ALPHA PARTNERS

2019

Training Calendar

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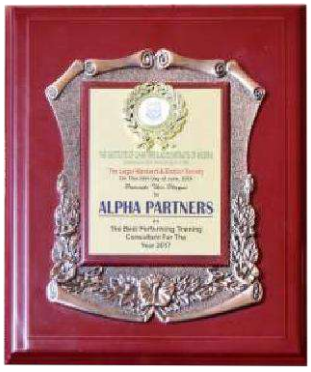
BEST CATEGORIES

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 2010

ICAN Best Performing Training Consultant Award 2014

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

CLIENTELE

University of Liberia
Lux In Tenebris
Embassy of the United States of America Nigeria
University of Jos
Dangote
transcorp Power
ECOWAS
Central Bank of Liberia
BUA Group
Arik
Carnation Registrars Limited
Rainoil
aiteo
All Grace Energy
BPL Briscoe Properties Limited
PTML Ports & Terminal Multiservices Ltd.
UGBS University of Ghana Business School
Bureau Veritas
Babcock University
Banwo & Ighodalo
Chevron
Oando
MTN
Nigerian Breweries
Desicon
Platform Petroleum Limited
Nigeria Sovereign Investment Authority
Dunlop
FIRS Federal Inland Revenue Service
eGBIN
Pillar Oil
FBN Holdings
Eterna Oil Plc
Famfa Oil
bpc Bonue Investment & Property Company Limited
Financial Reporting Council, Nigeria
Office of Overseas Affairs & Investment [Lagos Global] Lagos State | Est. 2015
MRS
Presco Plc
FMN Flour Mills of Nigeria plc
The Federal Polytechnic Idah
Elizade University
LAPO Microfinance Bank
FrieslandCampina
Honda
giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
Income Electrix Limited The Number One African-Owned Power Company
Ibile Holdings Limited
GEIL Green Energy International Limited
SPE International Nigeria Council
fsdh Merchant Bank Ltd
Guinness
Julius Berger
H.u.d.s.o.n Pacific Energy
AGARY
asca
Architects Registration Council of Nigeria
Leadway Assurance Company Limited
Alpha Mead
Lagos State University College Of Medicine
Nnamdi Azikiwe University, Awka
The Presidency BPE Bureau of Public Enterprises Reforming Responsibly
M M Cambridge Education
Nigeria LNG Limited
Linkage Assurance Plc
Michelin
MainOne
Mantrac
M&B
Manufacturers Association of Nigeria
Addax Petroleum
Mainstreet Bank Capital Limited
KW-IRS Kwara State Internal Revenue Service
GFA Consulting Group
Indorama Corporation
Ventoven
Premium Pension Limited
mediaReach
P&G Procter&Gamble
PZ Cussons
Megastar Technical And Construction Company Limited
Shell
Saipem
Nigeria Olympic Committee
Unilever
Uniport
uac
TOON Consolidated Company Ltd.
Toyota
VSF Victims Support Fund
Ajinomoto
Zenith
Universal Energy
Total
RCC
West African Gas Pipeline Company
Salama Fikira
Sirius Petroleum
TVC

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FINANCE AND ACCOUNTING TRAINING CALENDAR - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
2	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
3	PAYROLL PROCEDURES AND ADMINISTRATION	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
4	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	22nd - 25th January, 2019	23rd – 26th July, 2019	₦150,000
5	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
6	FINANCIAL ANALYSIS AND REPORTING USING IFRS	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
7	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
8	BUDGETING, FORECASTING AND THE PLANNING PROCESS	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
9	ADVANCED FINANCIAL STATEMENT ANALYSIS	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
10	CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
11	ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
12	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
13	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
14	ADVANCED PAYROLL MANAGEMENT	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
15	MANAGING ACCOUNT RECEIVABLES AND PAYABLES	12th - 15th February, 2019	20th – 23rd August, 2019	₦150,000
16	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	19th – 22nd February, 2019	20th – 23rd August, 2019	₦150,000
17	EFFECTIVE TAX COMPUTATION, ACCOUNTING AND ADMINISTRATION	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
18	FUNDAMENTALS OF FINANCE AND ACCOUNTING	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
19	RECONCILIATION OF FINANCIAL TRANSACTIONS	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦150,000
20	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦150,000
21	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	26th Feb– 1st March, 2019	3rd– 6th September, 2019	₦150,000
22	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	5th - 8th March, 2019	3rd– 6th September, 2019	₦150,000

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23	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	5th - 8th March, 2019	3rd– 6th September, 2019	₦150,000
24	ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT	5th - 8th March, 2019	3rd– 6th September, 2019	₦150,000
25	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	12th - 15th March, 2019	10th– 13th September, 2019	₦150,000
26	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	12th - 15th March, 2019	10th– 13th September, 2019	₦150,000
27	ACCOUNTS RECONCILIATION: BEST PRACTICES	12th - 15th March, 2019	10th– 13th September, 2019	₦150,000
28	EXCELLENCE IN CORPORATE CASH MANAGEMENT	19th – 22nd March, 2019	10th– 13th September, 2019	₦150,000
29	ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING	19th – 22nd March, 2019	17th– 20th September, 2019	₦150,000
30	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	19th – 22nd March, 2019	17th– 20th September, 2019	₦150,000
31	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	26th – 29th March, 2019	17th– 20th September, 2019	₦150,000
32	INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	26th – 29th March, 2019	17th– 20th September, 2019	₦150,000
33	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	26th – 29th March, 2019	24th– 27th September, 2019	₦150,000
34	NIGERIAN TAXATION SYSTEMS	2nd – 5th April, 2019	24th– 27th September, 2019	₦150,000
35	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	2nd – 5th April, 2019	24th– 27th September, 2019	₦150,000
36	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	2nd – 5th April, 2019	24th– 27th September, 2019	₦150,000
37	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	9th – 12th April, 2019	8th– 11th October, 2019	₦150,000
38	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	9th – 12th April, 2019	8th– 11th October, 2019	₦150,000
39	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	9th – 12th April, 2019	8th– 11th October, 2019	₦150,000
40	EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS	9th – 12th April, 2019	8th– 11th October, 2019	₦150,000
41	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	15th - 18th April, 2019	15th– 18th October, 2019	₦150,000
42	TAX PLANNING, COMPLIANCE AND INCENTIVES	15th - 18th April, 2019	15th– 18th October, 2019	₦150,000
43	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	15th - 18th April, 2019	15th– 18th October, 2019	₦150,000
44	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING	15th - 18th April, 2019	15th– 18th October, 2019	₦150,000
45	TAX PLANNING AND ADMINISTRATION	23rd – 26th April, 2019	22nd– 25th October, 2019	₦150,000

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46	BEST PRACTICE IN TREASURY MANAGEMENT	23rd – 26th April, 2019	22nd– 25th October, 2019	₦150,000
47	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	23rd – 26th April, 2019	22nd– 25th October, 2019	₦150,000
48	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	23rd – 26th April, 2019	22nd– 25th October, 2019	₦150,000
49	FINANCIAL PLANNING, BUDGETING AND CONTROL	7th – 10th May, 2019	29th Oct– 1st November, 2019	₦150,000
50	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	7th – 10th May, 2019	29th Oct– 1st November, 2019	₦150,000
51	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	7th – 10th May, 2019	29th Oct– 1st November, 2019	₦150,000
52	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	7th – 10th May, 2019	29th Oct– 1st November, 2019	₦150,000
53	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARD (IFRS)	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
54	MANAGING CASH AND ACCOUNTS PAYABLE	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
55	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
56	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
57	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
58	TAX ADMINISTRATION-POLICY AND PROCEDURES	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
59	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
60	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
61	ADVANCED TREASURY MANAGEMENT STRATEGIES	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
62	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
63	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
64	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
65	BEST PRACTICE IN CASH MANAGEMENT AND ACCOUNTING	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
66	CASH FLOW AND TREASURY MANAGEMENT	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
67	BUDGETING, ACCOUNTING AND COST CONTROL	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
68	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
69	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	25th – 28th June, 2019	26th – 29th November, 2019	₦150,000
70	DEVELOPING, ANALYZING AND MANAGING PAYROLL BENCHMARKS AND METRICS	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
71	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
72	EXCELLENCE IN NON CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
73	STRATEGIC PLANNING, MANAGEMENT CONTROL AND EFFECTIVE BUDGETING	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
74	BASIC ACCOUNTING, BOOKKEEPING AND MANAGING CASH	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
75	FIXED ASSETS AND INVENTORY MANAGEMENT	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
76	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
77	ASSET AND INVENTORY MANAGEMENT	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
78	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
79	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
80	THE ESSENTIALS OF INCOME TAX AND PREPARATION OF INCOME TAX RETURN (ITR)	9th – 12th July, 2019	17th – 20th December, 2019	₦150,000
81	CASH FLOW MANAGEMENT AND FORECASTING	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
82	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
83	BUDGETING AND CORPORATE FINANCIAL MANAGEMENT	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
84	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS- BEST PRACTICES FOR ACCOUNTANTS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000

The Fee for each course is N150,000.00 (One Hundred and Fifty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor), Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. **E-mail: alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com**

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INTERNAL AUDITING TRAINING CALENDAR - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
2	FRAUD DETECTION, PREVENTION AND CONTROL	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
3	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
4	MAKING YOUR AUDIT REPORTS PROFESSIONALLY	22nd - 25th January, 2019	23rd – 26th July, 2019	₦150,000
5	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
6	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
7	FINANCIAL AUDITING FOR INTERNAL AUDITORS	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
8	AUDITING FOR CONTRACTS AND PROCUREMENT	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
9	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
10	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
11	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
12	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
13	MODERN INTERNAL AUDITING	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
14	AUDIT REPORT WRITING	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
15	INTERNAL AUDITING FOR FRAUD	12th - 15th February, 2019	20th – 23rd August, 2019	₦150,000
16	INTERNAL CONTROL DOCUMENTATION, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	19th – 22nd February, 2019	20th – 23rd August, 2019	₦150,000
17	ADVANCED RISK BASED AUDITING	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
18	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
19	INTERNAL AUDIT AND RISK ASSURANCE COURSE	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦150,000
20	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦150,000
21	INTERNAL CONTROLS POLICIES AND PROCEDURES	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
22	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	5th - 8th March, 2019	3rd – 6th September, 2019	₦150,000

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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
23	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	5th - 8th March, 2019	3rd – 6th September, 2019	₦150,000
24	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	5th - 8th March, 2019	3rd – 6th September, 2019	₦150,000
25	AUDIT EVIDENCE AND WORKPAPERS	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
26	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
27	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
28	AUDIT PLANNING AND MONITORING: BEST PRACTICE	19th – 22nd March, 2019	10th – 13th September, 2019	₦150,000
29	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	19th – 22nd March, 2019	17th – 20th September, 2019	₦150,000
30	DEVELOPING AUDIT PROCESSES AND PROCEDURES	19th – 22nd March, 2019	17th – 20th September, 2019	₦150,000
31	AUDIT SENIOR MANAGERS COURSE	26th – 29th March, 2019	17th – 20th September, 2019	₦150,000
32	FINANCIAL AUDITING USING IFRS	26th – 29th March, 2019	17th – 20th September, 2019	₦150,000
33	FUNDAMENTALS OF INTERNAL AUDITING	26th – 29th March, 2019	24th – 27th September, 2019	₦150,000
34	INTERNAL AUDIT REPORTS – COMMUNICATING ASSURANCE RESULTS	2nd – 5th April, 2019	24th – 27th September, 2019	₦150,000
35	FRAUD RISK AND THE INTERNAL AUDITOR	2nd – 5th April, 2019	24th – 27th September, 2019	₦150,000
36	AUDITING TECHNIQUES FOR LEAD AUDITORS	2nd – 5th April, 2019	24th – 27th September, 2019	₦150,000
37	EFFECTIVE AUDIT SUPERVISION	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
38	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
39	AUDITING THE ENTERPRISE RISK MANAGEMENT PROCESS	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
40	BEST PRACTICE IN INTERNAL AUDITING	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
41	INTERNAL CONTROL AND FRAUD AWARENESS	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
42	INTERNAL AUDIT PLANNING AND MANAGEMENT	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
43	INTERNAL CONTROL PRINCIPLES AND PRACTICE	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
44	EFFECTIVE CONTINUOUS AUDITING AND MONITORING	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
45	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
46	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
47	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDIT	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
48	RISK-BASED INTERNAL AUDITING TECHNIQUES	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
49	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
50	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
51	EFFECTIVE INTERNAL AUDITING, STRATEGIC AND FRAUD RISK MITIGATION	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
52	ESSENTIALS OF INTERNAL AUDIT	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
53	FRAUD AUDITING FOR AUDITORS	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
54	ADVANCED AUDIT SKILLS	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
55	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
56	EFFECTIVE AUDITING AND INSPECTION SKILLS	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
57	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
58	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
59	INTERNAL AUDIT REPORT WRITING	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
60	INTERNAL CONTROL AND FRAUD PREVENTION	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
61	EXCELLENCE IN INTERNAL AUDITING	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
62	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
63	REPORT WRITING FOR THE INTERNAL AUDITOR	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
64	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
65	PRACTICAL APPROACHES TO NEW WAYS OF INTERNAL AUDITING	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
66	FUNDAMENTALS OF INTERNAL AUDITING AND AUDIT REPORT	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
67	LEGAL REGULATIONS FOR INTERNAL AUDITORS	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
68	AUDITING STANDARDS FOR INTERNAL AUDITORS	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000

