Mar, 2025
36	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025	9th - 13th Sept, 2024	28th Oct - 1st Nov, 2024	19th - 23rd Aug, 2024	3rd - 7th Mar, 2025
37	PLANNING AND MANAGING PR CAMPAIGNS	3rd - 7th June, 2024	2nd - 6th Dec, 2024	7th - 11th Oct, 2024	6th - 10th Jan, 2025	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025	18th - 20th Sept, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	3rd - 7th Mar, 2025
38	STRATEGIC MEDIA PLANNING	3rd - 7th June, 2024	2nd - 6th Dec, 2024	7th - 11th Oct, 2024	6th - 10th Jan, 2025	29th July - 2nd Aug, 2024	17th - 21st Feb, 2025	18th - 20th Sept, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	10th - 14th Mar, 2025
39	PROTOCOL AND EVENT MANAGEMENT	19th - 21st June, 2024	9th - 13th Dec, 2024	14th - 18th Oct, 2024	13th - 16th Jan, 2025	5th - 9th Aug, 2024	24th - 28th Feb, 2025	23rd - 27th Sept, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	10th - 14th Mar, 2025
40	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	19th - 21st June, 2024	9th - 13th Dec, 2024	14th - 18th Oct, 2024	13th - 16th Jan, 2025	5th - 9th Aug, 2024	24th - 28th Feb, 2025	23rd - 27th Sept, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	10th - 14th Mar, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract 7.5% VAT

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	ADVANCED EXECUTIVE ASSISTANT COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	PERSONAL ASSISTANTS AND SECRETARIES SKILLS - ESSENTIAL	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	RECEPTIONIST SKILLS TRAINING COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
14	MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	RECEPTION AND TELEPHONE ETIQUETTE	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	OFFICE MANAGEMENT AND ADMINISTRATION COURSE	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	PROFESSIONAL BUSINESS AND CORPORATE ETIQUETTE COURSE	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	EFFECTIVE MINUTE TAKING COURSE	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	PROFESSIONAL OFFICE AND RECORDS MANAGEMENT COURSE	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	MANAGING YOUR BOSS IN THE WORKPLACE	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	EFFECTIVE RECEPTIONIST AND FRONT DESK MANAGER	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024



## 2024 Training Calendar

# Secretaries & Personal Assistants

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
28	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	ORGANISING AND BEHAVIOURAL SKILLS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	THE EFFECTIVE SECRETARY TRAINING	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024



## 2024 Training Calendar

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S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
42	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
43	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
44	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
45	PERSONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	FRONTLINE CUSTOMER SERVICE EXCELLENCE	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com



# 2024 Training Calendar

## Transport & Logistics

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	PREVENTIVE DRIVING AND SAFETY PRECAUTIONS	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	MANAGING FREIGHT AND LOGISTICS MANAGEMENT	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	TOOLS AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	CORPORATE FLEET MANAGEMENT WORKSHOP	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	DEFENSIVE DRIVER SAFETY TECHNIQUES	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	ROAD TRANSPORT SAFETY AND DRIVERS SECURITY TIP	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	TRANSPORTATION, LOGISTICS AND THE LAW COURSE	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	TRANSPORTATION MANAGEMENT SYSTEM	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
14	INTRODUCTION TO AIR TRANSPORT MANAGEMENT AND OPERATIONS	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024

# 2024 Training Calendar

## Transport & Logistics

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	ROAD SAFETY AND DRIVERS AWARENESS COURSE	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	IMPORT MANAGEMENT WORKSHOP	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	SAFETY DRIVING TIPS IN THE ERA OF COVID-19 PANDEMIC	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORT MANAGERS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025
26	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	15th - 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025

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## Transport & Logistics

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
27	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th - 21st Feb, 2025
28	TRANSPORT AND LOGISTICS - ESSENTIALS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th - 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th - 21st Feb, 2025
29	LOGISTICS AND DISTRIBUTION MANAGEMENT	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	19th - 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th - 28th Feb, 2025
30	MANAGING THE TRANSPORT DEPARTMENT OF YOUR ORGANIZATION	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st - 5th July, 2024	20th - 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th - 28th Feb, 2025
31	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	13th - 17th May, 2024	11th - 15th Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th - 31st Jan, 2025	26th - 30th Aug, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	3rd - 7th Mar, 2025
32	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	13th - 17th May, 2024	11th - 15th Nov, 2024	23rd - 27th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th - 31st Jan, 2025	2nd - 6th Sept, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	3rd - 7th Mar, 2025
33	LOGISTICS MANAGEMENT WORKSHOP	20th - 24th May, 2024	18th - 22nd Nov, 2024	23rd - 27th Sept, 2024	16th - 20th Dec, 2024	15th - 19th July, 2024	3rd - 7th Feb, 2025	2nd - 6th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	10th - 14th Mar, 2025
34	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	20th - 24th May, 2024	18th - 22nd Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	3rd - 7th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	10th - 14th Mar, 2025
35	LOGISTICS AND TRANSPORT MANAGEMENT	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	17th - 21st Mar, 2025
36	ESSENTIALS OF FLEET AND TRANSPORT MANAGEMENT WORKSHOP	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th - 20th Dec, 2024	22nd - 26th July, 2024	10th - 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	17th - 21st Mar, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call

Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com,

www.international.alphapartnerstrainings.com

# 2024 Training Calendar Aviation and Maritime

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	AIRLINE CUSTOMER SERVICE: STRATEGY DESIGN AND IMPLEMENTATION	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	AIRLINE BUSINESS FOUNDATIONS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	AIRFARE TICKETING AND RESERVATION MANAGEMENT	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	MARINE EMERGENCY DUTIES FOR SENIOR OFFICERS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	FLIGHT DISPATCHER AND MAIL HANDLING COURSE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	AIRLINE FINANCE AND ACCOUNTING MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	ADVANCED AIRLINE PROTOCOL AND INTERPERSONAL MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	EXCELLENCE IN AIRLINE CUSTOMER CARE ADMINISTRATION	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	SECURITY OPERATIONS, PROCESSES AND STRATEGIES IN AVIATION SECTOR	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	UNDERSTANDING AVIATION: CUSTOMER SERVICE IN AIRLINE INDUSTRY	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	BEST PRACTICE IN AIRLINE SALES AND OPERATIONS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	BEST PRACTICE IN AIRLINE PASSENGER ADMINISTRATION	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	STORES AND INVENTORY ADMINISTRATION IN AVIATION SECTOR	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024

# 2024 Training Calendar Aviation and Maritime

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	MANAGING AUDIT FUNCTIONS IN THE AVIATION SECTOR	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	AIR TRANSPORT ECONOMICS	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	AIR FARES AND TICKETING ADMINISTRATION	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	SECURITY AWARENESS FOR MARINE FACILITY PERSONNEL	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	AVIATION FINANCE COURSE	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	AVIATION FRONT DESK/OFFICE MANAGEMENT	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	UNDERSTANDING CYBERSECURITY IN SHIP OPERATIONS	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	AIRPORT CORPORATE TRAVEL PROTOCOL MANAGEMENT	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	AVIATION FINANCE AND ASSET MANAGEMENT	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	BEST PRACTICE IN AVIATION BUSINESS MANAGEMENT	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	LEGAL ASPECT OF AVIATION SECURITY AND SAFETY	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	AIR TRANSPORT ECONOMICS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	AIRCRAFT LEASING COURSE	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
27	AIR CABIN CREW CONFLICT MANAGEMENT COURSE	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	AIRLINE REVENUE MANAGEMENT	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	AIR CARGO MANAGEMENT COURSE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	BEST PRACTICE IN AIRLINE REVENUE MANAGEMENT	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	SHIPPING, CLEARING AND FORWARDING ADMINISTRATION	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	PASSENGERS AND AIRPORT CARGO HANDLING TECHNIQUES	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	PRIVATE STAFF AIRCRAFT SAFETY TRAINING	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	AIRLINE MARKETING MANAGEMENT COURSE	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	INTELLIGENCE AND SECURITY MANAGEMENT FOR AVIATION STAFF	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	SHIPPING FINANCE DOCUMENTATION	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	UNDERSTANDING AVIATION TEAMWORK FOR GREAT CUSTOMER SERVICE	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	AVIATION FRONT DESK AND CUSTOMER SERVICE	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	BEST PRACTICE IN AVIATION AUDIT PROCESS AND PROCEDURES	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
40	AVIATION SUPPLY AND LOGISTICS MANAGEMENT	18th – 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th – 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th – 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	ADVANCED AVIATION SECURITY MANAGEMENT	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
42	AIR SAFETY MANAGEMENT	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
43	ADVANCED MARINE FIRST AID	25th - 28th Mar, 2024	18th – 22nd Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
44	AVIATION: CUSTOMER CRISIS AND HANDLING	25th - 28th Mar, 2024	18th – 22nd Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
45	FUNDAMENTALS OF AVIATION LAW	2nd - 5th Apr, 2024	18th – 22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	BEST PRACTICES IN AIRCRAFT LEASING ADMINISTRATION	2nd - 5th Apr, 2024	18th – 22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	LEGAL MANAGEMENT AND THE SHIPPING BUSINESS	2nd - 5th Apr, 2024	25th - 29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	FUNDAMENTALS OF AVIATION BUSINESS MANAGEMENT	2nd - 5th Apr, 2024	25th - 29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	BEST PRACTICES IN AVIATION HUMAN RESOURCES MANAGEMENT	15th – 19th Apr, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	INTRODUCTION TO CARGO HANDLING COURSE	15th – 19th Apr, 2024	25th - 29th Nov, 2024	26th - 30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
51	SHIPPING AND LOGISTICS SUPPLY CHAIN MANAGEMENT	15th – 19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
52	AIRPORT CUSTOMER SERVICE	15th – 19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
53	SHIP SALE AND PURCHASE	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
54	AVIATION LEASING AND FINANCE	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
55	BEST PRACTICE IN AVIATION HR MANAGEMENT	22nd - 26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
56	UNDERSTANDING PROCUREMENT IN AVIATION INDUSTRIES	22nd - 26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
57	AVIATION INSURANCE: LEASES, TAXATION, FINANCE AND ACCOUNTING	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024
58	AIRPORT MANAGEMENT COURSE	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July - 2nd Aug, 2024	11th - 15th Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartners111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com