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69	COMMUNICATION SKILLS FOR AUDITORS	25th – 28th June, 2019	26th – 29th November, 2019	₦150,000
70	CORPORATE GOVERNANCE-STRATEGIES FOR INTERNAL AUDIT	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
71	COSO BASED INTERNAL AUDITING FOR RESULTS	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
72	ENTERPRISE RISK MANAGEMENT STRATEGIES	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
73	COMPREHENSIVE COURSE ON INTERNAL CONTROL, COMPLIANCE AND RISK MANAGEMENT	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
74	FINANCIAL AUDITING FOR INTERNAL AUDITORS	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
75	FRAUD TESTING: INTEGRATING , FRAUD DETECTION INTO YOUR AUDIT PROGRAM	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
76	INTERNAL AUDIT WORKING PAPERS	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
77	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
78	ADVANCED STRATEGIC INTERNAL AUDITING	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
79	IMPROVING CORPORATE AUDITORS EFFICIENCY FOR RESULTS	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
80	INTERNAL AUDITING FOR FRAUD	9th – 12th July, 2019	17th – 20th December, 2019	₦150,000
81	INTERNAL CONTROL DOCUMENTATION, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
82	ADVANCED RISK BASED AUDITING	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
83	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
84	INTERNAL AUDIT AND RISK ASSURANCE COURSE	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000

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STORES AND PURCHASING TRAINING CALENDAR - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	BEST PRACTICE IN INVENTORY MANAGEMENT	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
2	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
3	STOCK ACCOUNTING AND VALUATION	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
4	INVENTORY PLANNING AND STOCK CONTROL	22nd - 25th January, 2019	23rd – 26th July, 2019	₦150,000
5	MODERN PURCHASING AND CONTRACT MANAGEMENT	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
6	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
7	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
8	SECURITY AND SAFETY IN THE STORES DEPARTMENT	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
9	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
10	MANAGING PURCHASING AND STORES DEPARTMENT OF YOUR ORGANIZATION	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
11	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
12	STOCK FORECASTING AND DEMAND MANAGEMENT	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
13	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
14	EFFECTIVE STOREKEEPING SKILLS	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
15	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	12th - 15th February, 2019	20th – 23rd August, 2019	₦150,000
16	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	19th – 22nd February, 2019	20th – 23rd August, 2019	₦150,000
17	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
18	ADVANCED WAREHOUSE MANAGEMENT	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
19	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦150,000
20	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦150,000
21	MODERN INVENTORY AND STORES MANAGEMENT	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
22	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	5th - 8th March, 2019	3rd – 6th September, 2019	₦150,000

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23	EFFECTIVE PURCHASING MANAGEMENT	5th - 8th March, 2019	3rd – 6th September, 2019	₦150,000
24	STORES MANAGEMENT AND PURCHASING PROCEDURES	5th - 8th March, 2019	3rd – 6th September, 2019	₦150,000
25	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
26	STOCK CONTROL AND INVENTORY MANAGEMENT	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
27	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
28	STOCK FRAUD PREVENTION AND CONTROL	19th – 22nd March, 2019	10th – 13th September, 2019	₦150,000
29	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	19th – 22nd March, 2019	17th – 20th September, 2019	₦150,000
30	BEST PRACTICES FOR STOCK RECONCILIATION	19th – 22nd March, 2019	17th – 20th September, 2019	₦150,000
31	RISK BASED STRATEGY TO FIGHT PURCHASING AND STOCK FRAUD	26th – 29th March, 2019	17th – 20th September, 2019	₦150,000
32	WAREHOUSE, STORE AND STOCK CONTROL MANAGEMENT	26th – 29th March, 2019	17th – 20th September, 2019	₦150,000
33	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	26th – 29th March, 2019	24th – 27th September, 2019	₦150,000
34	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE AND CONTROL	2nd – 5th April, 2019	24th – 27th September, 2019	₦150,000
35	EXCELLENCE IN STORES MANAGEMENT	2nd – 5th April, 2019	24th – 27th September, 2019	₦150,000
36	STOCK AND INVENTORY MANAGEMENT BEST PRACTICE	2nd – 5th April, 2019	24th – 27th September, 2019	₦150,000
37	FUNDAMENTALS OF PURCHASING	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
38	COMPUTERIZED STORES MANAGEMENT SYSTEMS	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
39	ADVANCED PURCHASING AND STORES MANAGEMENT	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
40	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	9th – 12th April, 2019	8th – 11th October, 2019	₦150,000
41	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
42	ADVANCED STORES AND INVENTORY MANAGEMENT	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
43	STOCK TAKING AND STOCK RECONCILIATION	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
44	PURCHASING PRINCIPLES AND PRACTICES	15th - 18th April, 2019	15th – 18th October, 2019	₦150,000
45	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
46	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
47	STOREKEEPING AND WAREHOUSE MANAGEMENT	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
48	PURCHASING TECHNIQUES, NEGOTIATION AND COST REDUCTION	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
49	WAREHOUSE MANAGEMENT: STRATEGY, IMPLEMENTATION AND CONTROL	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
50	STOCK TAKING, VALUATION AND STOCK RECORDING	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
51	WORLD-CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
52	DEVELOPING PURCHASING POLICIES AND PROCESSES	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
53	EXCELLENCE IN WAREHOUSE AND INVENTORY MANAGEMENT	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
54	ADVANCED PURCHASING AND TENDERS MANAGEMENT	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
55	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
56	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
57	IMPROVING YOUR BUYING SKILLS	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
58	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
59	STORES PROCEDURES, REGULATIONS AND PRACTICES	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
60	E-PROCUREMENT STRATEGIES FOR SUCCESS	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
61	STOCK TAKING SKILLS AND STOCK VALUATION	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
62	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
63	WAREHOUSE AND DISTRIBUTION MANAGEMENT	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
64	MANAGING INVENTORY EFFECTIVELY	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
65	STORAGE AND HANDLING OF TOXIC CHEMICALS AND HAZARDOUS MATERIALS	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
66	WAREHOUSE OPERATIONS AND MANAGEMENT	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
67	PROCUREMENT MANAGEMENT BEST PRACTICE	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
68	COST EFFECTIVE PURCHASING AND PROCUREMENT SKILLS	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
69	PURCHASING STRATEGIES, NEGOTIATING AND COST REDUCTION	25th – 28th June, 2019	26th – 29th November, 2019	₦150,000
70	EXCELLENCE IN WAREHOUSE AND INVENTORY: BEST PRACTICE FOR MANAGING A IMPROVING WAREHOUSE, INVENTORY AND STOCK CONTROL OPERATIONS	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
71	BIDDING, EVALUATION, NEGOTIATION AND CONTRACT AWARD	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
72	ADVANCED WAREHOUSE MANAGEMENT	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
73	PROCUREMENT BEST PRACTICES	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
74	MANAGING PURCHASING FRAUD	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
75	PROCUREMENT PLANNING AND INVENTORY MANAGEMENT	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
76	CURRENT ISSUES IN PROCUREMENT AND PURCHASING MANAGEMENT	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
77	PROJECT MANAGEMENT: ROLE OF THE PROCUREMENT OFFICERS	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
78	STRATEGIC PURCHASING MANAGEMENT AND NEGOTIATION SKILLS COURSE	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
79	BEST PRACTICE APPROACH TO PROCUREMENT CHALLENGES FOR PROCUREMENT MANAGERS	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
80	E-PURCHASING MANAGEMENT AND ADMINISTRATION FOR RESULTS	9th – 12th July, 2019	17th – 20th December, 2019	₦150,000
81	TOTAL QUALITY MANAGEMENT (TQM) BEST PRACTICES FOR STORES OFFICERS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
82	SUPPLY CHAIN MANAGEMENT: ISSUES AND CHALLENGES	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
83	EXCELLENCE IN DEVELOPING AND MANAGING STRATEGIC PURCHASING FUNCTIONS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
84	PURCHASING AND VENDOR MANAGEMENT SKILLS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000

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HR, MANAGEMENT AND ADMIN TRAINING CALENDAR - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
2	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
3	FOUNDATION SKILLS FOR NEW HR OFFICERS	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
4	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
5	NIGERIAN LABOUR LAWS AND PRACTICES	15th - 18th January, 2019	23rd – 26th July, 2019	₦150,000
6	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
7	EMPLOYEE DISCIPLINE AND DUE COMPLIANCE IN THE ORGANIZATION	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
8	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
9	DOCUMENT MANAGEMENT AND RETENTION COURSE	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
10	MANAGING CONFLICT, TIME AND STRESS AT WORKPLACE	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦150,000
11	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦150,000
12	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
13	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
14	PRE-RETIREMENT PLANNING: LIFE AFTER RETIREMENT	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
15	EFFECTIVELY MANAGING AND LEADING PEOPLE	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦150,000
16	HUMAN RESOURCES POLICIES AND PROCEDURES	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
17	MANPOWER PLANNING, RESOURCING AND RETENTION	5th - 8th February, 2019	6th – 9th August, 2019	₦150,000
18	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	5th - 8th February, 2019	20th –23rd August, 2019	₦150,000
19	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	5th - 8th February, 2019	20th –23rd August, 2019	₦150,000
20	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	5th - 8th February, 2019	20th – 23rd August, 2019	₦150,000
21	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000
22	EFFECTIVE DYNAMICS OFFICE FUNCTION ORGANIZATIONAL RESULTS	12th - 15th February, 2019	20th –23rd August, 2019	₦150,000