# 2024 Training Calendar

## Business Communication

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 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	STRATEGIES FOR DEVELOPING EFFECTIVE PRESENTATION SKILLS	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	DEVELOPING EFFECTIVE BUSINESS CONVERSATION SKILLS	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	WORKPLACE COMMUNICATIONS STRATEGIES COURSE	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	ADVANCED COMMUNICATION AND PRESENTATION SKILLS	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	EFFECTIVE COMMUNICATION AND INSPIRATIONAL PRESENTATIONS	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	DEVELOPING YOUR ANALYTICAL SKILLS: HOW TO RESEARCH AND PRESENT INFORMATION	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	STRENGTHENING TEAM COMMUNICATION AND WORKPLACE RELATIONSHIPS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	GENERATIONAL DIVERSITY: BRIDGING THE GAP THROUGH EFFECTIVE COMMUNICATION	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	BEST PRACTICES IN COMMUNICATION AND RELATIONAL SKILLS	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	PERSUASION: INFLUENCING WITHOUT AUTHORITY	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	INTERACTION SKILLS FOR IMPACT AND INFLUENCE	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	COMMUNICATING WITH CONFIDENCE	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	ADVANCED COMMUNICATION STRATEGY	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
15	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	DEVELOPING POSITIVE RELATIONSHIPS AT WORK	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	ADVANCED COMMUNICATION FRAMEWORK IN THE ORGANIZATION	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	BUILDING BETTER WORK RELATIONSHIPS: NEW TECHNIQUES FOR RESULTS-ORIENTED COMMUNICATION	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	FACILITATION AND INFLUENCING SKILLS FOR IMPROVED RESULTS	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	CUSTOMER RELATIONSHIP MANAGEMENT	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	SOCIAL MEDIA STRATEGY FOR COMMUNICATION AND PR	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	ORGANIZATIONAL COMMUNICATION STRATEGIES	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	LEADERSHIP DEVELOPMENT: EFFECTIVE COMMUNICATION	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	BUSINESS RELATIONSHIP MANAGEMENT FUNDAMENTALS	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
26	PRODUCTIVE COMMUNICATION AND INFLUENCING SKILLS	15th – 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th – 22nd Nov, 2024	19th – 21st June, 2024	6th – 10th Jan, 2025	5th - 9th Aug, 2024	23rd – 27th Sept, 2024	15th - 19th July, 2024	10th – 14th Feb, 2025
27	CRISIS COMMUNICATION PROGRAMME	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025
28	SPEECH WRITING WORKSHOP	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025
29	STORYTELLING POWER: SECRETS FOR EXCEPTIONAL COMMUNICATION	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st – 5th July, 2024	20th – 24th Jan, 2025	19th – 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th – 28th Feb, 2025
30	EFFECTIVE COMMUNICATIONS MASTERCLASS	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st – 5th July, 2024	20th – 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th – 28th Feb, 2025
31	INTERCULTURAL COMMUNICATION COURSE	13th - 17th May, 2024	11th - 15th Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th – 31st Jan, 2025	26th - 30th Aug, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	3rd – 7th Mar, 2025
32	COMMUNICATION AND INTERPERSONAL SKILLS FOR TECHNICAL PROFESSIONALS	13th - 17th May, 2024	11th - 15th Nov, 2024	23rd – 27th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th – 31st Jan, 2025	2nd - 6th Sept, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	3rd – 7th Mar, 2025
33	OVERCOMING FEAR OF PUBLIC SPEAKING	20th - 24th May, 2024	18th – 22nd Nov, 2024	23rd – 27th Sept, 2024	16th – 20th Dec, 2024	15th - 19th July, 2024	3rd – 7th Feb, 2025	2nd - 6th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	10th – 14th Mar, 2025
34	MEETINGS MANAGEMENT WORKSHOP	20th - 24th May, 2024	18th – 22nd Nov, 2024	2nd - 4th Oct, 2024	16th – 20th Dec, 2024	22nd - 26th July, 2024	3rd – 7th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	10th – 14th Mar, 2025
35	EFFECTIVE PRESS RELEASE WRITING	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th – 20th Dec, 2024	22nd - 26th July, 2024	10th – 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th – 23rd Aug, 2024	17th – 21st Mar, 2025

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	REAL ESTATE VALUATION AND MODELING	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	REAL ESTATE ANALYST COURSE	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	REAL ESTATE PRIVATE EQUITY MODELLING IN EXCEL	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	COMMERCIAL REAL ESTATE LENDING COURSE	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	FACILITY FINANCIAL MANAGEMENT COURSE	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	REAL ESTATE ENVIRONMENTAL HEALTH AND SAFETY COURSE	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	IFRS FOR THE REAL ESTATE SECTOR	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	REAL ESTATE VALUATION AND FINANCING COURSE	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	FUNDAMENTALS OF INVESTMENT ANALYSIS COURSE	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	TAXATION ISSUES IN REAL ESTATE MANAGEMENT	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	REAL ESTATE DEBT STRUCTURES AND FINANCIAL MODELLING COURSE	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	TAXES ON LAND, PROPERTY AND CONSTRUCTION	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	LEGAL DIMENSIONS IN REAL ESTATE INVESTMENT CONTRACTS	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024



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## Real Estate

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 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	REAL ESTATE MARKETING TRAINING COURSE	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
15	REAL ESTATE FINANCIAL MODELLING	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	PUBLIC SECTOR PROPERTY ASSET MANAGEMENT	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	ADVANCED REAL ESTATE MANAGEMENT COURSE	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	REAL ESTATE FUNDING AND FINANCE	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	SUSTAINABILITY AND REAL ESTATE MANAGEMENT COURSE	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	REAL ESTATE FINANCE AND INVESTMENT	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	REAL ESTATE CASHFLOW AND FINANCIAL MODELLING	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	REAL ESTATE DEVELOPMENT COURSE	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	INTRODUCTION TO REAL ESTATE FUND MANAGEMENT	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	RETAIL PROPERTY APPRAISALS COURSE	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
25	REAL ESTATE DEVELOPMENT, INVESTMENT AND MANAGEMENT COURSE	15th – 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th – 22nd Nov, 2024	19th – 21st June, 2024	6th – 10th Jan, 2025	5th - 9th Aug, 2024	23rd – 27th Sept, 2024	15th - 19th July, 2024	10th – 14th Feb, 2025
26	RESIDENTIAL BUILDING SYSTEMS AND MAINTENANCE COURSE	15th – 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th – 22nd Nov, 2024	19th – 21st June, 2024	6th – 10th Jan, 2025	5th - 9th Aug, 2024	23rd – 27th Sept, 2024	15th - 19th July, 2024	10th – 14th Feb, 2025
27	FACILITY OPERATIONS AND MAINTENANCE MANAGEMENT COURSE	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	ELECTRONIC BANKING: PRACTICAL OPERATIONAL AND LEGAL ISSUES	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	UNDERSTANDING FOREIGN EXCHANGE, MONEY MARKETS AND DERIVATIVES IN THE BANKING SECTOR	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	FUNDAMENTALS OF MICROFINANCE BANKING COURSE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	INVESTMENT BANKING PROCESS AND PROCEDURE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	PRODUCT DEVELOPMENT IN BANKS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	BASIC PRINCIPLES OF BANKING	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	LAW RELATING TO RETAIL BANKING OPERATIONS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	FIDELITY GUARANTEE ADMINISTRATION	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	MICROFINANCE CRM AND CUSTOMER SERVICE EXCELLENCE	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	CREDIT RISK MANAGEMENT IN MICROFINANCE	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	SUSTAINABLE BANKING BEST PRACTICES	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	OPERATIONAL BANKING MODELS AND LEGAL FRAMEWORK	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	BEHAVIOURAL FINANCIAL MANAGEMENT FOR BANKERS	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	BANKING OPERATIONS ESSENTIALS: BEST PRACTICES	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	LOAN MANAGEMENT, ACCOUNTING AND DEBT RECOVERY TECHNIQUE	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	EXCELLENCE IN CORPORATE CREDIT ANALYSIS AND ADMINISTRATION	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	LOAN FACILITY AGREEMENTS - A PRACTICAL APPROACH	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	OPERATIONAL BANKING RISK MANAGEMENT FOR BANKERS	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	UNDERSTANDING BANK TRANSACTION ISSUES AND CHALLENGERS	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
26	MICROFINANCE BANKING OPERATIONS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	LOAN ADMINISTRATION AND TROUBLED CREDIT WORKOUTS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	BANK MODELING AND VALUATION: BEST PRACTICE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	INTRODUCTION TO OPERATIONS IN CAPITAL MARKET	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	PRACTICAL DEBT RECOVERY COURSE	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	IT AUDITING FOR BANKS	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	INTRODUCTION TO BANKING TRAINING	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	DIGITAL BANKING INNOVATION MASTERCLASS	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	OPERATIONAL BANKING, RISK MANAGEMENT AND GOVERNANCE	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	BANKING OPERATIONS MANAGEMENT	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/ INTERBRANCH/UNIT DIFFERENCES IN BANKS	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
40	SECURITISATION AND ASSET BACKED LENDING	18th -22nd Mar, 2024	11th -15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	ELECTRONIC BANKING WORKSHOP	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	STRATEGIC MANAGEMENT FOR BANKS PROFESSIONALS	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	ASSET & LIABILITY MANAGEMENT	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	BANKING: LEADERSHIP, TRANSFORMATION & STRATEGIES FOR GROWTH	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	BANKING OPERATIONS ESSENTIALS: BEST PRACTICES	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	MICROFINANCE BANK MANAGEMENT	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	MANAGING QUALITY IN RETAIL BANKING SERVICE	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKING SECTOR	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	LOAN STRUCTURING, LBOS & ACQUISITION FINANCE: AN ESSENTIAL GUIDE TO SECURING FINANCE	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
51	UNDERSTANDING AGENCY BANKING	15th -19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
52	EMERGING MARKET BANK ANALYSIS: ISSUES AND CHALLENGES	15th -19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
53	IDENTIFYING FAILING BANKS IN EMERGING MARKETS	22nd -26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024