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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
23	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	12th - 15th February, 2019	20th – 23rd August, 2019	₦150,000
24	ACHIEVING ADMINISTRATIVE EXCELLENCE	12th - 15th February, 2019	27th – 30th August, 2019	₦150,000
25	ADVANCED CORPORATE RESPONSIBILITIES FUNCTION: ROLE OF THE ADMIN MANAGERS	12th - 15th February, 2019	27th – 30th August, 2019	₦150,000
26	CORPORATE RISK MANAGEMENT TECHNIQUES: ROLE OF THE ADMINISTRATION	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
27	PERSONNAL DEVELOPMENT AND SUCCESSION PLANNING ISSUE AND CHALLENGE IN THE ORGANIZATION	19th – 22nd February, 2019	27th –30th August, 2019	₦150,000
28	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	19th – 22nd February, 2019	27th – 30th August, 2019	₦150,000
29	ADVANCED HUMAN RESOURCE MANAGEMENT	19th – 22nd February, 2019	27th – 30th August, 2019	₦150,000
30	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	19th – 22nd February, 2019	3rd – 6th September, 2019	₦150,000
31	BEST PRACTICE IN PENSION ADMINISTRATION	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
32	HOW TO MANAGE THE HR DEPARTMENT OF YOUR ORGANIZATION	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
33	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP FOR HR/ADMIN OFFICERS	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
34	EMPLOYEE COMPENSATION AND BENEFITS ADMINISTRATION	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
35	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS FOR SKILLS FOR HR MANAGERS	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦150,000
36	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	5th - 8th March, 2019	10th – 13th September, 2019	₦150,000
37	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	5th - 8th March, 2019	10th – 13th September, 2019	₦150,000
38	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	5th - 8th March, 2019	10th – 13th September, 2019	₦150,000
39	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	5th - 8th March, 2019	10th – 13th September, 2019	₦150,000
40	HEALTH AND SAFETY IN THE WORKPLACE	5th - 8th March, 2019	10th – 13th September, 2019	₦150,000
41	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	12th - 15th March, 2019	10th – 13th September, 2019	₦150,000
42	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	12th - 15th March, 2019	17th – 20th September, 2019	₦150,000
43	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT	12th - 15th March, 2019	17th – 20th September, 2019	₦150,000
44	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	12th - 15th March, 2019	17th – 20th September, 2019	₦150,000
45	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	12th - 15th March, 2019	17th – 20th September, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
46	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	19th – 22nd March, 2019	17th – 20th September, 2019	₦150,000
47	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	19th – 22nd March, 2019	17th – 20th September, 2019	₦150,000
48	STRATEGIC HUMAN RESOURCES MANAGEMENT	19th – 22nd March, 2019	24th – 27th September, 2019	₦150,000
49	OFFICE MAINTENANCE AND FACILITIES MANAGEMENT	19th – 22nd March, 2019	24th – 27th September, 2019	₦150,000
50	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	19th – 22nd March, 2019	24th – 27th September, 2019	₦150,000
51	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	26th – 29th March, 2019	24th – 27th September, 2019	₦150,000
52	SKILLS IMPROVEMENT COURSE FOR ADMIN OFFICERS	26th – 29th March, 2019	24th – 27th September, 2019	₦150,000
53	EMPLOYEE PROMOTIONS AND CAREER PLANNING	26th – 29th March, 2019	24th – 27th September, 2019	₦150,000
54	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	26th – 29th March, 2019	8th – 11th Oct, 2019	₦150,000
55	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICE	26th – 29th March, 2019	8th – 11th Oct, 2019	₦150,000
56	MANDATORY PAYROLL AND BENEFITS ADMINISTRATION	2nd – 5th April, 2019	8th – 11th Oct, 2019	₦150,000
57	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	2nd – 5th April, 2019	8th – 11th Oct, 2019	₦150,000
58	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	2nd – 5th April, 2019	8th – 11th Oct, 2019	₦150,000
59	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	2nd – 5th April, 2019	8th – 11th Oct, 2019	₦150,000
60	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	9th – 12th April, 2019	15th – 18th October, 2019	₦150,000
61	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	9th – 12th April, 2019	15th – 18th October, 2019	₦150,000
62	MANAGING STRESS AND PRESSURE AT WORK	9th – 12th April, 2019	15th – 18th October, 2019	₦150,000
63	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT PROGRAM	9th – 12th April, 2019	15th – 18th October, 2019	₦150,000
64	OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	15th -18th April, 2019	15th – 18th October, 2019	₦150,000
65	MIDDLE MANAGEMENT DEVELOPMENT PROGRAM	15th -18th April, 2019	22nd – 25th October, 2019	₦150,000
66	MANAGING DIFFICULT STAFF SITUATIONS	15th - 18th April, 2019	22nd – 25th October, 2019	₦150,000
67	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	15th - 18th April, 2019	22nd – 25th October, 2019	₦150,000
68	MASTERING THE ART OF PUBLIC AND PROFESSIONAL SPEAKING	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000

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69	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	23rd – 26th April, 2019	22nd – 25th October, 2019	₦150,000
70	DEVELOPING MANAGERIAL EXCELLENCE AT WORKPLACE	23rd – 26th April, 2019	29th Oct – 1st November, 2019	₦150,000
71	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	23rd – 26th April, 2019	29th Oct – 1st November, 2019	₦150,000
72	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	23rd – 26th April, 2019	29th Oct – 1st November, 2019	₦150,000
73	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
74	CREATIVE PROBLEM-SOLVING AND DECISION-TAKING SKILLS	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦150,000
75	THE ESSENTIALS OF HR LAW	7th – 10th May, 2019	5th – 8th November, 2019	₦150,000
76	COST MANAGEMENT: STRATEGIES FOR BUSINESS DECISIONS	7th – 10th May, 2019	5th – 8th November, 2019	₦150,000
77	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
78	WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
79	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	14th – 17th May, 2019	5th – 8th November, 2019	₦150,000
80	HUMAN RESOURCES MANAGEMENT MASTERCLASS	14th – 17th May, 2019	12th – 15th November, 2019	₦150,000
81	SOLVING PROBLEMS CREATIVELY AND MAKING DECISIONS EFFICIENTLY	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
82	OFFICE, FILING AND DOCUMENTATION SKILLS	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
83	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
84	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	21st – 24th May, 2019	12th – 15th November, 2019	₦150,000
85	ADVANCED OFFICE MANAGEMENT AND ELECTRONIC DOCUMENT MANAGEMENT SYSTEM	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
86	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS AND SECRETARIES	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
87	PROFESSIONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	28th – 31st May, 2019	19th – 22nd Nov 2019	₦150,000
88	MASTERCLASS FOR SECRETARIES, PAS AND ADMINISTRATIVE PROFESSIONALS	28th – 31st May, 2019	19th – 22nd November, 2019	₦150,000
90	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	18th – 21st June, 2019	19th – 22nd November, 2019	₦150,000
91	GOOD OFFICE PRACTICE AND SIMPLIFICATION OF PROCEDURES	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
92	AUTOMATING MODERN OFFICE PRACTICE	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
93	HOW TO COMPUTE SALARIES, WAGES, AND BENEFITS ADMINISTRATION	18th – 21st June, 2019	26th – 29th November, 2019	₦150,000
94	PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICES	25th – 28th June, 2019	26th – 29th November, 2019	₦150,000
95	EFFECTIVE LEADERSHIP, DELEGATION AND CRITICAL THINKING SKILLS FOR ADMIN/HR OFFICERS	25th – 28th June, 2019	26th – 29th November, 2019	₦150,000
96	EVALUATION, MEASURING FOR IMPACT AND RESULT	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
97	WORK ATITUDE AND VALUE ENHANCEMENT COURSE	25th – 28th June, 2019	3rd – 6th December, 2019	₦150,000
98	IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
99	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
100	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	2nd – 5th July, 2019	3rd – 6th December, 2019	₦150,000
101	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
102	FUNDAMENTALS OF STRATEGIC PLANNING	2nd – 5th July, 2019	10th – 13th December, 2019	₦150,000
103	MANPOWER ORGANIZATION SUCCESSION PLANNING AND TREND ANALYSIS	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
104	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
105	MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH	9th – 12th July, 2019	10th – 13th December, 2019	₦150,000
106	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	9th – 12th July, 2019	17th – 20th December, 2019	₦150,000
107	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
108	UNDERSTANDING TOTAL QUALITY MANAGEMENT FOR ORGANIZATIONAL GROWTH AND STABILITY	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
109	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HR AND ADMIN PERSONNELS IN CORPORATE ORGANIZATION	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000
110	COMPETENCY – BASED SALARY STRUCTURE DESIGN AND DEVELOPMENT	16th – 19th July, 2019	17th – 20th December, 2019	₦150,000

The Fee for each course is N150,000.00 (One Hundred and Fifty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor) Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. **E-mail:** **alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com**

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WORKS, SERVICECS & MAINTENANCE TRAINING CALENDAR - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	15th - 18th January, 2019	23rd – 26th July, 2019	₦160,000
2	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	15th - 18th January, 2019	23rd – 26th July, 2019	₦160,000
3	GENERATOR TESTING, INSPECTION AND MAINTENANCE	15th - 18th January, 2019	23rd – 26th July, 2019	₦160,000
4	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	22nd - 25th January, 2019	23rd – 26th July, 2019	₦160,000
5	BEST PRACTICE IN HYDRAULICS PUMPING AND VALVES SYSTEMS	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦160,000
6	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦160,000
7	IMPROVING EFFECTIVENESS OF WORKS, SERVICES AND MAINTENANCE DEPARTMENTS	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦160,000
8	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦160,000
9	STRUCTURAL DESIGN, CONDITION ASSESSMENT AND RENOVATION OF BUILDINGS	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦160,000
10	PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION	5th - 8th February, 2019	6th – 9th August, 2019	₦160,000
11	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	5th - 8th February, 2019	6th – 9th August, 2019	₦160,000
12	BEST PRACTICE IN MAINTENANCE MANAGEMENT	5th - 8th February, 2019	6th – 9th August, 2019	₦160,000
13	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	12th - 15th February, 2019	20th –23rd August, 2019	₦160,000
14	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	12th - 15th February, 2019	20th –23rd August, 2019	₦160,000
15	TRANSFORMER OPERATION PRINCIPLES, SELECTION AND TROUBLESHOOTING	12th - 15th February, 2019	20th – 23rd August, 2019	₦160,000
16	DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICALLY ROTATING EQUIPMENT	19th – 22nd February, 2019	20th – 23rd August, 2019	₦160,000
17	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS AND ROTATING EQUIPMENT	19th – 22nd February, 2019	27th –30th August, 2019	₦160,000
18	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	19th – 22nd February, 2019	27th –30th August, 2019	₦160,000
19	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦160,000
20	ADVANCED GENERATOR MAINTENANCE	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦160,000
21	ELECTRICAL INSTALLATION AND MAINTENANCE	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦160,000

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22	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	5th - 8th March, 2019	3rd – 6th September, 2019	₦160,000
23	SAFETY REQUIREMENTS FOR PUBLIC BUILDINGS	5th - 8th March, 2019	3rd – 6th September, 2019	₦160,000
24	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND, MAINTENANCE	5th - 8th March, 2019	3rd – 6th September, 2019	₦160,000
25	HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING	12th - 15th March, 2019	10th – 13th September, 2019	₦160,000
26	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	12th - 15th March, 2019	10th – 13th September, 2019	₦160,000
27	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS	12th - 15th March, 2019	10th – 13th September, 2019	₦160,000
28	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	19th – 22nd March, 2019	10th – 13th September, 2019	₦160,000
29	BEST PRACTICE IN BUILDINGS OPERATIONS MAINTENANCE AND MANAGEMENT	19th – 22nd March, 2019	17th – 20th September, 2019	₦160,000
30	MAINTENANCE STRATEGY DEVELOPMENT AND COST EFFECTIVE IMPLEMENTATION	19th – 22nd March, 2019	17th – 20th September, 2019	₦160,000
31	OPERATION AND MAINTENANCE OF GENERATORS	26th – 29th March, 2019	17th – 20th September, 2019	₦160,000
32	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENTS	26th – 29th March, 2019	17th – 20th September, 2019	₦160,000
33	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	26th – 29th March, 2019	24th – 27th September, 2019	₦160,000
34	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	2nd – 5th April, 2019	24th – 27th September, 2019	₦160,000
35	ELECTRICAL FAULTS: CAUSES ANALYSIS, DETECTION AND REMEDIES	2nd – 5th April, 2019	24th – 27th September, 2019	₦160,000
36	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	2nd – 5th April, 2019	24th – 27th September, 2019	₦160,000
37	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
38	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
39	BEST PRACTICE IN FACILITIES MANAGEMENT	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
40	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
41	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
42	TROUBLESHOOTING AND MAINTENANCE OF ELECTRICAL EQUIPMENT	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
43	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY AND EFFICIENCY	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000

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44	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
45	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
46	TRANSFORMER TESTING AND MAINTENANCE	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
47	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
48	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
49	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE AND TROUBLESHOOTING	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
50	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENTS	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
51	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
52	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
53	MAINTENANCE MANAGEMENT AND TECHNOLOGY BEST PRACTICES	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
54	CONTRACTS AND TENDERS ADMINISTRATION	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
55	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENTS MAINTENANCE AND MANAGEMENT	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
56	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELING, ANALYSIS AND PROBLEM SOLVING	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
57	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
58	ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
59	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
60	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL AND TROUBLESHOOTING	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
61	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
62	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
63	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
64	MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
65	PROBLEM SOLVING AND DECISION MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000