# 2024 Training Calendar

## Banking

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
54	BANKING, RISK MANAGEMENT AND GOVERNANCE	22nd -26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
55	BANK RECONCILIATION AND PETTY CASH MANAGEMENT: RECONCILING THE BANK AND MANAGING CASH TO ENSURE LIQUIDITY AND PROFITABILITY	22nd -26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
56	OPERATIONAL FINANCE: MANAGING FINANCE TO ACHIEVE SUCCESSFUL OPERATIONS	22nd -26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
57	LOAN STRUCTURING, LBOS & ACQUISITION FINANCE	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
58	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
59	FINANCE FOR NON-FINANCIAL MANAGERS IN BANK	6th - 10th May, 2024	16th – 20th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
60	LENDING METHODS AND PROCEDURES	6th - 10th May, 2024	16th – 20th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
61	BANKING MANAGEMENT SKILLS	13th -17th May, 2024	16th –20th Dec, 2024	18th - 20th Sept, 2024	17th – 21st Feb, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025	3rd – 7th June, 2024	16th – 20th Dec, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
62	CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS	13th -17th May, 2024	16th –20th Dec, 2024	18th - 20th Sept, 2024	17th – 21st Feb, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025	3rd – 7th June, 2024	16th – 20th Dec, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract 7.5% VAT.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartners111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com

# 2024 Training Calendar Insurance

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE /\$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	UNDERSTANDING INSURANCE LAW: THE BOLTS AND NUTS	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
2	INSURANCE AND RISK MANAGEMENT COURSE	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
3	UNDERSTANDING GENERAL INSURANCE FINANCE	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
4	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
5	MATLAB FUNDAMENTALS TRAINING WITH CREDIT RISK APPLICATIONS	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
6	COMMERCIAL PROPERTY INSURANCE	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
7	PROTECTION AND INDEMNITY INSURANCE	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
8	EMPLOYER'S LIABILITY INSURANCE	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
9	NATIONAL HEALTHCARE INSURANCE SCHEME COURSE	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
10	EFFECTIVE APPROACHES TO AVIATION INSURANCE COURSE	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
11	RISK MANAGEMENT FRAMEWORK FOR INSURERS AND REINSURERS	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
12	BEST PRACTICE IN ANNUAL RETURNS AND ACCOUNT IN INSURANCE COMPANY	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
13	INSURANCE CLAIMS ADJUSTER COURSE	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
14	EXCELLENCE IN LIFE INSURANCE AND RETIREMENT SAVINGS MANAGEMENT	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
15	COMMERCIAL INSURANCE COURSE	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
16	LIABILITY INSURANCE COURSE	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
17	MEDICAL INSURANCE MANAGEMENT TRAINING	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024



# 2024 Training Calendar

## Insurance

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
18	LIFE INSURANCE AND RETIREMENT SAVINGS	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
19	INSURANCE ACCOUNTING TECHNIQUES	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
20	INTRODUCTION TO INSURANCE BASICS	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
21	INSURANCE ACCOUNTING FOR UNDERWRITERS	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
22	MARINE CARGO INSURANCE MANAGEMENT	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
23	ENGINEERING INSURANCE AND INSPECTION COURSE	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
24	FOUNDATION COURSE IN INSURANCE	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
25	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
26	e-NHIS AND ELECTRONIC MEDICAL RECORDS	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
27	UNDERSTANDING INSURANCE LAW: THE BOLTS AND NUTS	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
28	INSURANCE COMPANY ANALYSIS COURSE	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
29	INSURANCE PORTFOLIO MANAGEMENT WORKSHOP	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
30	FIDELITY GUARANTEE ADMINISTRATION	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
31	PENSION FUND STRATEGIES, GOVERNANCE, REGULATION AND INVESTMENT COURSE	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
32	PROPERTY OWNERS INSURANCE COURSE	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
33	INTERNATIONAL INSURANCE FOR RISK MANAGERS AND INSURANCE BUYERS	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025

# 2024 Training Calendar

## Insurance

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
34	GOODS IN TRANSIT AND CASH IN TRANSIT INSURANCE	11th -15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
35	MOTOR FLEET INSURANCE ADMINISTRATION COURSE	11th -15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
36	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	11th -15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	20th - 24th Jan, 2025
37	CORPORATE INSURANCE VALUATION TECHNIQUES AND PROCEDURES	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
38	INSURANCE PORTFOLIO MANAGEMENT	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
39	IFRS 17 INSURANCE CONTRACTS COURSE	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
40	BEST PRACTICES IN MEDICAL INSURANCE MANAGEMENT	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	27th - 31st Jan, 2025
41	PROFESSIONAL INSURANCE COURSE FOR SENIOR MANAGERS	25th -28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
42	INSURANCE RISK MANAGEMENT COURSE	25th -28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
43	IFRS 17 IMPLEMENTATION AND ACTUARIAL CHALLENGES MASTERCLASS	25th -28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
44	BEST PRACTICE IN ENERGY INSURANCE ADMINISTRATION	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	3rd - 7th Feb, 2025
45	PENSION, FUND AND LIABILITY INSURANCE	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
46	ACTUARIAL MODEL BUILDING FOR IFRS 17	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
47	COMPLETE LIFE INSURANCE AND PENSION COURSE	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
48	BEST PRACTICES IN INSURANCE ADMINISTRATIONS - CURRENT ISSUES & LATEST TREND	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025

## 2024 Training Calendar Insurance

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
49	ADVANCED REINSURANCE MASTERCLASS	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
50	ROLE OF THE ACTUARY IN INSURANCE COMPANY (FOR NON-ACTUARIES)	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
51	CONSTRUCTION INSURANCE AND ADMINISTRATION	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
52	GROUP LIFE INSURANCE ADMINISTRATION	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
53	PENSION PLAN AND FUND ADMINISTRATOR	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	10th - 14th Feb, 2025
54	MOTOR INSURANCE ADMINISTRATION COURSE	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
55	MANAGING FINANCIAL CRIME AND FRAUD IN THE INSURANCE SECTOR	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
56	INTRODUCTION TO INSURANCE PROVISIONS IN COMMERCIAL LEASES	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
57	CYBER RISK & INSURANCE COVER - THE ESSENTIALS	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	17th - 21st Feb, 2025
58	INSURERS FOR LATE PAYMENT OF CLAIMS - A TIMELY UPDATE	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	17th - 21st Feb, 2025
59	EMPLOYERS LIABILITY & PUBLIC LIABILITY INSURANCE CLAIMS - CHALLENGES FOR POLICYHOLDERS & INSURERS	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	24th - 28th Feb, 2025
60	INSURANCE & THE USE OF ARTIFICIAL INTELLIGENCE - THE KEY ISSUES	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	27th - 31st Jan, 2025	9th - 13th Dec, 2024	24th - 28th Feb, 2025
61	INSURANCE CLAIMS UNRAVELED - HOW TO AVOID THE PITFALLS	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
62	RECENT DEVELOPMENTS IN INSURANCE LAW - AN UPDATE	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
63	UNDERSTANDING INSURANCE CONTRACTS - FROM INTRODUCTION TO INTERPRETATION, WARRANTIES & EXCLUSIONS	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025

## 2024 Training Calendar Insurance

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
64	BEST PRACTICE IN CARGO INSURANCE ADMINISTRATION	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	16th - 20th Dec, 2024	3rd - 7th Mar, 2025
65	RISK MANAGEMENT TECHNIQUES FOR INSURANCE PROFESSIONAL	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
66	MARITIME LAW, INSURANCE AND CLAIMS	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
67	BEST PRACTICE IN REINSURANCE ADMINISTRATION	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
68	HARMONISATION AND REGULATORY: BEST PRACTICE FOR INSURANCE PRACTITIONER	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	10th - 14th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
69	BEST PRACTICE INSURANCE INTERMEDIARIES FOR PROFESSIONALS	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025	13th - 16th Jan, 2025	10th - 14th Mar, 2025
70	FINANCE FOR INSURANCE PROFESSIONAL COURSE	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025	13th - 16th Jan, 2025	10th - 14th Mar, 2025
71	CLAIMS MANAGEMENT IN HEALTH INSURANCE AND MANAGED CARE	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	13th - 16th Jan, 2025	28th Oct - 1st Nov, 2024	10th - 14th Feb, 2025	13th - 16th Jan, 2025	10th - 14th Mar, 2025
72	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	20th - 24th Jan, 2025	28th Oct - 1st Nov, 2024	17th - 21st Feb, 2025	20th - 24th Jan, 2025	10th - 14th Mar, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

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# 2024 Training Calendar Security

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	BEST PRACTICES IN CYBER SURVEILLANCE SECURITY MANAGEMENT	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	EFFECTIVE MODERN SECURITY MANAGEMENT AND OPERATIONS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	CORPORATE INTELLIGENCE MANAGEMENT FOR SECURITY OPERATIVE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	DEVELOPING AN EFFECTIVE CORPORATE SECURITY CULTURE AND PRACTICES	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	SECURITY SKILLS IMPROVEMENT COURSE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	OPERATIONAL RISK MANAGEMENT IN SECURITY OPERATIONS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	SECURITY MANAGEMENT BEST PRACTICES FOR SUPERVISORY LEADERSHIP	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	CONDUCTING EFFECTIVE SECURITY SURVEYS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	SECURITY MANAGEMENT PROGRAMME	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	THE EFFECTIVE SECURITY OFFICER	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	FUNDAMENTAL SECURITY MANAGEMENT	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	CORPORATE INVESTIGATION SKILLS TRAINING	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	CORPORATE SECURITY INTELLIGENCE MANAGEMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	DEVELOPING THE SKILLS OF LEADERSHIP AND SUPERVISION FOR SECURITY LEADERS	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	PROFESSIONAL SECURITY DEVELOPMENT COURSE	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	ADVANCED SECURITY RISK ASSESSMENT TECHNIQUES	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	NEGOTIATORS OF KIDNAPPING OR HOSTAGE TAKING	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	STRATEGIC SECURITY MANAGEMENT	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	MARINE SECURITY MANAGEMENT AND CONTROL CODE	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	SECURITY CRISIS MANAGEMENT AND SECURITY NEGOTIATION SKILLS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
26	SECURITY STRATEGIES FOR SECURING VITAL INFRASTRUCTURE	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	EFFECTIVE MODERN SECURITY MANAGEMENT AND OPERATIONS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	CORPORATE ENTERPRISE RISK MANAGEMENT FOR SECURITY PERSONNELS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	THE SECURITY OFFICER DEVELOPMENT PROGRAMME: DEVELOPING PRACTICAL SKILLS AND TECHNIQUES	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	ASSET PROTECTION STRATEGIES FOR SECURITY OFFICERS	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	SECURITY MANAGEMENT, PLANNING AND ASSET PROTECTION	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	SECURITY RISK ANALYSIS AND MANAGEMENT	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	SECURITY MANAGEMENT, PLANNING & ASSET PROTECTION	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	WORKPLACE INVESTIGATIONS AND INTERVIEWING	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	SECURITY COORDINATION AND DESIGN	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	SECURITY MANAGEMENT AND EMERGENCY PLANNING FOR SECURITY OFFICER	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	EXCELLENCE IN CRIME MANAGEMENT	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
39	EXCELLENCE IN CORPORATE SECURITY MANAGEMENT	18th – 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th – 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th – 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER TOP LEADERS	18th -22nd Mar, 2024	11th -15th Nov, 2024	5th - 9th Aug, 2024	6th – 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th – 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	OPERATIONAL SECURITY MANAGEMENT COURSE	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
42	ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
43	INVESTIGATING FRAUD IN THE WORKPLACE	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
44	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT COURSE	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th – 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st – 5th July, 2024	14th - 18th Oct, 2024
45	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	SECURITY OFFICERS DEVELOPMENT PROGRAM	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT FOR EFFECTIVE SECURITY	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	MARINE SECURITY MANAGEMENT AND CONTROL	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	CORPORATE SECURITY COURSE FOR SECURITY SUPERVISORS AND MANAGERS	15th –19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	TEAM BUILDING STRATEGIES IN SECURITY PROFESSION	15th –19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09070007799, 09070002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com



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+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	HSE LEADERSHIP FOR PROFESSIONALS	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
2	SAFETY AUDIT AND SAFETY INSPECTION COURSE	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
3	CONTRACTOR SAFETY MANAGEMENT (CSM) COURSE	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
4	ISO 13485 MEDICAL DEVICE MANAGEMENT SYSTEM	15th - 19th Jan, 2024	6th - 10th May, 2024	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 6th Sept, 2024	4th - 8th Nov, 2024
5	ISO 45001 - HEALTH AND SAFETY MANAGEMENT TRAINING	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
6	HEALTH AND SAFETY OFFICER COURSE	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
7	HEAVY EQUIPMENT SAFETY (MAINTENANCE AND INSPECTION)	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
8	OSHA: OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION STANDARDS	22nd - 26th Jan, 2024	13th - 17th May, 2024	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	9th - 13th Sept, 2024	11th - 15th Nov, 2024
9	CLIMATE CHANGE & EMISSIONS TRADING SERVICES	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
10	BASIC HAZARD ANALYSIS & CRITICAL CONTROL POINT (HACCP) TRAINING	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
11	WORKPLACE HEALTH AND SAFETY COURSE	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
12	ISO 65001: ENERGY MANAGEMENT SYSTEMS	29th Jan - 2nd Feb, 2024	20th - 24th May, 2024	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	18th - 20th Sept, 2024	18th - 22nd Nov, 2024
13	AVIATION SAFETY MANAGEMENT	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
14	CONFINED SPACE AWARENESS AND COMPLIANCE: SAFE WORK PRACTICES FOR CONFINED SPACE ENTRY	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
15	RADIATION SAFETY - SAFELY WORKING WITH RADIOACTIVE MATERIALS	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024



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 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
16	RISK ASSESSMENTS, METHODS STATEMENTS AND QUALITY PLANS TRAINING	5th - 9th Feb, 2024	27th - 31st May, 2024	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	23rd - 27th Sept, 2024	25th - 29th Nov, 2024
17	MARINE SAFETY COURSE	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
18	RADIATION SAFETY OFFICER COURSE	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
19	ADVANCED PROCESS RISK ASSESSMENT AND RISK MANAGEMENT	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
20	RISK, CRISIS AND DISASTER MANAGEMENT	12th - 16th Feb, 2024	3rd - 7th June, 2024	2nd - 5th Apr, 2024	29th July - 2nd Aug, 2024	3rd - 7th June, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	28th Oct - 1st Nov, 2024	2nd - 4th Oct, 2024	2nd - 6th Dec, 2024
21	INJURY AND ILLNESS PREVENTION COURSE	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
22	FIRE AND ARSON MANAGEMENT AND CONTROL	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
23	ENVIRONMENTAL MANAGEMENT SYSTEMS MONITORING AND MODELLING	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
24	DEVELOPING AN EFFECTIVE SAFETY CULTURE	19th - 23rd Feb, 2024	19th - 21st June, 2024	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	4th - 8th Nov, 2024	7th - 11th Oct, 2024	9th - 13th Dec, 2024
25	MANAGING HEALTH AND SAFETY IN THE WORK	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
26	ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
27	DEVELOPING AN EFFECTIVE SAFETY CULTURE	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
28	SAFETY TECHNOLOGY AND RISK MANAGEMENT	26th Feb - 1st Mar, 2024	24th - 28th June, 2024	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	11th - 15th Nov, 2024	14th - 18th Oct, 2024	16th - 20th Dec, 2024
29	ISO 27001 INFORMATION SECURITY MANAGEMENT	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025





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 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	INCIDENT INVESTIGATION AND ROOT CAUSE ANALYSIS	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
31	BEHAVIOR BASED SAFETY COURSE	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
32	ISO 19001 - QUALITY MANAGEMENT SYSTEM (QMS)	4th - 8th Mar, 2024	1st - 5th July, 2024	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	18th - 22nd Nov, 2024	21st - 25th Oct, 2024	6th - 10th Jan, 2025
33	RISK ASSESSMENTS, METHOD STATEMENTS AND QUALITY PLANS	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
34	BEST PRACTICES IN SAFETY MANAGEMENT	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
35	MANAGEMENT OF OCCUPATIONAL SAFETY & HEALTH SYSTEMS & PREPARATION OF EXECUTIVE PLANS	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	13th - 16th Jan, 2025
36	14001:2015 LEAD AUDITOR TRAINING	11th - 15th Mar, 2024	8th - 12th July, 2024	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	28th Oct - 1st Nov, 2024	26th - 30th Aug, 2024	25th - 29th Nov, 2024	28th Oct - 1st Nov, 2024	20th - 24th Jan, 2025
37	SAFETY RISK MANAGEMENT COURSE	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
38	ADVANCED HEALTH AND SAFETY MANAGEMENT	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
39	ADVANCED PROCESS HAZOP IN SAFETY ADMINISTRATION	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	20th - 24th Jan, 2025
40	DEVELOPING AN EFFECTIVE SAFETY CULTURE	18th - 22nd Mar, 2024	15th - 19th July, 2024	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	4th - 8th Nov, 2024	2nd - 6th Sept, 2024	2nd - 6th Dec, 2024	4th - 8th Nov, 2024	27th - 31st Jan, 2025
41	HAZARDOUS WASTE MANAGEMENT AND POLLUTION TRAINING	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
42	ISO 22000 LEAD AUDITOR	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
43	SAFETY AUDIT AND SITE INSPECTION	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	27th - 31st Jan, 2025
44	SAFETY IN PROCESS AND DESIGN OPERATION	25th - 28th Mar, 2024	22nd - 26th July, 2024	27th - 31st May, 2024	9th - 13th Sept, 2024	22nd - 26th July, 2024	11th - 15th Nov, 2024	9th - 13th Sept, 2024	9th - 13th Dec, 2024	11th - 15th Nov, 2024	3rd - 7th Feb, 2025



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 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
45	IMPLEMENTING THE LEAN THINKING IN HEALTH CARE	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
46	ISO 37001 ANTI-BRIBERY MANAGEMENT SYSTEM	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
47	NEBOSH - OCCUPATIONAL HEALTH AND SAFETY COURSE	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
48	HUMAN ERROR ANALYSIS & PREVENTION	2nd - 5th Apr, 2024	29th July- 2nd Aug, 2024	3rd - 7th June, 2024	18th - 20th Sept, 2024	29th July- 2nd Aug, 2024	18th - 22nd Nov, 2024	18th - 20th Sept, 2024	16th - 20th Dec, 2024	18th - 22nd Nov, 2024	3rd - 7th Feb, 2025
49	HSE STANDARD ISO 45001 SAFETY MANAGEMENT SYSTEM	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
50	ISO 22000 - FOOD SAFETY MANAGEMENT TRAINING	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
51	IOSH SAFETY MANAGEMENT AND ADMINS	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
52	ESSENTIAL HEALTH & SAFETY LAW FOR DIRECTORS AND MANAGERS	15th - 19th Apr, 2024	5th - 9th Aug, 2024	19th - 21st June, 2024	23rd - 27th Sept, 2024	5th - 9th Aug, 2024	25th - 29th Nov, 2024	23rd - 27th Sept, 2024	6th - 10th Jan, 2025	25th - 29th Nov, 2024	10th - 14th Feb, 2025
53	EMERGENCY RESPONSE AND INCIDENT INVESTIGATION TRAINING	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	10th - 14th Feb, 2025
54	ADVANCED PROCESS HAZOP	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
55	ISO 22301 BUSINESS CONTINUITY MANAGEMENT	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	13th - 16th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
56	ADVANCED FIRST AID COURSE	22nd - 26th Apr, 2024	12th - 16th Aug, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	12th - 16th Aug, 2024	2nd - 6th Dec, 2024	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	2nd - 6th Dec, 2024	17th - 21st Feb, 2025
57	SAFETY IN PROCESS EQUIPMENT DESIGN AND OPERATION TRAINING	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	17th - 21st Feb, 2025
58	PROCESS SAFETY MANAGEMENT COURSE	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	17th - 21st Feb, 2025
59	ISO 9001 LEAD AUDITOR COURSE	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	20th - 24th Jan, 2025	9th - 13th Dec, 2024	24th - 28th Feb, 2025



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S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
60	ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) COURSE	6th - 10th May, 2024	19th - 23rd Aug, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	19th - 23rd Aug, 2024	9th - 13th Dec, 2024	7th - 11th Oct, 2024	27th - 31st Jan, 2025	9th - 13th Dec, 2024	24th - 28th Feb, 2025
61	PROCESS SAFETY MANAGEMENT COMPLIANCE	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
62	WORKPLACE SECURITY AND SAFETY COURSE	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
63	SAFETY LEADERSHIP AND SAFETY CULTURE COURSE	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	27th - 31st Jan, 2025	16th - 20th Dec, 2024	24th - 28th Feb, 2025
64	ISO 14001:2015 EMS TRANSITION TRAINING	13th - 17th May, 2024	26th - 30th Aug, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	26th - 30th Aug, 2024	16th - 20th Dec, 2024	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	16th - 20th Dec, 2024	3rd - 7th Mar, 2025
65	ADVANCED HEALTH AND SAFETY MANAGEMENT	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025
66	ISO 9001 LEAD AUDITOR COURSE	20th - 24th May, 2024	2nd - 6th Sept, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	2nd - 6th Sept, 2024	6th - 10th Jan, 2025	21st - 25th Oct, 2024	3rd - 7th Feb, 2025	6th - 10th Jan, 2025	3rd - 7th Mar, 2025