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66	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000
67	RELIABILITY AND OPERATIONAL PERFORMANCE OF ELECTRIC POWER SYSTEMS	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000
68	CORROSION AND CONCRETE PROTECTION	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000
69	MAINTENANCE CONTRACTING AND OUTSOURCING	25th – 28th June, 2019	26th – 29th November, 2019	₦160,000
70	PROJECT PERFORMANCE MEASUREMENT AND MANAGEMENT	25th – 28th June, 2019	3rd – 6th December, 2019	₦160,000
71	MAINTENANCE STRATEGY DEVELOPMENT AND COST EFFECTIVE IMPLEMENTATION	25th – 28th June, 2019	3rd – 6th December, 2019	₦160,000
72	HVAC DESIGN, OPERATION, AND MAINTENANCE	25th – 28th June, 2019	3rd – 6th December, 2019	₦160,000
73	CONSTRUCTION QUALITY CONTROL ON SITE	2nd – 5th July, 2019	3rd – 6th December, 2019	₦160,000
74	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	2nd – 5th July, 2019	3rd – 6th December, 2019	₦160,000
75	RISK BASED MAINTENANCE WORKSHOP	2nd – 5th July, 2019	10th – 13th December, 2019	₦160,000
76	TRANSFORMERS OPERATION AND MAINTENANCE	2nd – 5th July, 2019	10th – 13th December, 2019	₦160,000
77	EXCELLENCE IN PROCESS AND MECHANICAL ENGINEERING ESSENTIALS	9th – 12th July, 2019	10th – 13th December, 2019	₦160,000
78	PROCESS PLANT TROUBLESHOOTING AND ENGINEERING PROBLEM SOLVING	9th – 12th July, 2019	10th – 13th December, 2019	₦160,000
79	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION & MAINTENANCE OF ELECTRICAL SYSTEMS	9th – 12th July, 2019	10th – 13th December, 2019	₦160,000
80	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	9th – 12th July, 2019	17th – 20th December, 2019	₦160,000
81	BEST PRACTICE IN BUILDINGS OPERATIONS MAINTENANCE AND MANAGEMENT	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000
82	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION AND TROUBLESHOOTING	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000
83	OPERATION AND MAINTENANCE OF GENERATORS	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000
84	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENTS	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000

The Fee for each course is N160,000.00 (One Hundred and Sixty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor) Adekunle Bus-stop, Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. **E-mail:** alphapartners111@yahoo.com, **Website:** www.alphapartnerstrainings.com

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INFORMATION TECHNOLOGY TRAINING CALENDAR - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	INFORMATION SYSTEM CONTROL FOR IT PROFESSIONALS	15th - 18th January, 2019	23rd – 26th July, 2019	₦160,000
2	WEB BASED INFORMATION SYSTEM	15th - 18th January, 2019	23rd – 26th July, 2019	₦160,000
3	IT INFRASTRUCTURE MANAGEMENT	15th - 18th January, 2019	23rd – 26th July, 2019	₦160,000
4	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	22nd - 25th January, 2019	23rd – 26th July, 2019	₦160,000
5	BEST PRACTICE IN INFORMATION AND COMMUNICATION TECHNOLOGY	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦160,000
6	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	22nd - 25th January, 2019	30th July – 2nd August, 2019	₦160,000
7	COMPUTER NETWORKS: SWITCHING, ROUTING AND WANS	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦160,000
8	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	29th Jan- 1st February, 2019	30th July – 2nd August, 2019	₦160,000
9	PRINCIPLES OF INFORMATION SECURITY	29th Jan- 1st February, 2019	6th – 9th August, 2019	₦160,000
10	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	5th - 8th February, 2019	6th – 9th August, 2019	₦160,000
11	ICT MANAGEMENT AND INFORMATION SECURITY	5th - 8th February, 2019	6th – 9th August, 2019	₦160,000
12	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	5th - 8th February, 2019	6th – 9th August, 2019	₦160,000
13	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	12th - 15th February, 2019	20th –23rd August, 2019	₦160,000
14	NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS	12th - 15th February, 2019	20th –23rd August, 2019	₦160,000
15	IT SECURITY MANAGER'S WORKSHOP	12th - 15th February, 2019	20th – 23rd August, 2019	₦160,000
16	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	19th – 22nd February, 2019	20th – 23rd August, 2019	₦160,000
17	INFORMATION SECURITY FOR IT PROFESSIONALS	19th – 22nd February, 2019	27th –30th August, 2019	₦160,000
18	DEPLOYING AND MANAGING WINDOWS	19th – 22nd February, 2019	27th –30th August, 2019	₦160,000
19	SECURITY MANAGEMENT IN AN ICT ENVIRONMENT	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦160,000
20	INFORMATION TECHNOLOGY SECURITY: CONCEPTS AND APPLICATION	26th Feb– 1st March, 2019	27th – 30th August, 2019	₦160,000
21	NETWORK AND TELECOMMUNICATION MANAGEMENT	26th Feb– 1st March, 2019	3rd – 6th September, 2019	₦160,000
22	BEST PRACTICES IN ICT SYSTEMS MAINTENANCE MANAGEMENT	5th - 8th March, 2019	3rd – 6th September, 2019	₦160,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
23	CLIENT SERVER SYSTEM AND DISTRIBUTED WORKSTATION ADMINISTRATION	5th - 8th March, 2019	3rd – 6th September, 2019	₦160,000
24	INFORMATION STORAGE AND MANAGEMENT	5th - 8th March, 2019	3rd – 6th September, 2019	₦160,000
25	IT SECURITY AWARENESS CONCEPTS AND PRACTICES	12th - 15th March, 2019	10th – 13th September, 2019	₦160,000
26	BEST PRACTICES IN CONFIGURING, MANAGING AND MAINTAINING WINDOWS SERVER	12th - 15th March, 2019	10th – 13th September, 2019	₦160,000
27	SYSTEMS MANAGEMENT AND PC MAINTENANCE	12th - 15th March, 2019	10th – 13th September, 2019	₦160,000
28	INFORMATION SYSTEMS MANAGEMENT, CONTROL AND SECURITY	19th – 22nd March, 2019	10th – 13th September, 2019	₦160,000
29	COMPUTER NETWORKING AND SECURITY	19th – 22nd March, 2019	17th – 20th September, 2019	₦160,000
30	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	19th – 22nd March, 2019	17th – 20th September, 2019	₦160,000
31	BUSINESS CONTINUITY AND OPERATIONS SECURITY	26th – 29th March, 2019	17th – 20th September, 2019	₦160,000
32	INSTALLING AND CONFIGURING WINDOW NETWORKS (WINDOWS SERVERS AND CLIENTS)	26th – 29th March, 2019	17th – 20th September, 2019	₦160,000
33	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	26th – 29th March, 2019	24th – 27th September, 2019	₦160,000
34	IMPLEMENTING WEB APPLICATION SECURITY	2nd – 5th April, 2019	24th – 27th September, 2019	₦160,000
35	SYSTEMS AND NETWORK SECURITY	2nd – 5th April, 2019	24th – 27th September, 2019	₦160,000
36	COMPUTER NETWORK ADMINISTRATION AND OPERATIONS	2nd – 5th April, 2019	24th – 27th September, 2019	₦160,000
37	IT RELATIONSHIP MANAGEMENT: ALIGNING IT WITH THE BUSINESS	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
38	COMPUTER HARDWARE, SOFTWARE AND NETWORK INSTALLATION, AND OPERATION MAINTENANCE	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
39	DATABASE SYSTEMS DESIGNS TOOLS AND TECHNIQUES: MYSQL	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
40	INFORMATION TECHNOLOGY MANAGEMENT	9th – 12th April, 2019	8th – 11th October, 2019	₦160,000
41	WINDOWS SERVER GROUP POLICY MANAGEMENT	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
42	IT SECURITY STRATEGIC PLANNING, POLICY AND LEADERSHIP	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
43	LINUX TOOLS AND UTILITIES	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
44	CYBER SECURITY RISK ASSESSMENT AND MANAGEMENT	15th - 18th April, 2019	15th – 18th October, 2019	₦160,000
45	NETWORKING WITH WINDOWS SERVER/CLIENTS	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
46	ADVANCED STRATEGIC INFORMATION TECHNOLOGY MANAGEMENT	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
47	SECURING THE WINDOWS FILE SYSTEM	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
48	COMPUTER NETWORK CONFIGURATION AND TROUBLESHOOTING	23rd – 26th April, 2019	22nd – 25th October, 2019	₦160,000
49	ELECTRONIC DOCUMENT AND RECORD MANAGEMENT	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
50	ADVANCED NETWORK ADMINISTRATION AND INFORMATION SECURITY MANAGEMENT	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
51	BEST PRACTISE IN CYBER SECURITY TECHNOLOGIES	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
52	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	7th – 10th May, 2019	29th Oct – 1st November, 2019	₦160,000
53	IT INFRASTRUCTURE AND DISASTER RECOVERY PLANNING	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
54	CYBER SECURITY: INFORMATION SECURITY MANAGEMENT BEST PRACTICE	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
55	NETWORK AND SECURITY FUNDAMENTALS	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
56	MANAGING STORAGE AND HIGH AVAILABILITY WITH WINDOWS SERVERS	14th – 17th May, 2019	5th – 8th November, 2019	₦160,000
57	COMPUTER FORENSIC AND SECURITY MANAGEMENT TECHNIQUES FOR IT PROFESSIONAL	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
58	NETWORKING WITH WINDOWS SERVER INFRASTRUCTURE	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
59	IT SYSTEMS: IDENTITY AND ACCESS MANAGEMENT	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
60	VULNERABILITY ASSESSMENT: PROTECTING YOUR ORGANIZATION RESOURCE	21st – 24th May, 2019	12th – 15th November, 2019	₦160,000
61	CONFIGURING, MANAGING AND MAINTAINING WINDOWS BASED NETWORKS	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
62	DESIGNING AND IMPLEMENTING A WINDOWS SERVER INFRASTRUCTURE	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
63	IMPLEMENTING CISCO NETWORK SECURITY	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
64	WINDOWS SERVER ADMINISTRATION FUNDAMENTALS	28th – 31st May, 2019	19th – 22nd November, 2019	₦160,000
65	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000
66	PROFESSIONAL NETWORK SYSTEM ADMINISTRATORS COURSES	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000
67	DIGITAL TRANSFORMATION IN THE 21TH CENTURY	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000
68	A COMPLETE GUIDE TO IT QUALITY MANAGEMENT	18th – 21st June, 2019	26th – 29th November, 2019	₦160,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
69	MANAGEMENT INFORMATION SYSTEMS ESSENTIALS	25th – 28th June, 2019	26th – 29th November, 2019	₦160,000
70	IT NETWORKING SKILLS PROGRAMM TO NETWORKING	25th – 28th June, 2019	3rd – 6th December, 2019	₦160,000
71	IT SUPPORT NETWORK TECHNOLOGIES MANAGEMENT AND ADMINISTRATION	25th – 28th June, 2019	3rd – 6th December, 2019	₦160,000
72	DATA EXECUTIVE PROGRAM AND ADMINISTRATION	25th – 28th June, 2019	3rd – 6th December, 2019	₦160,000
73	PC TECHNOLOGY MANAGEMENT AND ADMINISTRATION	2nd – 5th July, 2019	3rd – 6th December, 2019	₦160,000
74	GENERAL DATA PROTECTION, REGULATION AND ADMINISTRATION	2nd – 5th July, 2019	3rd – 6th December, 2019	₦160,000
75	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL	2nd – 5th July, 2019	10th – 13th December, 2019	₦160,000
76	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	2nd – 5th July, 2019	10th – 13th December, 2019	₦160,000
77	ICT MANAGEMENT AND INFORMATION SECURITY	9th – 12th July, 2019	10th – 13th December, 2019	₦160,000
78	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	9th – 12th July, 2019	10th – 13th December, 2019	₦160,000
79	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	9th – 12th July, 2019	10th – 13th December, 2019	₦160,000
80	NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS	9th – 12th July, 2019	17th – 20th December, 2019	₦160,000
81	IT SECURITY MANAGER'S WORKSHOP	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000
82	ADVANCED PC CONFIGURATION, TROUBLESHOOTING AND DATA RECOVERY	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000
83	INFORMATION SECURITY FOR IT PROFESSIONALS	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000
84	DEPLOYING AND MANAGING WINDOWS	16th – 19th July, 2019	17th – 20th December, 2019	₦160,000