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	CRITICAL THINKING AND PROBLEM SOLVING FOR PUBLIC SERVICE LEADERS	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	FINANCIAL ANALYSIS, MODELLING AND FORECASTING IN THE PUBLIC SECTOR	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	PUBLIC SERVICE RULES: PROVISION, IMPLEMENTATION AND CHALLENGES	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	ADVANCED ACCRUAL-BASED IPSAS	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	ADVANCED FINANCIAL MANAGEMENT IN THE PUBLIC SECTOR	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
15	CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	PUBLIC ADMINISTRATION AND MANAGEMENT	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	INTERPRETATION AND APPLICATION OF IPSAS	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	REFORMS AND INNOVATIONS IN THE PUBLIC WORKPLACE	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	PUBLIC POLICY DEVELOPMENT AND COMPLIANCE COURSE	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	ANTI-MONEY LAUNDERING (AML) COMPLIANCE MASTERCLASS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS - ACCRUAL BASIS	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025





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 mail@alphapartnerstrainings.com  
 alphapartners111@yahoo.com

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE /\$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
26	ADVANCED STRATEGIC PUBLIC SECTOR MANAGEMENT	15th – 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th – 22nd Nov, 2024	19th – 21st June, 2024	6th – 10th Jan, 2025	5th - 9th Aug, 2024	23rd – 27th Sept, 2024	15th - 19th July, 2024	10th – 14th Feb, 2025
27	E-GOVERNMENT AND E-GOVERNANCE: DIGITALIZING THE PUBLIC SERVICE COURSE	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025
28	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025
29	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st – 5th July, 2024	20th – 24th Jan, 2025	19th – 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th – 28th Feb, 2025
30	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st – 5th July, 2024	20th – 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th – 28th Feb, 2025
31	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	13th - 17th May, 2024	11th - 15th Nov, 2024	18th - 20th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th – 31st Jan, 2025	26th - 30th Aug, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	3rd - 7th Mar, 2025
32	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	13th - 17th May, 2024	11th - 15th Nov, 2024	23rd – 27th Sept, 2024	9th - 13th Dec, 2024	8th - 12th July, 2024	27th – 31st Jan, 2025	2nd - 6th Sept, 2024	14th - 18th Oct, 2024	5th - 9th Aug, 2024	3rd - 7th Mar, 2025
33	THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES	20th - 24th May, 2024	18th – 22nd Nov, 2024	23rd – 27th Sept, 2024	16th – 20th Dec, 2024	15th - 19th July, 2024	3rd – 7th Feb, 2025	2nd - 6th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	10th – 14th Mar, 2025
34	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	20th - 24th May, 2024	18th – 22nd Nov, 2024	2nd - 4th Oct, 2024	16th – 20th Dec, 2024	22nd - 26th July, 2024	3rd – 7th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	12th - 16th Aug, 2024	10th – 14th Mar, 2025
35	PUBLIC SECTOR LEADERSHIP AND MANAGEMENT	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th – 20th Dec, 2024	22nd - 26th July, 2024	10th – 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th – 23rd Aug, 2024	17th – 21st Mar, 2025
36	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	27th - 31st May, 2024	25th - 29th Nov, 2024	2nd - 4th Oct, 2024	16th – 20th Dec, 2024	22nd - 26th July, 2024	10th – 14th Feb, 2025	9th - 13th Sept, 2024	21st - 25th Oct, 2024	19th – 23rd Aug, 2024	17th – 21st Mar, 2025

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**Note:** The fee will attract additional 7.5% VAT.

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**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com,

www.international.alphapartnerstrainings.com

200, Murtala Mohammed Way (2nd & 3rd Floors), Yaba, Lagos, Nigeria.

+2348033045484, +2349060007799, +2349060002299.

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	15th - 19th Jan, 2024	5th - 9th Aug, 2024	27th - 31st May, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
2	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING AND DEVELOPMENT	15th - 19th Jan, 2024	5th - 9th Aug, 2024	3rd - 7th June, 2024	2nd - 6th Sept, 2024	4th - 8th Mar, 2024	7th - 11th Oct, 2024	6th - 10th May, 2024	1st - 5th July, 2024	2nd - 5th Apr, 2024	4th - 8th Nov, 2024
3	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	3rd - 7th June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
4	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	22nd - 26th Jan, 2024	12th - 16th Aug, 2024	19th - 21st June, 2024	9th - 13th Sept, 2024	11th - 15th Mar, 2024	14th - 18th Oct, 2024	13th - 17th May, 2024	8th - 12th July, 2024	15th - 19th Apr, 2024	11th - 15th Nov, 2024
5	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	19th - 21st June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
6	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	29th Jan - 2nd Feb, 2024	19th - 23rd Aug, 2024	24th - 28th June, 2024	18th - 20th Sept, 2024	18th - 22nd Mar, 2024	21st - 25th Oct, 2024	20th - 24th May, 2024	15th - 19th July, 2024	22nd - 26th Apr, 2024	18th - 22nd Nov, 2024
7	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	5th - 9th Feb, 2024	26th - 30th Aug, 2024	24th - 28th June, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
8	EDUCATION SECTOR PLANNING (ESP): MASTERING THE ART OF EDUCATIONAL PLANNING	5th - 9th Feb, 2024	26th - 30th Aug, 2024	1st - 5th July, 2024	23rd - 27th Sept, 2024	25th - 28th Mar, 2024	28th Oct - 1st Nov, 2024	27th - 31st May, 2024	22nd - 26th July, 2024	6th - 10th May, 2024	25th - 29th Nov, 2024
9	STRATEGIC EDUCATION PLANNING	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	1st - 5th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
10	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	12th - 16th Feb, 2024	2nd - 6th Sept, 2024	8th - 12th July, 2024	2nd - 4th Oct, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	3rd - 7th June, 2024	29th July - 2nd Aug, 2024	13th - 17th May, 2024	2nd - 6th Dec, 2024
11	GUIDANCE AND COUNSELLING ADMINISTRATION IN SCHOOLS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	8th - 12th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
12	INTERNAL AUDITING IN HIGHER INSTITUTIONS	19th - 23rd Feb, 2024	9th - 13th Sept, 2024	15th - 19th July, 2024	7th - 11th Oct, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	19th - 21st June, 2024	5th - 9th Aug, 2024	20th - 24th May, 2024	9th - 13th Dec, 2024
13	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	15th - 19th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	26th Feb - 1st Mar, 2024	18th - 20th Sept, 2024	22nd - 26th July, 2024	14th - 18th Oct, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	24th - 28th June, 2024	12th - 16th Aug, 2024	27th - 31st May, 2024	16th - 20th Dec, 2024
15	LIBRARY MANAGEMENT COURSE FOR LIBRARIANS	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	22nd - 26th July, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
16	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	4th - 8th Mar, 2024	23rd - 27th Sept, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	1st - 5th July, 2024	19th - 23rd Aug, 2024	3rd - 7th June, 2024	6th - 10th Jan, 2025
17	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	29th July - 2nd Aug, 2024	21st - 25th Oct, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
18	BEST PRACTICE IN CURRICULUM MANAGEMENT	11th - 15th Mar, 2024	2nd - 4th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	13th - 17th May, 2024	25th - 29th Nov, 2024	8th - 12th July, 2024	26th - 30th Aug, 2024	19th - 21st June, 2024	13th - 16th Jan, 2025
19	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	5th - 9th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
20	SECURITY MANAGEMENT IN SCHOOLS	18th - 22nd Mar, 2024	7th - 11th Oct, 2024	12th - 16th Aug, 2024	28th Oct - 1st Nov, 2024	20th - 24th May, 2024	2nd - 6th Dec, 2024	15th - 19th July, 2024	2nd - 6th Sept, 2024	24th - 28th June, 2024	20th - 24th Jan, 2025
21	PUBLIC SPEAKING AND PRESENTATION SKILLS FOR TEACHERS AND LECTURERS	25th - 28th Mar, 2024	14th - 18th Oct, 2024	12th - 16th Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
22	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN EDUCATIONAL SECTOR	25th - 28th Mar, 2024	14th - 18th Oct, 2024	19th - 23rd Aug, 2024	4th - 8th Nov, 2024	27th - 31st May, 2024	9th - 13th Dec, 2024	22nd - 26th July, 2024	9th - 13th Sept, 2024	1st - 5th July, 2024	27th - 31st Jan, 2025
23	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	19th - 23rd Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
24	COUNSELLING TRAINING FOR TEACHERS	2nd - 5th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	11th - 15th Nov, 2024	3rd - 7th June, 2024	16th - 20th Dec, 2024	29th July - 2nd Aug, 2024	18th - 20th Sept, 2024	8th - 12th July, 2024	3rd - 7th Feb, 2025
25	EFFECTIVE HOSTEL MANAGEMENT	15th - 19th Apr, 2024	21st - 25th Oct, 2024	26th - 30th Aug, 2024	18th - 22nd Nov, 2024	19th - 21st June, 2024	6th - 10th Jan, 2025	5th - 9th Aug, 2024	23rd - 27th Sept, 2024	15th - 19th July, 2024	10th - 14th Feb, 2025



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
26	ACCREDITATION PLANNING AND MANAGEMENT	15th – 19th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	18th – 22nd Nov, 2024	19th – 21st June, 2024	6th – 10th Jan, 2025	5th - 9th Aug, 2024	23rd – 27th Sept, 2024	15th - 19th July, 2024	10th – 14th Feb, 2025
27	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	2nd - 6th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025
28	EDUCATION DATA MANAGEMENT COURSE	22nd - 26th Apr, 2024	28th Oct - 1st Nov, 2024	9th - 13th Sept, 2024	25th - 29th Nov, 2024	24th - 28th June, 2024	13th – 16th Jan, 2025	12th - 16th Aug, 2024	2nd - 4th Oct, 2024	22nd - 26th July, 2024	17th – 21st Feb, 2025
29	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	6th - 10th May, 2024	4th - 8th Nov, 2024	9th - 13th Sept, 2024	2nd - 6th Dec, 2024	1st – 5th July, 2024	20th – 24th Jan, 2025	19th – 23rd Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th – 28th Feb, 2025
30	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	6th - 10th May, 2024	4th - 8th Nov, 2024	18th - 20th Sept, 2024	2nd - 6th Dec, 2024	1st – 5th July, 2024	20th – 24th Jan, 2025	26th - 30th Aug, 2024	7th - 11th Oct, 2024	29th July - 2nd Aug, 2024	24th – 28th Feb, 2025