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International Courses (Ghana) Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORTS	15th - 18th January, 2019	25th – 28th June, 2019	$5,500.00
2	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	15th - 18th January, 2019	25th – 28th June, 2019	$5,500.00
3	STRATEGIC PLANNING USING THE BALANCED SCORECARD: TURNING STRATEGY INTO REALITY	22nd - 25th January, 2019	2nd – 5th July, 2019	$5,500.00
4	ETHICS AND GOVERNANCE IN PUBLIC AND PRIVATE SECTOR: BEST PRACTICE	22nd - 25th January, 2019	2nd – 5th July, 2019	$5,500.00
5	IMPLEMENTING A CORPORATE GOVERNANCE FRAMEWORK	29th Jan- 1st February, 2019	9th – 12th July, 2019	$5,500.00
6	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	29th Jan- 1st February, 2019	9th – 12th July, 2019	$5,500.00
7	SETTING PRIORITIES, TIME MANAGEMENT AND STRESS REDUCTION	5th - 8th February, 2019	16th – 19th July, 2019	$5,500.00
8	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	5th - 8th February, 2019	16th – 19th July, 2019	$5,500.00
9	RISK BASED INTERNAL AUDITING TECHNIQUES	12th - 15th February, 2019	23rd – 26th July, 2019	$5,500.00
10	STRATEGIC HUMAN RESOURCES MANAGEMENT	12th - 15th February, 2019	23rd – 26th July, 2019	$5,500.00
11	EXCELLENCE IN CONTRACT ADMINISTRATION	19th – 22nd February, 2019	30th July – 2nd August, 2019	$5,500.00
12	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	19th – 22nd February, 2019	30th July – 2nd August, 2019	$5,500.00
13	PRIORITY MANAGEMENT: OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	26th Feb– 1st March, 2019	6th – 9th August, 2019	$5,500.00
14	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	26th Feb– 1st March, 2019	6th – 9th August, 2019	$5,500.00
15	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	5th - 8th March, 2019	20th –23rd August, 2019	$5,500.00
16	LEADERSHIP, CRITICAL THINKING AND INNOVATION	5th - 8th March, 2019	20th –23rd August, 2019	$5,500.00
17	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	12th - 15th March, 2019	27th – 30th August, 2019	$5,500.00
18	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	12th - 15th March, 2019	27th – 30th August, 2019	$5,500.00
19	HOW TO OPTIMIZE THE EFFECTIVENESS OF YOUR BOARD OF DIRECTORS	19th – 22nd March, 2019	3rd – 6th September, 2019	$5,500.00
20	CORPORATE GOVERNANCE: EFFECTIVENESS AND ACCOUNTABILITY IN THE BOARDROOM	19th – 22nd March, 2019	3rd – 6th September, 2019	$5,500.00
21	WORLD-CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	26th – 29th March, 2019	10th – 13th September, 2019	$5,500.00
22	BEST PRACTICES ON ETHICS AND INTEGRITY MANAGEMENT	26th – 29th March, 2019	10th – 13th September, 2019	$5,500.00

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
23	PROBLEM SOLVING AND DECISION MAKING SKILLS	2nd – 5th April, 2019	17th – 20th September, 2019	$5,500.00
24	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	2nd – 5th April, 2019	17th – 20th September, 2019	$5,500.00
25	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	9th – 12th April, 2019	24th – 27th September, 2019	$5,500.00
26	MAKING YOUR AUDIT REPORT PROFESSIONAL	9th – 12th April, 2019	8th – 11th October, 2019	$5,500.00
27	THE PRINCIPLES AND PRACTICES OF CORPORATE GOVERNANCE	15th - 18th April, 2019	15th – 18th October, 2019	$5,500.00
28	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICES	15th - 18th April, 2019	22nd – 25th October, 2019	$5,500.00
29	HUMAN RESOURCES POLICIES AND PROCEDURES	23rd – 26th April, 2019	29th Oct – 1st November, 2019	$5,500.00
30	BOARD OF DIRECTORS DOCUMENTATION AND PROCESSES	23rd – 26th April, 2019	5th – 8th November, 2019	$5,500.00
31	PRE-RETIREMENT PLANNING: LIFE AFTER RETIREMENT	7th – 10th May, 2019	12th – 15th November, 2019	$5,500.00
32	SENIOR MANAGEMENT EXCELLENCE WORKSHOP	7th – 10th May, 2019	19th – 22nd November, 2019	$5,500.00
33	ADVANCED STRATEGIC PLANNING AND BUSINESS DEVELOPMENT	14th – 17th May, 2019	26th – 29th November, 2019	$5,500.00
34	ADVANCED SUPERVISORY SKILLS AND STRATEGIES	14th – 17th May, 2019	3rd – 6th December, 2019	$5,500.00
35	MANAGING YOUR BOSS: THE EFFECTIVE SECRETARY/PERSONAL ASSISTANT	21st – 24th May, 2019	10th – 13th December, 2019	$5,500.00
36	BEST PRACTICES IN ADMINISTRATION AND OFFICE PROCEDURES	21st – 24th May, 2019	17th – 20th December, 2019	$5,500.00

The Fee for each course is $5,500.00 (Five Thousand Five Hundred US Dollars Only) per participant to cover workshop literature and materials, Executive Bag, Tea/Coffee, Lunch, Photographs, Certificate and a LAPTOP. All the courses will hold at SunLodge Hotel, Off Achimota - Circle Road Behind the Shell Filling Station at No.76, 4th Road (Saxel Estates) Tesano – Accra, Ghana. Please note that all nominations are to be received and confirmed at least one week before commencement date of each course. For further information, please call Chris Onwuasigwe, 08033045484, 09060002727, 09060007799, 09060008877 E-mail: alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com

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Oil and Gas Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	15th - 18th January, 2019	25th – 28th June, 2019	₦200,000
2	SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY	15th - 18th January, 2019	25th – 28th June, 2019	₦200,000
3	OIL AND GAS PIPELINE DESIGN, OPERATIONS AND MAINTENANCE	22nd - 25th January, 2019	2nd – 5th July, 2019	₦200,000
4	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL AND GAS INDUSTRY	22nd - 25th January, 2019	2nd – 5th July, 2019	₦200,000
5	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	29th Jan- 1st February, 2019	9th – 12th July, 2019	₦200,000
6	SALES, PURCHASING, MARKETING AND DISTRIBUTION OF OIL AND GAS	29th Jan- 1st February, 2019	9th – 12th July, 2019	₦200,000
7	PETROLEUM COMPANY PERFORMANCE MANAGEMENT	5th - 8th February, 2019	16th – 19th July, 2019	₦200,000
8	BUSINESS AND SYSTEMS ANALYSIS FOR IT PROFESSIONALS	5th - 8th February, 2019	16th – 19th July, 2019	₦200,000
9	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	12th - 15th February, 2019	23rd – 26th July, 2019	₦200,000
10	FUNDAMENTALS OF PETROLEUM DRILLING	12th - 15th February, 2019	23rd – 26th July, 2019	₦200,000
11	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	19th – 22nd February, 2019	30th July – 2nd August, 2019	₦200,000
12	FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION	19th – 22nd February, 2019	30th July – 2nd August, 2019	₦200,000
13	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	26th Feb– 1st March, 2019	6th – 9th August, 2019	₦200,000
14	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	26th Feb– 1st March, 2019	6th – 9th August, 2019	₦200,000
15	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	5th - 8th March, 2019	20th –23rd August, 2019	₦200,000
16	ACCOUNTS RECEIVABLE AND CREDIT POLICIES MANAGEMENT	5th - 8th March, 2019	20th –23rd August, 2019	₦200,000
17	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	12th - 15th March, 2019	27th – 30th August, 2019	₦200,000
18	OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT	12th - 15th March, 2019	27th – 30th August, 2019	₦200,000
19	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	19th – 22nd March, 2019	3rd – 6th September, 2019	₦200,000
20	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL AND GAS SECTOR	19th – 22nd March, 2019	3rd – 6th September, 2019	₦200,000
21	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	26th – 29th March, 2019	10th – 13th September, 2019	₦200,000
22	PIPING SYSTEMS – MECHANICAL DESIGN AND SPECIFICATION FOR OIL AND GAS SECTOR	26th – 29th March, 2019	10th – 13th September, 2019	₦200,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
23	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	2nd – 5th April, 2019	17th – 20th September, 2019	₦200,000
24	PETROLEUM PRODUCTION ENGINEERING	2nd – 5th April, 2019	17th – 20th September, 2019	₦200,000
25	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	9th – 12th April, 2019	24th – 27th September, 2019	₦200,000
26	FUNDAMENTALS OF ONSHORE AND OFFSHORE PIPELINE SYSTEMS	9th – 12th April, 2019	24th – 27th September, 2019	₦200,000
27	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL AND GAS INDUSTRY	15th - 18th April, 2019	8th – 11th October, 2019	₦200,000
28	INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS INOIL AND GAS SECTORS	15th - 18th April, 2019	8th – 11th October, 2019	₦200,000
29	MANAGING BIDS AND TENDERS FROM SUPPLIERS	23rd – 26th April, 2019	15th – 18th October, 2019	₦200,000
30	PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR	23rd – 26th April, 2019	15th – 18th October, 2019	₦200,000
31	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	7th – 10th May, 2019	22nd – 25th October, 2019	₦200,000
32	MANAGING UPSTREAM OIL AND GAS ASSETS	7th – 10th May, 2019	22nd – 25th October, 2019	₦200,000
33	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	14th – 17th May, 2019	29th Oct – 1st November, 2019	₦200,000
34	INTRODUCTION TO PETROLEUM EXPLORATION	14th – 17th May, 2019	5th – 8th November, 2019	₦200,000
35	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	21st – 24th May, 2019	12th – 15th November, 2019	₦200,000
36	HSE IN EXPLORATION AND PRODUCTION	21st – 24th May, 2019	19th – 22nd November, 2019	₦200,000
37	FINAL ACCOUNTS AND FINANCIAL REPORTING FOR THE PETROLEUM INDUSTRY	28th – 31st May, 2019	26th – 29th November, 2019	₦200,000
38	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	28th – 31st May, 2019	3rd – 6th December, 2019	₦200,000
39	NEGOTIATION SKILLS FOR OIL AND GAS	18th – 21st June, 2019	10th – 13th December, 2019	₦200,000
40	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	18th – 21st June, 2019	17th – 20th December, 2019	₦200,000

The Fee for each course is N200,000.00 (Two Hundred Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor), Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. E-mail: alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com.

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Public Sector Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	PUBLIC ADMINISTRATION AND MANAGEMENT	15th - 18th Jan, 2019	7th – 10th May, 2019	10th – 13th Sept, 2019	₦150,000
2	THE PENSION ACT AND CURRENT REFORMS IN PENSIONS ADMINISTRATION IN NIGERIA	15th - 18th Jan, 2019	7th – 10th May, 2019	10th – 13th Sept, 2019	₦150,000
3	HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR	22nd - 25th Jan, 2019	14th – 17th May, 2019	17th – 20th Sept, 2019	₦150,000
4	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	22nd - 25th Jan, 2019	14th – 17th May, 2019	17th – 20th Sept, 2019	₦150,000
5	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	29th Jan- 1st Feb, 2019	21st – 24th May, 2019	24th – 27th Sept, 2019	₦150,000
6	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	29th Jan- 1st Feb, 2019	21st – 24th May, 2019	24th – 27th Sept, 2019	₦150,000
7	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	5th - 8th Feb, 2019	28th – 31st May, 2019	8th – 11th Oct, 2019	₦150,000
8	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	5th - 8th Feb, 2019	28th – 31st May, 2019	8th – 11th Oct, 2019	₦150,000
9	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	12th - 15th Feb, 2019	18th – 21st June, 2019	15th – 18th Oct, 2019	₦150,000
10	PUBLIC SERVICE RULES: PROVISIONS IMPLEMENTATION AND CHALLENGES	12th - 15th Feb, 2019	18th – 21st June, 2019	15th – 18th Oct, 2019	₦150,000
11	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	19th – 22nd Feb, 2019	25th – 28th June, 2019	22nd – 25th Oct, 2019	₦150,000
12	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	19th – 22nd Feb, 2019	25th – 28th June, 2019	22nd – 25th Oct, 2019	₦150,000
13	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS – ACCRUAL BASIS	26th Feb– 1st March, 2019	2nd – 5th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
14	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	26th Feb– 1st March, 2019	2nd – 5th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
15	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	5th - 8th March, 2019	9th – 12th July, 2019	5th – 8th Nov, 2019	₦150,000
16	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	5th - 8th March, 2019	9th – 12th July, 2019	5th – 8th Nov, 2019	₦150,000
17	CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA	12th - 15th March, 2019	16th – 19th July, 2019	12th – 15th Nov, 2019	₦150,000
18	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	12th - 15th March, 2019	16th – 19th July, 2019	12th – 15th Nov, 2019	₦150,000
19	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	19th – 22nd March, 2019	23rd – 26th July, 2019	19th – 22nd Nov, 2019	₦150,000
20	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	19th – 22nd March, 2019	23rd – 26th July, 2019	19th – 22nd Nov, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
21	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	26th – 29th March, 2019	30th July – 2nd Aug, 2019	26th – 29th Nov, 2019	₦150,000
22	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	26th – 29th March, 2019	30th July – 2nd Aug, 2019	26th – 29th Nov, 2019	₦150,000
23	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	2nd – 5th April, 2019	6th – 9th Aug, 2019	3rd – 6th Dec, 2019	₦150,000
24	THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES	9th – 12th April, 2019	20th –23rd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
25	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	15th - 18th April, 2019	27th – 30th Aug, 2019	10th – 13th Dec, 2019	₦150,000
26	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	23rd – 26th April, 2019	3rd – 6th Sept, 2019	17th – 20th Dec, 2019	₦150,000

The Fee for each course is N150,000.00 (One Hundred and Fifty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate.Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor), Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877.

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Secretaries and Personal Assistants Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	THE EFFECTIVE SECRETARY	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS WORKSHOP	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
11	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
12	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
13	PROFESSIONAL OFFICE PROCEDURES FOR ADMIN OFFICERS, SECRETARIES AND PA'S	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
14	MANAGING YOUR BOSS IN THE WORKPLACE	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
15	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
16	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
17	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
18	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	12th - 15th March, 2019	9th – 12th July, 2019	5th – 8th Nov, 2019	₦150,000
19	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	19th – 22nd March, 2019	16th – 19th July, 2019	12th – 15th Nov, 2019	₦150,000

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S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
20	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
21	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000
22	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
23	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
24	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

The Fee for each course is N150,000.00 (One Hundred and Fifty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor), Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. **E-mail: alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com**

International Courses In Dubai (United Arab Emirates) Training Calendar - 2018

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1.	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	30th Oct – 2nd Nov, 2018	23rd – 26th July, 2019	*$6,000*
2.	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	30th Oct – 2nd Nov, 2018	23rd – 26th July, 2019	*$6,000*
3.	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	6th – 9th Nov, 2018	30th July -2nd Aug, 2019	*$6,000*
4.	FINANCE AND ACCOUNTING FOR NON-FINANCIAL PROFESSIONALS	6th – 9th Nov, 2018	30th July -2nd Aug, 2019	*$6,000*
5.	BUDGETING, FORECASTING AND THE PLANNING PROCESS	13th – 16th Nov, 2018	6th – 9th Aug, 2019	*$6,000*
6.	MAKING YOUR AUDIT REPORTS PROFESSIONAL	13th – 16th Nov, 2018	6th – 9th Aug, 2019	*$6,000*
7.	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	27th – 30th Nov, 2018	14th – 16th Aug, 2019	*$6,000*
8.	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	27th – 30th Nov, 2018	14th – 16th Aug, 2019	*$6,000*
9.	PERFORMING AND EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	4th – 7th Dec, 2018	20th – 23rd Aug, 2019	*$6,000*
10.	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	4th – 7th Dec, 2018	20th – 23rd Aug, 2019	*$6,000*
11.	MODERN PURCHASING AND CONTRACT MANAGEMENT	11th – 14th Dec, 2018	20th – 23rd Aug, 2019	*$6,000*
12.	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	11th – 14th Dec, 2018	27th –30th Aug, 2019	*$6,000*
13.	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	17th - 20th Dec, 2018	27th –30th Aug, 2019	*$6,000*
14.	WAREHOUSE, STORE AND STOCK CONTROL MANAGEMENT	17th - 20th Dec, 2018	27th –30th Aug, 2019	*$6,000*
15.	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	15th - 18th January, 2019	3rd – 6th Sept, 2019	*$6,000*
16.	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PAS	15th - 18th January, 2019	3rd – 6th Sept, 2019	*$6,000*
17.	EFFECTIVELY MANAGING AND LEADING PEOPLE	22nd - 25th January, 2019	3rd – 6th Sept, 2019	*$6,000*
18.	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	22nd - 25th January, 2019	10th – 13th Sept, 2019	*$6,000*
19.	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	29th Jan- 1st February, 2019	10th – 13th Sept, 2019	*$6,000*
20.	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	29th Jan- 1st February, 2019	10th – 13th Sept, 2019	*$6,000*
21.	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	5th - 8th February, 2019	17th – 20th Sept, 2019	*$6,000*
22.	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	5th - 8th February, 2019	17th – 20th Sept, 2019	*$6,000*

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
23.	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	12th - 15th February, 2019	17th – 20th Sept, 2019	*$6,000*
24.	INTERNAL AUDIT AND RISK ASSURANCE COURSE	12th - 15th February, 2019	24th – 27th Sept, 2019	*$6,000*
25.	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	19th – 22nd February, 2019	24th – 27th Sept, 2019	*$6,000*
26.	PURCHASING PRINCIPLES AND PRACTICES	19th – 22nd February, 2019	24th – 27th Sept, 2019	*$6,000*
27.	STORES PROCEDURES, REGULATIONS AND PRACTICES	26th Feb– 1st March, 2019	2nd – 4th Oct, 2019	*$6,000*
28.	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	26th Feb– 1st March, 2019	2nd – 4th Oct, 2019	*$6,000*
29.	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	5th - 8th March, 2019	2nd – 4th Oct, 2019	*$6,000*
30.	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	5th - 8th March, 2019	8th – 11th Oct, 2019	*$6,000*
31.	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	12th - 15th March, 2019	8th – 11th Oct, 2019	*$6,000*
32.	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	12th - 15th March, 2019	8th – 11th Oct, 2019	*$6,000*
33.	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	19th – 22nd March, 2019	15th – 18th Oct, 2019	*$6,000*
34.	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	19th – 22nd March, 2019	15th – 18th Oct, 2019	*$6,000*
35.	THE PENSION ACT AND CURRENT REFORMS IN PENSIONS ADMINISTRATION IN NIGERIA	26th – 29th March, 2019	15th – 18th Oct, 2019	*$6,000*
36.	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	26th – 29th March, 2019	22nd – 25th Oct, 2019	*$6,000*
37.	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	2nd – 5th April, 2019	22nd – 25th Oct, 2019	*$6,000*
38.	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	2nd – 5th April, 2019	22nd – 25th Oct, 2019	*$6,000*
39.	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	9th – 12th April, 2019	29th Oct – 1st Nov, 2019	*$6,000*
40.	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	9th – 12th April, 2019	29th Oct – 1st Nov, 2019	*$6,000*
41.	THE EFFECTIVE SECRETARY	15th - 18th April, 2019	29th Oct – 1st Nov, 2019	*$6,000*
42.	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATION PROFESSIONALS	15th - 18th April, 2019	5th – 8th Nov, 2019	*$6,000*
43.	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE FOR SECRETARIES AND PERSONAL ASSISTANTS	23rd – 26th April, 2019	5th – 8th Nov, 2019	*$6,000*

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
44.	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	23rd – 26th April, 2019	5th – 8th Nov, 2019	*$6,000*
45.	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	7th – 10th May, 2019	12th – 15th Nov, 2019	*$6,000*
46.	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	7th – 10th May, 2019	12th – 15th Nov, 2019	*$6,000*
47.	SALES MANAGEMENT TECHNIQUES AND STRATEGIES	14th – 17th May, 2019	12th – 15th Nov, 2019	*$6,000*
48.	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	14th – 17th May, 2019	19th – 22nd Nov, 2019	*$6,000*
49.	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	21st – 24th May, 2019	19th – 22nd Nov, 2019	*$6,000*
50.	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	21st – 24th May, 2019	19th – 22nd Nov, 2019	*$6,000*
51.	MEASURING AND EVALUATING PR	28th – 31st May, 2019	26th – 29th Nov, 2019	*$6,000*
52.	WRITING SKILLS FOR PR	28th – 31st May, 2019	26th – 29th Nov, 2019	*$6,000*
53.	PUBLIC RELATION AND MEDIA SKILLS	18th – 21st June, 2019	26th – 29th Nov, 2019	*$6,000*
54.	PROTOCOL AND TRAVEL MANAGEMENT	18th – 21st June, 2019	3rd – 6th Dec, 2019	*$6,000*
55.	ADVANCE PUBLIC SPEAKING AND PRESENTATION SKILLS	25th – 28th June, 2019	3rd – 6th Dec, 2019	*$6,000*
56.	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS PROGRAMME	25th – 28th June, 2019	3rd – 6th Dec, 2019	*$6,000*
57.	CRISIS MANAGEMENT USING MEDIA	2nd – 5th July, 2019	10th – 13th Dec, 2019	*$6,000*
58.	PROFESSIONAL SECURITY DEVELOPMENT COURSE	2nd – 5th July, 2019	10th – 13th Dec, 2019	*$6,000*
59.	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	9th – 12th July, 2019	10th – 13th Dec, 2019	*$6,000*
60.	ADVANCED CORPORATE SECURITY MANAGEMENTAND LOSS PREVENTION STRATEGIES	9th – 12th July, 2019	17th – 20th Dec, 2019	*$6,000*
61.	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	16th – 19th July, 2019	17th – 20th Dec, 2019	*$6,000*
62.	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	16th – 19th July, 2019	17th – 20th Dec, 2019	*$6,000*

The Fee for each course is $6,000 (Six Thousand U.S. Dollars) per participant to cover workshop literature and materials, Executive Bag, Tea/Coffee, Lunch, Photographs, Certificate and a LAPTOP. All courses will hold at Arabian Courtyard Hotel, Dubai, United Arab Emirates. Please note that all nominations are to be received and confirmed at least one week before commencement date of each course. For further information, please call Chris Onwuasigwe, 08033045484, 09060002727, 09060007799, 09060008877
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Insurance Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	INSURANCE ACCOUNTING TECHNIQUES	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	PROTECTION AND INDEMNITY INSURANCE	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	BASIC INSURANCE PRINCIPLES AND PRACTICE	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	COMMERCIAL INSURANCE ADMINISTRATION	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	LIABILITY INSURANCE MANAGEMENT	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	MOTOR INSURANCE ADMINISTRATION	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	COMMERCIAL PROPERTY INSURANCE	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	INTRODUCTION TO INSURANCE BASICS	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
11	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
12	MOTOR FLEET INSURANCE ADMINISTRATION	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
13	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
14	GROUP LIFE INSURANCE ADMINISTRATION	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
15	EMPLOYER'S LIABILITY INSURANCE	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
16	FIDELITY GUARANTEE ADMINISTRATION	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
17	MARINE CARGO INSURANCE MANAGEMENT	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
18	PERSONAL ACCIDENT INSURANCE ADMINISTRATION	12th - 15th March, 2019	9th – 12th July, 2019	5th – 8th Nov, 2019	₦150,000
19	PLANT ALL-RISK INSURANCE ADMINISTRATION	19th – 22nd March, 2019	16th – 19th July, 2019	12th – 15th Nov, 2019	₦150,000
20	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
21	FUNDAMENTALS OF INSURANCE IN OIL AND GAS INDUSTRIES	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	INSURANCE AND RISK MANAGEMENT PRINCIPLES AND PRACTICES	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
23	CONSTRUCTION INSURANCE AND ADMINISTRATION	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
24	GOODS-IN-TRANSIT AND CASH-IN-TRANSIT INSURANCE	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

The Fee for each course is N150,000.00 (One Hundred and Fifty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor), Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. **E-mail: alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com**

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Sales and Marketing Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	CUSTOMER - FOCUSED SELLING STRATEGIES	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	MARKETING STRATEGIES AND PLANNING	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	MARKETING COMMUNICATION	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	THE EFFECTIVE MARKETING MANAGER	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
11	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
12	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
13	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
14	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
15	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
16	MARKET-DRIVING STRATEGIES	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
17	DIGITAL MARKETING PLANS	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
18	MARKETING SALES AND IMPLEMENTATION	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
19	FUNDAMENTALS OF MARKETING	19th – 22nd March, 2019	16th – 19th July, 2019	5th – 8th Nov, 2019	₦150,000
20	SALES AND MARKETING MANAGEMENT	19th – 22nd March, 2019	16th – 19th July, 2019	5th – 8th Nov, 2019	₦150,000
21	NEGOTIATION STRATEGIES AND SECRETS	26th – 29th March, 2019	23rd – 26th July, 2019	12th – 15th Nov, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	STRATEGIC MARKETING	26th – 29th March, 2019	23rd – 26th July, 2019	12th – 15th Nov, 2019	₦150,000
23	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	19th – 22nd Nov, 2019	₦150,000
24	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	19th – 22nd Nov, 2019	₦150,000
25	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGES	9th – 12th April, 2019	6th – 9th Aug, 2019	26th – 29th Nov, 2019	₦150,000
26	HIGH PERFORMANCE SALES SKILLS	9th – 12th April, 2019	6th – 9th Aug, 2019	3rd – 6th Dec, 2019	₦150,000
27	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	15th - 18th April, 2019	20th –23rd Aug, 2019	10th – 13th Dec, 2019	₦150,000
28	SALES MANAGEMENT TECHNIQUES AND STRATEGIES	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