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# 2024 Training Calendar

## Healthcare & Social Works

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	COMMUNICATION AND INTERPERSONAL SKILLS IN MEDICAL SOCIAL WORKS ADMINISTRATION	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	VALUES, ETHICS, AND DIVERSITY IN MEDICAL SOCIAL WORKS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	DISASTER AND CRISIS INTERVENTION IN SOCIAL WORKS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	INFECTION PREVENTION AND CONTROL COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	EXCELLENCE IN HEALTHCARE MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	HUMAN RESOURCE MANAGEMENT FOR HEALTHCARE PROFESSIONALS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	DIGITAL HEALTHCARE MANAGEMENT - INNOVATION AND CHANGE	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	EXECUTIVE FUNCTION AND MENTAL HEALTH	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	EVERYTHING WE KNOW ABOUT SUICIDE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	ADVANCED COGNITIVE BEHAVIORAL THERAPY (CBT) METHOD FOR DEPRESSION & ANXIETY	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	BEST APPROACHES IN MANAGING OLDER ADULTS	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	HOSPITAL SERVICES MANAGEMENT COURSE	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
14	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
15	BASIC ACCOUNTING AND FINANCE FOR MEDICAL DOCTORS AND ALLIED HEALTHCARE PRACTITIONERS	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	PUBLIC RELATIONS IN THE HEALTHCARE INDUSTRY	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	THE SUCCESSFUL HEALTHCARE SUPERVISOR	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	BASIC HUMAN RESOURCE MANAGEMENT FOR MEDICAL DOCTORS AND OTHER HEALTHCARE PRACTITIONERS	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	HEALTHCARE SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	RESILIENCE AND EMOTIONAL INTELLIGENCE: COMBATING STRESS IN THE HEALTHCARE WORKPLACE	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	EMERGENCY FIRST AID AT WORK	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	STRESS/COUNSELLING MANAGEMENT FOR MEDICAL SOCIAL WORKERS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024

# 2024 Training Calendar

## Healthcare & Social Works

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
28	YOUTH SUICIDE: PREVENTION AND INTERVENTION GUIDES FOR MEDICAL SOCIAL WORKERS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	THE COMPLETE COURSE ON LEGAL ASPECTS OF HEALTH CARE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	DOMESTIC VIOLENCE: PSYCHOLOGICAL IMPACT AND TREATMENT FOR VICTIMS	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	BUILDING YOUR ETHICAL SELF IN SOCIAL WORKS ADMINISTRATION	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	HOSPITAL MANAGEMENT AND HEALTH ECONOMICS	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	BEST PRACTICES IN HEALTHCARE PERFORMANCE IMPROVEMENT	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	PROFESSIONAL INDEMNITY GUARANTEE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONALS	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	ADVANCED SOCIAL SAFEGUARDS COURSE	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	LAW, RIGHTS AND JUSTICE IN SOCIAL WORKS	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	APPLYING MOTIVATIONAL INTERVIEWING WITH CLIENTS LESS READY TO CHANGE: TIPS AND STRATEGIES	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	HEALTH STATISTICS MANAGEMENT	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	COMPUTERIZED MEDICAL OFFICE MANAGEMENT	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	QUALITY IMPROVEMENT IN HEALTHCARE ORGANIZATIONS	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024

# 2024 Training Calendar

## Healthcare & Social Works

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
41	BEST PRACTICE IN MEDICAL RECORDS MANAGEMENT	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	NATIONAL HEALTH INSURANCE SCHEME IMPLEMENTATION FOR EXCELLENCE	25th -28th Mar, 2024	11th -15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	HEALTHCARE CUSTOMER SERVICES: DELIVERING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	25th -28th Mar, 2024	18th -22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
45	CALMING THE EMOTIONAL STORM: INTRODUCTION TO DIALECTICAL BEHAVIOR THERAPY	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	HEALTHCARE HAZARD CONTROL AND SAFETY MANAGEMENT	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	PARENT COACHING: UNCOVERING INFLUENCES AND PROMOTING CHANGE	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	HEALTHCARE INFORMATION SYSTEMS MANAGEMENT	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th - 24th Jan, 2025	9th - 13th Sept, 2024	16th - 20th Dec, 2024	6th - 10th May, 2024	18th - 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	MEDICAL SOCIAL WORK READINESS FOR DIRECT PRACTICE AND EFFECTIVENESS	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	ENVIRONMENTAL AND SOCIAL SAFEGUARD TRAINING	15th -19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
51	DOCUMENTATION AND RECORD-KEEPING: ESSENTIALS FOR SOCIAL WORKS ADMINISTRATORS	15th -19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
52	HEALTHCARE LIABILITY MANAGEMENT	15th -19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th - 31st Jan, 2025	18th - 20th Sept, 2024	6th - 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
53	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	22nd -26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
54	WORK-LIFE BALANCE AND STRESS MANAGEMENT	22nd -26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024

# 2024 Training Calendar

## Healthcare & Social Works

S/N	TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
55	BASIC PUBLIC RELATIONS PRACTICE FOR MEDICAL DOCTORS AND ALLIED PROFESSIONAL	22nd -26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
56	MAINTENANCE OF HOSPITAL EQUIPMENT	22nd -26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd - 7th Feb, 2025	23rd - 27th Sept, 2024	13th - 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
57	THE HOSPITAL ACCOUNTANT: SKILLS FOR EXCELLENT PERFORMANCE	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July-2nd Aug, 2024	11th - 15th Nov, 2024
58	CRITICAL AND REFLECTIVE PRACTICE FOR MEDICAL SOCIAL WORKERS	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July-2nd Aug, 2024	11th - 15th Nov, 2024
59	HUMAN SERVICES ADMINISTRATION FOR MEDICAL SOCIAL WORKS	6th - 10th May, 2024	16th - 20th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July-2nd Aug, 2024	11th - 15th Nov, 2024
60	PUBLIC RELATION SKILLS FOR MEDICAL AND SOCIAL WORKERS IN A HOLISTIC ENVIRONMENT	6th - 10th May, 2024	16th - 20th Dec, 2024	9th - 13th Sept, 2024	10th - 14th Feb, 2025	2nd - 4th Oct, 2024	20th - 24th Jan, 2025	27th - 31st May, 2024	9th - 13th Dec, 2024	29th July-2nd Aug, 2024	11th - 15th Nov, 2024
61	HOSPITAL REVENUE MANAGEMENT	13th -17th May, 2024	16th -20th Dec, 2024	18th - 20th Sept, 2024	17th - 21st Feb, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025	3rd - 7th June, 2024	16th - 20th Dec, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
62	LEGAL ISSUES IN HOSPITAL ADMINISTRATION	13th -17th May, 2024	16th -20th Dec, 2024	18th - 20th Sept, 2024	17th - 21st Feb, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025	3rd - 7th June, 2024	16th - 20th Dec, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.  
 Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT.

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09060007799, 09060002299.

**E-mail:** info@alphapartnerstrainings.com, alphapartner111@yahoo.com **Website:** www.alphapartnerstrainings.com, www.international.alphapartnerstrainings.com

# 2024 Training Calendar

## Agriculture

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	AGRICULTURE REGENERATIVE SYSTEMS COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	PROMOTING ENTREPRENEURSHIP AND AGRIBUSINESS DEVELOPMENT	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	AGRICULTURE, ECONOMICS AND NATURE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	AGRICULTURAL ENGINEERING MANAGEMENT COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	ORGANIZATION AND MANAGEMENT OF RURAL COOPERATIVES FOR POVERTY ALLEVIATION PROGRAMMES	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	AGRICULTURAL WASTE MANAGEMENT, POLLUTION CONTROL AND TECHNOLOGY	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	AGRICULTURAL ENGINEERING, SEEDS AND PLANTS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	RICE MILLING QUALITY MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	AGRICULTURAL PRODUCTION SYSTEMS AND AGRICULTURAL MECHANIZATION	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	MANAGING AGRICULTURAL COMMODITY VALUE CHAIN FOR AGRICULTURAL BUSINESS COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	AGRICULTURE, INNOVATION AND TECHNOLOGY FOR SUSTAINABLE DEVELOPMENT COURSE	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	AGRICULTURE IRRIGATION TECHNOLOGIES	29th Jan - 2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	AGRICULTURAL BUSINESS PLANNING AND IMPLEMENTATION MANAGEMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
14	GENDER MAINSTREAMING IN AGRICULTURE AND RURAL DEVELOPMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	MANAGEMENT OF AGRICULTURAL COMMODITY VALUE CHAIN FOR AGRIBUSINESS	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	CROP MANAGEMENT TRAINING	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
17	IRRIGATION AND OPERATIONAL MAINTENANCE TRAINING	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	LOAN RECOVERY MANAGEMENT FOR AGRICULTURAL AND RURAL CREDIT MANAGERS	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	AGRICULTURAL MACHINERY AND EQUIPMENT MANAGEMENT	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	AGRICULTURAL FUNDS MANAGEMENT	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	AGRICULTURAL METEOROLOGY MANAGEMENT	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	AGRICULTURAL PESTICIDE AWARENESS COURSE	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	INTELLIGENT AGRICULTURE AND FARMING METHODS	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	FLOOD DISASTER RISK MANAGEMENT IN A CHANGING CLIMATE COURSE	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	RURAL DEVELOPMENT TRAINING	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	AGRICULTURAL POLICY FRAMEWORK FOR DEVELOPMENT COURSE	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024