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Transport Management/ Drivers Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORTS MANAGERS	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	DEFENSIVE DRIVER SAFETY TECHNIQUES	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT POLICY FOR SUSTAINABILITY	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	TECHNIQUES FOR TRANSPORT MANAGERS: BEST PRACTICE	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	GOODS IN TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGERS	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
11	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
12	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIECY	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
13	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
14	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
15	ROAD SAFETY AND DRIVERS AWARENESS COURSE	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
16	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
17	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
18	CORPORATE FLEET MANAGEMENT	12th - 15th March, 2019	9th – 12th July, 2019	5th – 8th Nov, 2019	₦150,000
19	MANAGING THE TRANSPORT DEPARTMENT OF YOUR ORGANIZATION	19th – 22nd March, 2019	16th – 19th July, 2019	12th – 15th Nov, 2019	₦150,000
20	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
21	TOOL AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
23	TRANSPORT SAFETY AND DRIVERS SECURITY TIP	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
24	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

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Legal Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	EMPLOYEE RELATIONS AND THE LAW	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦160,000
2	BUSINESS LAW ADMINISTRATION COURSE	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦160,000
3	NEGOTIATING, DRAFTING AND UNDERSTANDING CONTRACTS	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦160,000
4	CONTRACTS MANAGEMENT	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦160,000
5	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦160,000
6	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦160,000
7	FUNDAMENTALS OF EMPLOYMENT LAWS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦160,000
8	THE EFFECTIVE LEGAL SECRETARY	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦160,000
9	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦160,000
10	EXCELLENCE IN CORPORATE GOVERNANCE	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦160,000
11	BUSINESS AND CONTRACT LAW ADMINISTRATION	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦160,000
12	COMPANY LAW-ESSENTIAL OVERVIEW	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦160,000
13	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦160,000
14	COMPANY LAW AND PRACTICE	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦160,000
15	CONTRACT LAW UPDATE 2018	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦160,000
16	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦160,000
17	EMPLOYMENT LAW AND PRACTICE IN NIGERIA	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦160,000
18	CONTRACT BREACH AND TERMINATION – KEY REMEDIES FOR LITIGATORS	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦160,000
19	CORPORATE SECRETARIAT PRACTICE: LEGAL AND COMPLIANCE ASPECTS	19th – 22nd March, 2019	16th – 19th July, 2019	5th – 8th Nov, 2019	₦160,000
20	LAW AND CONTRACTS TERMS AND CONDITIONS	19th – 22nd March, 2019	16th – 19th July, 2019	5th – 8th Nov, 2019	₦160,000
21	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	26th – 29th March, 2019	23rd – 26th July, 2019	12th – 15th Nov, 2019	₦160,000

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	LEGAL ASPECTS OF DEBT COLLECTIONS	26th – 29th March, 2019	23rd – 26th July, 2019	19th – 22nd Nov, 2019	₦160,000
23	COMMERCIAL CONTRACTS DRAFTING	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	26th – 29th Nov, 2019	₦160,000
24	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦160,000
25	CORPORATE LEGAL OFFICERS COURSE	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦160,000
26	ALTERNATIVE DISPUTE RESOLUTION STRATEGIES	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦160,000

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Banking and Finance Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	BASIC PRINCIPLES OF BANKING	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦160,000
2	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦160,000
3	ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦160,000
4	LENDING METHODS AND PROCEDURES	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦160,000
5	BANKING MANAGEMENT SKILLS	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦160,000
6	ELECTRONIC BANKING	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦160,000
7	PRODUCT DEVELOPMENT IN BANKS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦160,000
8	BANKING OPERATIONS MANAGEMENT	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦160,000
9	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦160,000
10	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	12th - 15th Feb, 2019	28th – 31st May, 2019	8th – 11th Oct, 2019	₦160,000
11	CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS	19th – 22nd Feb, 2019	18th – 21st June, 2019	15th – 18th Oct, 2019	₦160,000
12	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE ANDCONTROL IN BANKS	19th – 22nd Feb, 2019	18th – 21st June, 2019	22nd – 25th Oct, 2019	₦160,000
13	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/ INTERBRANCH/UNIT DIFFERENCES IN BANKS	26th Feb– 1st March, 2019	25th – 28th June, 2019	29th Oct – 1st Nov, 2019	₦160,000
14	EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS	5th - 8th March, 2019	2nd – 5th July, 2019	5th – 8th Nov, 2019	₦160,000
15	EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS	12th - 15th March, 2019	9th – 12th July, 2019	12th – 15th Nov, 2019	₦160,000
16	REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦160,000
17	STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦160,000
18	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦160,000
19	IT AUDITING FOR BANKS	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦160,000
20	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦160,000

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Hotel Management Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	HOTEL AND HOSPITALITY MANAGEMENT	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	HOTEL ACCOUNTING	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	INTRODUCTION TO HOTEL REVENUE MANAGEMENT	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	HOSPITALITY AND EVENT MANAGEMENT FOR HOTEL MANAGERS	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	HOTEL HUMAN RESOURCES MANAGEMENT	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	HOTEL WAREHOUSING AND STORES MANAGEMENT	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	12th - 15th Feb, 2019	28th – 31st May, 2019	8th – 11th Oct, 2019	₦150,000
11	HOTEL FRONT DESK OPERATIONS MANAGEMENT	19th – 22nd Feb, 2019	18th – 21st June, 2019	15th – 18th Oct, 2019	₦150,000
12	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	19th – 22nd Feb, 2019	18th – 21st June, 2019	22nd – 25th Oct, 2019	₦150,000
13	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS AND HOSPITALITY INDUSTRIES	26th Feb– 1st March, 2019	25th – 28th June, 2019	29th Oct – 1st Nov, 2019	₦150,000
14	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	5th - 8th March, 2019	2nd – 5th July, 2019	5th – 8th Nov, 2019	₦150,000
15	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	12th - 15th March, 2019	9th – 12th July, 2019	12th – 15th Nov, 2019	₦150,000
16	BUDGETING FOR BETTER OPERATIONAL PERFORMANCE	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
17	HOTEL MARKETING AND SALES	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000
18	HOTEL ASSETS MANAGEMENT (HAM)	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
19	HOTEL FRONT DESK MANAGEMENT	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
20	HOTEL QUALITY CONTROL (HQC)	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

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Safety and Security Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	DEVELOPING SECURITY INTELLIGENCE GATHERING ENVIRONMENT	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	EXCELLENCE IN CRIME MANAGEMENT	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	THE EFFECTIVE SECURITY OFFICER	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	SECURITY SKILLS IMPROVEMENT COURSE	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	SECURITY RISK ANALYSIS AND MANAGEMENT	12th - 15th Feb, 2019	28th – 31st May, 2019	8th – 11th Oct, 2019	₦150,000
11	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	19th – 22nd Feb, 2019	18th – 21st June, 2019	15th – 18th Oct, 2019	₦150,000
12	INVESTIGATING FRAUD IN THE WORKPLACE	19th – 22nd Feb, 2019	18th – 21st June, 2019	22nd – 25th Oct, 2019	₦150,000
13	FIRE AND ARSON MANAGEMENT AND CONTROL	26th Feb– 1st March, 2019	25th – 28th June, 2019	29th Oct – 1st Nov, 2019	₦150,000
14	ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES	5th - 8th March, 2019	2nd – 5th July, 2019	5th – 8th Nov, 2019	₦150,000
15	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT	12th - 15th March, 2019	9th – 12th July, 2019	12th – 15th Nov, 2019	₦150,000
16	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER MANAGEMENT PERSONNEL	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
17	FRAUD DETECTION, PREVENTION AND CONTROL	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000
18	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
19	PROFESSIONAL SECURITY DEVELOPMENT COURSE	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
20	WORKPLACE SECURITY AND SAFETY COURSE	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

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Public Relations Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	INTRODUCTION TO PUBLIC RELATIONS	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	MEASURING AND EVALUATING PR	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	WRITING SKILLS FOR PR	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	PUBLIC RELATION AND MEDIA SKILLS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	12th - 15th Feb, 2019	28th – 31st May, 2019	8th – 11th Oct, 2019	₦150,000
11	PROTOCOL AND TRAVEL MANAGEMENT	19th – 22nd Feb, 2019	18th – 21st June, 2019	15th – 18th Oct, 2019	₦150,000
12	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	19th – 22nd Feb, 2019	18th – 21st June, 2019	22nd – 25th Oct, 2019	₦150,000
13	PR IN A CHANGING DIGITAL LANDSCAPE	26th Feb– 1st March, 2019	25th – 28th June, 2019	29th Oct – 1st Nov, 2019	₦150,000
14	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	5th - 8th March, 2019	2nd – 5th July, 2019	5th – 8th Nov, 2019	₦150,000
15	PUBLIC RELATIONS PROFESSIONALS	12th - 15th March, 2019	9th – 12th July, 2019	12th – 15th Nov, 2019	₦150,000
16	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
17	PUBLIC RELATIONS FUNDAMENTALS	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000
18	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
19	MEDIA RELATIONS AND PUBLIC AFFAIRS	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
20	BUSINESS STRATEGY FOR PR	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

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Communication Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
1	STRATEGIC THINKING AND BUSINESS PLANNING	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
2	SPEECH WRITING WORKSHOP	15th - 18th Jan, 2019	23rd – 26th April, 2019	27th – 30th Aug, 2019	₦150,000
3	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
4	MEETINGS MANAGEMENT WORKSHOP	22nd - 25th Jan, 2019	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦150,000
5	ADVANCED COMMUNICATION STRATEGY	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
6	INTERNAL COMMUNICATION STRATEGIES	29th Jan- 1st Feb, 2019	14th – 17th May, 2019	10th – 13th Sept, 2019	₦150,000
7	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS PROGRAMME	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
8	CRISIS COMMUNICATION PROGRAMME	5th - 8th Feb, 2019	21st – 24th May, 2019	17th – 20th Sept, 2019	₦150,000
9	EFFECTIVE PRESS RELEASE WRITING	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
10	SOCIAL MEDIA STRATEGY FOR COMMUNICATIONS AND PR	12th - 15th Feb, 2019	28th – 31st May, 2019	24th – 27th Sept, 2019	₦150,000
11	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
12	CRISIS MANAGEMENT USING SOCIAL MEDIA	19th – 22nd Feb, 2019	18th – 21st June, 2019	8th – 11th Oct, 2019	₦150,000
13	STRATEGIC THINKING AND BUSINESS PLANNING	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
14	SPEECH WRITING WORKSHOP	26th Feb– 1st March, 2019	25th – 28th June, 2019	15th – 18th Oct, 2019	₦150,000
15	ADVANCED PUBLIC SPEAKING AND PRESENTATION SKILLS	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
16	MEETINGS MANAGEMENT WORKSHOP	5th - 8th March, 2019	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦150,000
17	ADVANCED COMMUNICATION STRATEGY	12th - 15th March, 2019	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦150,000
18	INTERNAL COMMUNICATION STRATEGIES	12th - 15th March, 2019	9th – 12th July, 2019	5th – 8th Nov, 2019	₦150,000
19	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS PROGRAMME	19th – 22nd March, 2019	16th – 19th July, 2019	12th – 15th Nov, 2019	₦150,000
20	CRISIS COMMUNICATION PROGRAMME	19th – 22nd March, 2019	16th – 19th July, 2019	19th – 22nd Nov, 2019	₦150,000
21	EFFECTIVE PRESS RELEASE WRITING	26th – 29th March, 2019	23rd – 26th July, 2019	26th – 29th Nov, 2019	₦150,000

S/N	TITLE	1ST BATCH	2ND BATCH	3RD BATCH	FEE
22	SOCIAL MEDIA STRATEGY FOR COMMUNICATIONS AND PR	2nd – 5th April, 2019	30th July – 2nd Aug, 2019	3rd – 6th Dec, 2019	₦150,000
23	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	9th – 12th April, 2019	6th – 9th Aug, 2019	10th – 13th Dec, 2019	₦150,000
24	CRISIS MANAGEMENT USING SOCIAL MEDIA	15th - 18th April, 2019	20th –23rd Aug, 2019	17th – 20th Dec, 2019	₦150,000

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Healthcare Management Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	WORK LIFE BALANCE AND STRESS MANAGEMENT	15th - 18th Jan, 2019	23rd – 26th July, 2019	₦160,000
2	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	15th - 18th Jan, 2019	23rd – 26th July, 2019	₦160,000
3	BASIC FINANCE AND ACCOUNTS FOR HEALTH PRACTITIONERS	22nd - 25th Jan, 2019	30th July – 2nd Aug, 2019	₦160,000
4	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	22nd - 25th Jan, 2019	30th July – 2nd Aug, 2019	₦160,000
5	BEST PRACTICES IN MEDICAL RECORDS MANAGEMENT	29th Jan- 1st Feb, 2019	6th – 9th Aug, 2019	₦160,000
6	HEALTHCARE CUSTOMER SERVICES: DELIVEREING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	29th Jan- 1st Feb, 2019	6th – 9th Aug, 2019	₦160,000
7	HOSPITALS MANAGEMENT AND HEALTH ECONOMICS	5th - 8th Feb, 2019	20th –23rd Aug, 2019	₦160,000
8	HOSPITAL REVENUE MANAGEMENT	5th - 8th Feb, 2019	20th –23rd Aug, 2019	₦160,000
9	RESILENCE AND EMOTIONAL INTELLIGENCE MANAGEMENT IN THE HEALTHCARE WORKPLACE	12th - 15th Feb, 2019	27th – 30th Aug, 2019	₦160,000
10	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	12th - 15th Feb, 2019	27th – 30th Aug, 2019	₦160,000
11	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	19th – 22nd Feb, 2019	3rd – 6th Sept, 2019	₦160,000
12	SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS	19th – 22nd Feb, 2019	3rd – 6th Sept, 2019	₦160,000
13	MAINTENANCE OF HOSPITAL EQUIPMENTS	26th Feb– 1st March, 2019	10th – 13th Sept, 2019	₦160,000
14	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	26th Feb– 1st March, 2019	10th – 13th Sept, 2019	₦160,000
15	LEGAL ISSUES IN HOSPITAL ADMINISTRATION	5th - 8th March, 2019	17th – 20th Sept, 2019	₦160,000
16	LIABILITY OF HEALTH CARE PRACTITIONERS IN NEGLIGENCE	5th - 8th March, 2019	17th – 20th Sept, 2019	₦160,000
17	PR IN THE HEALTHCARE INDUSTRY	12th - 15th March, 2019	24th – 27th Sept, 2019	₦160,000
18	PROFESSIONAL IDEMNITY GUARANTEE FOR HEALTH WORKER	12th - 15th March, 2019	24th – 27th Sept, 2019	₦160,000
19	APPLICATION OF INFORMATION TECHNOLOGY IN HOSPITAL ADMINISTRATION	19th – 22nd March, 2019	8th – 11th Oct, 2019	₦160,000
20	NATIONAL HEALTH INSURANCE SCHEME: IMPLEMENTATION FOR EXCELLENCE	19th – 22nd March, 2019	8th – 11th Oct, 2019	₦160,000
21	MAINTAINING A HEALTHLY WORKFORCE FOR HIGHER EFFICIENCY	26th – 29th March, 2019	15th – 18th Oct, 2019	₦160,000
22	ENTERPRENEURSHIP SKILLS FOR HEALTHCARE WORKERS	26th – 29th March, 2019	15th – 18th Oct, 2019	₦160,000
23	EXCELLENCE IN HEALTHCARE MANAGEMENT	2nd – 5th April, 2019	22nd – 25th Oct, 2019	₦160,000
24	HEALTH SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	2nd – 5th April, 2019	22nd – 25th Oct, 2019	₦160,000
25	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	9th – 12th April, 2019	29th Oct – 1st Nov, 2019	₦160,000

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
26	DIGITAL HEALTHCARE MANAGEMENT-INNOVATION AND CHANGE	9th – 12th April, 2019	29th Oct – 1st Nov, 2019	₦160,000
27	HOSPITAL MANAGEMENT AND HUMAN RESOURCES MANAGEMENT	15th - 18th April, 2019	29th Oct – 1st Nov, 2019	₦160,000
28	HOSPITAL MANAGEMENT AND PATIENT CARE PLANNING	15th - 18th April, 2019	5th – 8th Nov, 2019	₦160,000
29	BEST PRACTICES IN MEDICAL RECORDS MANAGEMENT	23rd – 26th April, 2019	5th – 8th Nov, 2019	₦160,000
30	HEALTHCARE CUSTOMER SERVICES: DELIVEREING CUSTOMER SERVICE FOR BETTER PATIENT SATISFACTION	23rd – 26th April, 2019	5th – 8th Nov, 2019	₦160,000
31	HOSPITALS MANAGEMENT AND HEALTH ECONOMICS	7th – 10th May, 2019	12th – 15th Nov, 2019	₦160,000
32	HOSPITAL REVENUE MANAGEMENT	7th – 10th May, 2019	12th – 15th Nov, 2019	₦160,000
33	PR IN THE HEALTHCARE INDUSTRY	14th – 17th May, 2019	12th – 15th Nov, 2019	₦160,000
34	HOSPITAL MANAGEMENT AND HEALTH INSURANCE	14th – 17th May, 2019	19th – 22nd Nov, 2019	₦160,000
35	WORK LIFE BALANCE AND STRESS MANAGEMENT	21st – 24th May, 2019	19th – 22nd Nov, 2019	₦160,000
36	TEAM BUILDING AND LEADERSHIP SKILLS FOR HEALTH PRACTITIONERS	21st – 24th May, 2019	19th – 22nd Nov, 2019	₦160,000
37	BASIC FINANCE AND ACCOUNTS FOR HEALTH PRACTITIONERS	28th – 31st May, 2019	26th – 29th Nov, 2019	₦160,000
38	EXCELLENCE IN MEDICAL STOCK MANAGEMENT	28th – 31st May, 2019	26th – 29th Nov, 2019	₦160,000
39	LIABILITY OF HEALTH CARE PRACTITIONERS IN NEGLIGENCE	18th – 21st June, 2019	26th – 29th Nov, 2019	₦160,000
40	RESILENCE AND EMOTIONAL INTELLIGENCE MANAGEMENT IN THE HEALTHCARE WORKPLACE	18th – 21st June, 2019	3rd – 6th Dec, 2019	₦160,000
41	EXCELLENCE IN HEALTHCARE MANAGEMENT	25th – 28th June, 2019	3rd – 6th Dec, 2019	₦160,000
42	HEALTH SYSTEM AND INFORMATION TECHNOLOGY ADMINISTRATION	25th – 28th June, 2019	3rd – 6th Dec, 2019	₦160,000
43	UNDERSTANDING HEALTHCARE SECURITY AND SAFETY MANAGEMENT	2nd – 5th July, 2019	10th – 13th Dec, 2019	₦160,000
44	HOSPITAL MANAGEMENT AND PUBLIC HEALTH	2nd – 5th July, 2019	10th – 13th Dec, 2019	₦160,000
45	SPECIAL SKILLS FOR HEALTHCARE INTERNAL AUDITORS	9th – 12th July, 2019	10th – 13th Dec, 2019	₦160,000
46	MAINTENANCE OF HOSPITAL EQUIPMENTS	9th – 12th July, 2019	17th – 20th Dec, 2019	₦160,000
47	MEDICAL TOURISM: IMPLICATION FOR HEALTH CARE DELIVERY IN NIGERIA	16th – 19th July, 2019	17th – 20th Dec, 2019	₦160,000
48	LEGAL ISSUES IN HOSPITAL ADMINISTRATION	16th – 19th July, 2019	17th – 20th Dec, 2019	₦160,000

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Education Management Training Calendar - 2019

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	LIBRARY MANAGEMENT COURSES FOR LIBRARIANS	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦160,000
2	EDUCATION DATA MANAGEMENT	7th – 10th May, 2019	3rd – 6th Sept, 2019	₦160,000
3	SAFETY AND RISK MANAGEMENT IN THE EDUCATION SECTOR	14th – 17th May, 2019	10th – 13th Sept, 2019	₦160,000
4	SEXUAL HARASSMENT MANAGEMENT IN THE EDUCATION SECTOR	14th – 17th May, 2019	10th – 13th Sept, 2019	₦160,000
5	RECORDS MANAGEMENT ISSUES AND CHALLENGES IN SCHOOLS	21st – 24th May, 2019	17th – 20th Sept, 2019	₦160,000
6	OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT IN EDUCATION SECTOR	21st – 24th May, 2019	17th – 20th Sept, 2019	₦160,000
7	GUIDANCE AND COUNSELING ADMINISTRATION IN SCHOOLS	28th – 31st May, 2019	24th – 27th Sept, 2019	₦160,000
8	ACCOUNTING PRINCIPLES AND PRACTICES IN THE EDUCATION SECTOR	28th – 31st May, 2019	24th – 27th Sept, 2019	₦160,000
9	ORIENTATION MANAGEMENT STRATEGIES FOR RESULTS	18th – 21st June, 2019	8th – 11th Oct, 2019	₦160,000
10	SECURITY MANAGEMENT IN SCHOOLS	18th – 21st June, 2019	8th – 11th Oct, 2019	₦160,000
11	EFFECTIVE EDUCATIONAL PLANNING AND SUSTAINABILITY	25th – 28th June, 2019	15th – 18th Oct, 2019	₦160,000
12	CRISIS MANAGEMENT ISSUES AND CHALLENGES IN HIGHER INSTITUTIONS	25th – 28th June, 2019	15th – 18th Oct, 2019	₦160,000
13	EMERGENCY MANAGEMENT PLANS AND PROCEDURES FOR RESULTS IN HIGHER INSTITUTIONS	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦160,000
14	ASSET MAINTENANCE MANAGEMENT STRATEGIES IN TERTIARY INSTITUTIONS	2nd – 5th July, 2019	22nd – 25th Oct, 2019	₦160,000
15	PROCUREMENT MANAGEMENT IN TERTIARY INSTITUTIONS	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦160,000
16	DISCIPLINARY ISSUES AND CHALLENGES IN TERTIARY INSTITUTIONS	9th – 12th July, 2019	29th Oct – 1st Nov, 2019	₦160,000
17	PUBLIC SERVICE RULES, FINANCIAL REGULATIONS, CODE OF CONDUCT FOR PUBLIC OFFICERS	16th – 19th July, 2019	5th – 8th Nov, 2019	₦160,000
18	EXCELLENCE IN FINANCIAL AND MANAGEMENT ACCOUNTING IN THE EDUCATIONAL SECTOR	16th – 19th July, 2019	5th – 8th Nov, 2019	₦160,000
19	INTERNAL AUDITING IN HIGHER INSTITUTIONS	23rd – 26th July, 2019	12th – 15th Nov, 2019	₦160,000
20	LEADERSHIP COURSE FOR SCHOOL ADMINISTRATION	23rd – 26th July, 2019	12th – 15th Nov, 2019	₦160,000
21	EFFECTIVE PUBLIC RELATIONS MANAGEMENT IN THE EDUCATIONAL SECTOR	30th July – 2nd Aug, 2019	19th – 22nd Nov, 2019	₦160,000

22	CULTISM MANAGEMENT IN THE EDUCATIONAL SECTOR	30th July – 2nd Aug, 2019	19th – 22nd Nov, 2019	₦160,000
23	BEST PRACTICES IN CURRICULUM MANAGEMENT	6th – 9th Aug, 2019	26th – 29th Nov, 2019	₦160,000
24	TEACHING METHODOLOGY AND PRACTICE FOR EFFECTIVE LEARNING & DEVELOPMENT	6th – 9th Aug, 2019	26th – 29th Nov, 2019	₦160,000
25	GENERAL MANAGEMENT PRINCIPLES FOR TERTIARY INSTITUTIONS	20th –23rd Aug, 2019	3rd – 6th Dec, 2019	₦160,000
26	PREPARING FOR ACCREDITATION IN HIGHER INSTITUTIONS	20th –23rd Aug, 2019	3rd – 6th Dec, 2019	₦160,000
27	EFFECTIVE HOSTEL MANAGEMENT	27th – 30th Aug, 2019	10th – 13th Dec, 2019	₦160,000

The Fee for each course is N160,000.00 (One Hundred and Sixty Thousand Naira Only) per participant. The amount will cover all workshop materials and literature, Executive bag, Tea/Coffee, Lunch, Photographs and Certificate. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor), Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. **E-mail: alphapartners111@yahoo.com, Website: www.alphapartnerstrainings.com**