# 2024 Training Calendar

## Agriculture

S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6500 PER PARTICIPANT		RWANDA VENUE / \$7500 PER PARTICIPANT		UK VENUE / \$8500 PER PARTICIPANT		USA VENUE / \$8500 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
27	AGRI-BUSINESS, ENTERPRISE DEVELOPMENT AND MARKET LINKAGE COURSE	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	LIVELIHOOD ASSESSMENT AND ANALYSIS	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	AGRICULTURAL VALUE CHAIN DEVELOPMENT AND MARKET ADMINISTRATION	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
30	AGRICULTURAL ENVIRONMENTAL COMMUNICATION MANAGEMENT	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	INTEGRATED WATER RESOURCES MANAGEMENT	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	EXCELLENCE IN AGRICULTURE DEVELOPMENT AND MANAGEMENT	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	AGRICULTURAL CREDIT MANAGEMENT AND RISK ANALYSIS COURSE	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	HORTICULTURE AND ORGANIC AGRICULTURE	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	AGRICULTURAL BIOTECHNOLOGY AND ORGANIC AGRICULTURE	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	ORGANIC AGRICULTURE, FERTILIZERS, SEEDS AND PLANTS	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	APPLIED AGRICULTURE AND AGRICULTURAL SYSTEM ENGINEERING	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	AGRICULTURAL ROBOTICS, ADVANTAGES AND DISADVANTAGES	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	BIOTECHNOLOGY AND AGRICULTURE MAINTENANCE	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024

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## Agriculture

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
40	INTELLIGENT AGRICULTURAL SYSTEMS AND TECHNOLOGIES	18th – 22nd Mar, 2024	11th – 15th Nov, 2024	5th – 9th Aug, 2024	6th – 10th Jan, 2025	26th – 30th Aug, 2024	2nd – 6th Dec, 2024	15th – 19th Apr, 2024	4th – 8th Nov, 2024	24th – 28th June, 2024	7th – 11th Oct, 2024
41	AGRICULTURAL LEADERSHIP DEVELOPMENT	25th – 28th Mar, 2024	11th – 15th Nov, 2024	12th – 16th Aug, 2024	13th – 16th Jan, 2025	2nd – 6th Sept, 2024	9th – 13th Dec, 2024	22nd – 26th Apr, 2024	11th – 15th Nov, 2024	1st – 5th July, 2024	14th – 18th Oct, 2024
42	M AND E DATA MANAGEMENT AND ANALYSIS FOR AGRICULTURE AND RURAL DEVELOPMENT PROGRAMS	25th – 28th Mar, 2024	11th – 15th Nov, 2024	12th – 16th Aug, 2024	13th – 16th Jan, 2025	2nd – 6th Sept, 2024	9th – 13th Dec, 2024	22nd – 26th Apr, 2024	11th – 15th Nov, 2024	1st – 5th July, 2024	14th – 18th Oct, 2024
43	METHODOLOGY FOR AGRICULTURAL VALUE CHAIN DEVELOPMENT AND MARKET LINKAGES COURSE	25th – 28th Mar, 2024	18th – 22nd Nov, 2024	12th – 16th Aug, 2024	13th – 16th Jan, 2025	2nd – 6th Sept, 2024	9th – 13th Dec, 2024	22nd – 26th Apr, 2024	11th – 15th Nov, 2024	1st – 5th July, 2024	14th – 18th Oct, 2024
44	ESTABLISHING AND STRENGTHENING FARMER ORGANIZATIONS	25th – 28th Mar, 2024	18th – 22nd Nov, 2024	12th – 16th Aug, 2024	13th – 16th Jan, 2025	2nd – 6th Sept, 2024	9th – 13th Dec, 2024	22nd – 26th Apr, 2024	11th – 15th Nov, 2024	1st – 5th July, 2024	14th – 18th Oct, 2024
45	DATA MANAGEMENT, ANALYSIS AND VISUALIZATION FOR AGRICULTURE, AND RURAL DEVELOPMENT COURSE	2nd – 5th Apr, 2024	18th – 22nd Nov, 2024	19th – 23rd Aug, 2024	20th – 24th Jan, 2025	9th – 13th Sept, 2024	16th – 20th Dec, 2024	6th – 10th May, 2024	18th – 22nd Nov, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024
46	UNDERSTANDING AGRICULTURAL FIRMS FOR RISK ANALYSIS AND POTENTIAL FOR FUNDING	2nd – 5th Apr, 2024	18th – 22nd Nov, 2024	19th – 23rd Aug, 2024	20th – 24th Jan, 2025	9th – 13th Sept, 2024	16th – 20th Dec, 2024	6th – 10th May, 2024	18th – 22nd Nov, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024
47	FOOD SECURITY ANALYSIS COURSE	2nd – 5th Apr, 2024	25th – 29th Nov, 2024	19th – 23rd Aug, 2024	20th – 24th Jan, 2025	9th – 13th Sept, 2024	16th – 20th Dec, 2024	6th – 10th May, 2024	18th – 22nd Nov, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024
48	MANAGEMENT OF COOPERATIVE SOCIETY FOR SUSTAINABLE DEVELOPMENT	2nd – 5th Apr, 2024	25th – 29th Nov, 2024	19th – 23rd Aug, 2024	20th – 24th Jan, 2025	9th – 13th Sept, 2024	16th – 20th Dec, 2024	6th – 10th May, 2024	18th – 22nd Nov, 2024	8th – 12th July, 2024	21st – 25th Oct, 2024
49	AGRICULTURAL CREDIT ANALYSIS AND RISK MANAGEMENT	15th – 19th Apr, 2024	25th – 29th Nov, 2024	26th – 30th Aug, 2024	27th – 31st Jan, 2025	18th – 20th Sept, 2024	6th – 10th Jan, 2025	13th – 17th May, 2024	25th – 29th Nov, 2024	15th – 19th July, 2024	28th Oct – 1st Nov, 2024
50	AGRICULTURAL POLICY ANALYSIS	15th – 19th Apr, 2024	25th – 29th Nov, 2024	26th – 30th Aug, 2024	27th – 31st Jan, 2025	18th – 20th Sept, 2024	6th – 10th Jan, 2025	13th – 17th May, 2024	25th – 29th Nov, 2024	15th – 19th July, 2024	28th Oct – 1st Nov, 2024
51	REMOTE SENSING AND GIS IN CLIMATE CHANGE, FOOD SECURITY AND AGRICULTURE	15th – 19th Apr, 2024	2nd – 6th Dec, 2024	26th – 30th Aug, 2024	27th – 31st Jan, 2025	18th – 20th Sept, 2024	6th – 10th Jan, 2025	13th – 17th May, 2024	25th – 29th Nov, 2024	15th – 19th July, 2024	28th Oct – 1st Nov, 2024

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## Agriculture

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
52	MANAGEMENT OF EXTENSION AND ADVISORY SERVICES	15th – 19th Apr, 2024	2nd - 6th Dec, 2024	26th -30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
53	EFFECTIVE MANAGEMENT OF RURAL INFRASTRUCTURE FOR COMMUNITY DEVELOPMENT	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
54	SOIL MANAGEMENT TRAINING	22nd - 26th Apr, 2024	2nd - 6th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
55	AGRICULTURAL EXTENSION SERVICES	22nd - 26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
56	AGRICULTURAL FINANCE MANAGEMENT	22nd - 26th Apr, 2024	9th - 13th Dec, 2024	2nd - 6th Sept, 2024	3rd – 7th Feb, 2025	23rd – 27th Sept, 2024	13th – 16th Jan, 2025	20th - 24th May, 2024	2nd - 6th Dec, 2024	22nd - 26th July, 2024	4th - 8th Nov, 2024
57	ADVANCED MASTERING AGRICULTURE FINANCING AND VALUE CHAIN LENDING COURSE	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
58	BEST PRACTICES IN AGRICULTURAL INSURANCE	6th - 10th May, 2024	9th - 13th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
59	MARKETING OF AGRICULTURAL PRODUCTS COURSE	6th - 10th May, 2024	16th – 20th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
60	GIS AND SPATIAL ANALYSIS FOR AGRICULTURE AND FOOD SECURITY	6th - 10th May, 2024	16th – 20th Dec, 2024	9th - 13th Sept, 2024	10th – 14th Feb, 2025	2nd - 4th Oct, 2024	20th – 24th Jan, 2025	27th – 31st May, 2024	9th - 13th Dec, 2024	29th July- 2nd Aug, 2024	11th - 15th Nov, 2024
61	EFFECTIVE LIVESTOCK EXTENSION METHODS	13th - 17th May, 2024	16th – 20th Dec, 2024	18th - 20th Sept, 2024	17th – 21st Feb, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025	3rd – 7th June, 2024	16th – 20th Dec, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
62	FARM BUSINESS PLANNING AND MANAGEMENT	13th - 17th May, 2024	16th – 20th Dec, 2024	18th - 20th Sept, 2024	17th – 21st Feb, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025	3rd – 7th June, 2024	16th – 20th Dec, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024
63	INTEGRATED SOIL HEALTH AND FERTILITY MANAGEMENT FOR SUSTAINABLE FOOD AND NUTRITION SECURITY COURSE	13th - 17th May, 2024	6th – 10th Jan, 2025	18th - 20th Sept, 2024	17th – 21st Feb, 2025	7th - 11th Oct, 2024	27th – 31st Jan, 2025	3rd – 7th June, 2024	16th – 20th Dec, 2024	5th - 9th Aug, 2024	18th – 22nd Nov, 2024

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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
65	MINIMIZATION OF POST-HARVEST LOSSES COURSE	13th - 17th May, 2024	6th - 10th Jan, 2025	18th - 20th Sept, 2024	17th - 21st Feb, 2025	7th - 11th Oct, 2024	27th - 31st Jan, 2025	3rd - 7th June, 2024	16th - 20th Dec, 2024	5th - 9th Aug, 2024	18th - 22nd Nov, 2024
66	ADVANCED DAIRY NUTRITION AND MANAGEMENT	20th - 24th May, 2024	6th - 10th Jan, 2025	23rd - 27th Sept, 2024	24th - 28th Feb, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	19th - 21st June, 2024	6th - 10th Jan, 2025	12th - 16th Aug, 2024	25th - 29th Nov, 2024
67	POULTRY FARMING FOR FOOD SECURITY AND POVERTY ERADICATION	20th - 24th May, 2024	6th - 10th Jan, 2025	23rd - 27th Sept, 2024	24th - 28th Feb, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	19th - 21st June, 2024	6th - 10th Jan, 2025	12th - 16th Aug, 2024	25th - 29th Nov, 2024
68	AGRICULTURAL MARKETING TECHNIQUES	20th - 24th May, 2024	13th - 16th Jan, 2025	23rd - 27th Sept, 2024	24th - 28th Feb, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	19th - 21st June, 2024	6th - 10th Jan, 2025	12th - 16th Aug, 2024	25th - 29th Nov, 2024
69	FARM MANAGEMENT ESSENTIAL COURSE	20th - 24th May, 2024	13th - 16th Jan, 2025	23rd - 27th Sept, 2024	24th - 28th Feb, 2025	14th - 18th Oct, 2024	3rd - 7th Feb, 2025	19th - 21st June, 2024	6th - 10th Jan, 2025	12th - 16th Aug, 2024	2nd - 6th Dec, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT

Please let us know the courses you would like your employees to attend. For further information on these courses and for in-house training arrangements, please call Chris Onwuasigwe, 08033045484, 09075007799, 09075002299.

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# 2024 Training Calendar

## PROJECT MANAGEMENT

+2348033045484, +2349060007799  
 www.international.alphapartnerstrainings.com  
 www.alphapartnerstrainings.com  
 info@alphapartnerstrainings.com  
 mail@alphapartnerstrainings.com  
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S/N	COURSE TITLE	NIGERIA VENUE / \$3000 PER PARTICIPANT		GHANA VENUE / \$6000 PER PARTICIPANT		RWANDA VENUE / \$7000 PER PARTICIPANT		UK VENUE / \$8000 PER PARTICIPANT		USA VENUE / \$8000 PER PARTICIPANT	
		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
1	FINANCIAL MANAGEMENT FOR PROJECTS AND CONTRACTS TRAINING	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
2	XERO PROJECTS AND JOB COSTING COMPLETE TRAINING	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
3	PROJECT MANAGEMENT SKILLS FOR INTERNAL AUDITORS	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
4	AUDITING PROJECTS, PROJECT MANAGEMENT AND PROJECT RISK COURSE	15th - 19th Jan, 2024	4th - 8th Mar, 2024	27th - 31st May, 2024	21st - 25th Oct, 2024	24th - 28th June, 2024	2nd - 4th Oct, 2024	5th - 9th Feb, 2024	2nd - 6th Sept, 2024	2nd - 5th Apr, 2024	5th - 9th Aug, 2024
5	AUDITING OF PROJECTS AND CONTRACTS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
6	VALUE FOR MONEY AUDIT: PROJECT AUDITS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
7	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
8	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	22nd - 26th Jan, 2024	11th - 15th Mar, 2024	3rd - 7th June, 2024	28th Oct - 1st Nov, 2024	1st - 5th July, 2024	7th - 11th Oct, 2024	12th - 16th Feb, 2024	9th - 13th Sept, 2024	15th - 19th Apr, 2024	12th - 16th Aug, 2024
9	PROJECT SCHEDULING AND PLANNING SKILLS	29th Jan-2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
10	THE COMPLETE COURSE ON PROJECT MANAGEMENT	29th Jan-2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
11	ADVANCED CONSTRUCTION PROJECT MANAGEMENT	29th Jan-2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
12	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	29th Jan-2nd Feb, 2024	18th - 22nd Mar, 2024	19th - 21st June, 2024	4th - 8th Nov, 2024	8th - 12th July, 2024	14th - 18th Oct, 2024	19th - 23rd Feb, 2024	18th - 20th Sept, 2024	22nd - 26th Apr, 2024	19th - 23rd Aug, 2024
13	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
14	THE COMPLETE COURSE ON CONTRACTS AND PROJECT MANAGEMENT	5th - 9th Feb, 2024	25th - 28th Mar, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
15	PROJECT AND COMMERCIAL DISPUTE RESOLUTION THROUGH NEGOTIATIONS, RECONCILIATION AND ARBITRATION	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024
16	PROJECT MANAGEMENT TECHNIQUES FOR LEGAL PRACTITIONERS: ADDING VALUE TO LEGAL PROJECTS	5th - 9th Feb, 2024	2nd - 4th Oct, 2024	24th - 28th June, 2024	11th - 15th Nov, 2024	15th - 19th July, 2024	21st - 25th Oct, 2024	26th Feb - 1st Mar, 2024	23rd - 27th Sept, 2024	6th - 10th May, 2024	26th - 30th Aug, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
17	MANAGING IT PROJECTS	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
18	PROJECT TEAM LEADERSHIP: BUILDING COMMITMENT THROUGH SUPERIOR COMMUNICATION	12th - 16th Feb, 2024	2nd - 4th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
19	PROJECT FINANCE MANAGEMENT COURSE	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
20	ADVANCED NEGOTIATION SKILLS FOR PROJECT MANAGERS	12th - 16th Feb, 2024	7th - 11th Oct, 2024	1st - 5th July, 2024	18th - 22nd Nov, 2024	22nd - 26th July, 2024	28th Oct - 1st Nov, 2024	4th - 8th Mar, 2024	2nd - 4th Oct, 2024	13th - 17th May, 2024	2nd - 6th Sept, 2024
21	CONSTRUCTION PROJECTS - POST CONTRACT MANAGEMENT	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
22	REAL ESTATE PROJECT ACCOUNTING COURSE	19th - 23rd Feb, 2024	7th - 11th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
23	FACILITY CONSTRUCTION AND PROJECT MANAGEMENT COURSE	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
24	UNDERWRITING PROJECT CARGO INSURANCE MASTERCLASS	19th - 23rd Feb, 2024	14th - 18th Oct, 2024	8th - 12th July, 2024	25th - 29th Nov, 2024	29th July - 2nd Aug, 2024	4th - 8th Nov, 2024	11th - 15th Mar, 2024	7th - 11th Oct, 2024	20th - 24th May, 2024	9th - 13th Sept, 2024
25	RESULT-BASED MONITORING AND EVALUATION OF AGRICULTURAL PROJECTS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
26	MASTERCLASS IN PROJECT COMMUNICATION FOR DEVELOPMENTAL PROFESSIONALS	26th Feb - 1st Mar, 2024	14th - 18th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
27	PROJECT MANAGEMENT MONITORING AND CONTROL	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
28	BUSINESS ANALYSIS AND PROJECT MANAGEMENT COURSE	26th Feb - 1st Mar, 2024	21st - 25th Oct, 2024	15th - 19th July, 2024	2nd - 6th Dec, 2024	5th - 9th Aug, 2024	11th - 15th Nov, 2024	18th - 22nd Mar, 2024	14th - 18th Oct, 2024	27th - 31st May, 2024	18th - 20th Sept, 2024
29	TECHNICAL PROJECT MANAGEMENT	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
30	DECISION-MAKING IN PROJECT MANAGEMENT COURSE	4th - 8th Mar, 2024	21st - 25th Oct, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
31	ADVANCED PROJECT ANALYST COURSE	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
32	PROJECT COMMISSIONING MASTERCLASS	4th - 8th Mar, 2024	28th Oct - 1st Nov, 2024	22nd - 26th July, 2024	9th - 13th Dec, 2024	12th - 16th Aug, 2024	18th - 22nd Nov, 2024	25th - 28th Mar, 2024	21st - 25th Oct, 2024	3rd - 7th June, 2024	23rd - 27th Sept, 2024
33	PRIMAVERA CONTRACT MANAGEMENT TRAINING	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
34	ADVANCED PROJECT COORDINATOR COURSE	11th - 15th Mar, 2024	28th Oct - 1st Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
35	ADVANCED PROJECT ADMINISTRATION COURSE	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
36	PROJECT MANAGEMENT COURSE FOR ARCHITECTS	11th - 15th Mar, 2024	4th - 8th Nov, 2024	29th July - 2nd Aug, 2024	16th - 20th Dec, 2024	19th - 23rd Aug, 2024	25th - 29th Nov, 2024	2nd - 5th Apr, 2024	28th Oct - 1st Nov, 2024	19th - 21st June, 2024	2nd - 4th Oct, 2024
37	PROJECT MANAGEMENT OFFICE (PMO): SETTING UP, STRUCTURE, ROLES AND RESPONSIBILITIES	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
38	PROJECT ASSESSMENT AND EVALUATION COURSE	18th - 22nd Mar, 2024	4th - 8th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
39	PROJECT RISK MANAGEMENT COURSE	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
40	AGILE PROJECT MANAGEMENT COURSE	18th - 22nd Mar, 2024	11th - 15th Nov, 2024	5th - 9th Aug, 2024	6th - 10th Jan, 2025	26th - 30th Aug, 2024	2nd - 6th Dec, 2024	15th - 19th Apr, 2024	4th - 8th Nov, 2024	24th - 28th June, 2024	7th - 11th Oct, 2024
41	BASIC PROJECT MANAGEMENT COURSE	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
42	INFORMATION TECHNOLOGY PROJECT MANAGEMENT COURSE	25th - 28th Mar, 2024	11th - 15th Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
43	PROJECT QUALITY MANAGEMENT	25th - 28th Mar, 2024	18th - 22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024
44	ORGANIZATIONAL PROJECT MANAGEMENT MATURITY MODEL	25th - 28th Mar, 2024	18th - 22nd Nov, 2024	12th - 16th Aug, 2024	13th - 16th Jan, 2025	2nd - 6th Sept, 2024	9th - 13th Dec, 2024	22nd - 26th Apr, 2024	11th - 15th Nov, 2024	1st - 5th July, 2024	14th - 18th Oct, 2024



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		1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch	1st Batch	2nd Batch
45	PERFORMANCE MANAGEMENT PROJECTS FOR HR	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
46	PROCUREMENT AND PROJECT INTEGRATION TRAINING	2nd - 5th Apr, 2024	18th -22nd Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
47	PROJECT MANAGEMENT IN MARKETING	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
48	HEALTHCARE PROJECT MANAGEMENT COURSE	2nd - 5th Apr, 2024	25th -29th Nov, 2024	19th - 23rd Aug, 2024	20th – 24th Jan, 2025	9th - 13th Sept, 2024	16th – 20th Dec, 2024	6th - 10th May, 2024	18th – 22nd Nov, 2024	8th - 12th July, 2024	21st - 25th Oct, 2024
49	EFFECTIVE PROJECT MANAGEMENT IN PUBLIC RELATIONS	15th –19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024
50	HOSPITALITY AND HOTEL PROJECT MANAGEMENT COURSE	15th –19th Apr, 2024	25th -29th Nov, 2024	26th - 30th Aug, 2024	27th – 31st Jan, 2025	18th - 20th Sept, 2024	6th – 10th Jan, 2025	13th - 17th May, 2024	25th - 29th Nov, 2024	15th - 19th July, 2024	28th Oct - 1st Nov, 2024

The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.

Payment should be made in Cash, Bank Draft or Transfer in favour of Alpha Partners.

**Note:** The fee will attract additional 7.5% VAT.

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200, Murtala Mohammed Way (2nd & 3rd Floors), Yaba, Lagos, Nigeria.



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