



RC: 1708048
**CONFIDENCE GLOBAL
CONSULT LIMITED**

(HUMAN CAPITAL DEVELOPMENT PROFESSIONALS)

2022 AND 2023

LOCAL AND INTERNATIONAL
TRAINING PROGRAMS

CAPACITY BUILDING TRAINING
PROGRAM BROCHURE



**2022 AND 2023 LOCAL AND INTERNATIONAL TRAINING PROGRAMS
CAPACITY BUILDING TRAINING PROGRAM BROCHURE**
Standard Training for Work and Business Professionals

Training and Consultancy Services:

- * Project and Program Management
- * Project Procurement and Risk Management
- * Program for Results (PforR) Project Management
- * Results-Based Management Development (RBMD)
- * Results-Based Monitoring and Evaluation (RBM&E)
- * Project Outcome/Impact Evaluation and Assessment
- * Strategic Management, Leadership and Planning
- * Financial and Accounting Management
- * Management Information Systems (MIS)
- * Statistical Data Analysis for Management Decisions
- * Project Management Professional (PMP) Certification

Committed to “**HUMAN CAPITAL DEVELOPMENT**”
Committed to “**YOU**”!!!



ABOUT US

Vision and Mission Statements

Our Vision

Our vision is to render excellent and quality capacity building services in both soft and hard skills to individuals and organizations, which is geared towards promoting human capital and institutional development.

Our Mission

- * To guarantee quality assured training.
- * To provide business education through a “hand-on” approach, where our clients experience the practical application and learn the theory.
- * To employ Information and Communication Technology (ICT) and Management Development through Training, Research and Consultancy Services to empower and to enhance productivity improvements and prosperity at individual, organizational, societal, National and Global levels.
- * To deploy specific work/business applications that support different organizational processes and functions through dynamic educational, MIS/ICT and management development consultancy services.
- * To serve primarily as a training centre for economic planners and policy analysts, budget and project officers at the federal, state and local government levels.
- * To be a policy laboratory for vigorous and sustained development and promotion of highly specialized skills required for enhancing efficient and effective planning and management of the Nigerian economy among others.

Core Values

Ethics

We at “CONFIDENCE” remain true to our founding values of providing quality, honest and hard work, instilled right from the outset by our founder. We endeavour to adhere to the highest ethical standards in the industry. We have been accepted by the consultancy industry as a trustworthy business entity by being consistently associated with integrity, high standards and quality of service and personal attention to clients. As a result of this reputation, “CONFIDENCE” has the honour and privilege of leading some of the highest profile projects in Nigeria.

Staff

We recognize that our primary asset is our people which are our intellectual capitals, and that a truly successful company needs to be a rewarding work environment for its staff. Our organization is structured and managed to provide ample opportunity and encouragement for our team to reach their optimum potential. We believe that mutual respect forms the base of our success.

Philosophy

Lasting relationships are the lifeblood of business in our industry. At all times, we strive for solutions that best achieve our client's needs and goals. Our staff's ability and commitment to finding these solutions is what distinguishes us. We provide consistent personal and individual attention to all our clients.



FROM THE PRINCIPAL CONSULTANT

The workforce of any organization work with people to achieve organizational goals and objectives. As professionals rise in the organization, they are faced with managerial challenges; hence, the need for acquisition of sound managerial soft/hard skills. Therefore, **Confidence Global Consult Ltd** as an indigenous dynamic training/educational consultant was incorporated in Nigeria in the year 2020. However, we have been in operations through our Parent Company (**Samson Gems & Inv. Co. Ltd**) for over a decade rendering educational consultancy services in the various fields of management.

Our goal is to serve our esteemed clients by providing productivity-enhancement and capacity building through training and consultancy services for Corporate Bodies, Governments MDAs, NGOs/FPOs, Development Organizations (e.g., UNICEF, UNDP, AfDB, ADF, World Bank, UNs, EU, WHO, IRD, NEPAD, etc.); Development Institutional Agencies (e.g., CSDP/CSDA, FADAMA, GEEP, PWF, TGT, SCTU, SAC, YESSO, SMCA/SME Support Units, etc.) and establishments. Generally, our services are designed to equip our clients with the requisite skills and work values essential to fully exploit the creative potentials of the human resources for improved productivity. We have worked as a renowned educational and management developments consultant for various institutions listed in this proposal.

The value of Management Information Systems (MIS) to an organization is dependent on how the hardware, software and network technologies are applied to support the organization's objectives. This is achieved through deployment of specific work/business applications that support different organizational processes and functions.

Ministries, agencies and organizations are under constant pressure to manage their limited resources efficiently and to effectively respond to increasing challenges in their environment. Managers, secretaries, officers, etc. in both public and private

sectors therefore, have increased need to draw on the expertise and independent view-point of "MIS" and management development consultants to solve specific problems, improve organizational systems, climate and performance and contribute towards the nation's quest for sustainable economic development. More so, present day economy is driven by "INFORMATION" and each government should be able to identify information that is potent enough to empower her to impact her citizenry. It is also expedient in this information age for every individual/organization to adopt MIS for personal development, national building, regional co-operation and global participation.

"CONFIDENCE" is therefore established to address these particular needs. Thus, we propose partnering with your organization under your able leadership to provide Corporate Educational, "MIS" and Management Development soft skills. Our services are designed specifically to suit your ministry/departmental/agency goals and requirements and they are as listed below in this Training Brochure.

We know that you will find our services most efficient and effective and we are willing to work with and for you to ensure that your patronage would be a mutually benefiting business experience. We value our clients and your satisfaction is our primary motivation. We ask you to please contact us for any further information you may require.

Hope to serve you soon.



Prince Sola Oladeji
(CEO/Principal Consultant)
For: Confidence Global Consult Ltd

Why CONFIDENCE? The difference is in the details.



CONFIDENCE seminars help you transform performance for maximum results

What makes a customer choose one business over another? Why is one employee picked for a promotion instead of someone else? With commerce and careers, the deal breaker usually comes down to capabilities. A business with great products but poor customer service will lose sales. An innovative scientist with weak interpersonal skills will struggle to advance. How can you keep the odds of success firmly in your favour? By keeping your skills as strong and versatile as possible—through highly effective training. From our best-in-class learning techniques and frontline faculty to our extremely flexible learning options, CONFIDENCE offers a combination of powerful advantages that has long made us the preferred training provider for millions of people.

Our training is based on proven adult learning methods

Everyone learns differently—and CONFIDENCE's proven approach takes that into account. Through our years of experience, we've mastered the most effective combination of visual and language-oriented learning, superior course design, pacing and hands-on skill building. Every concept is enlightened through examples, case studies, group discussion and skill practice. You truly learn by doing, increasing your confidence through supportive feedback in a safe environment.

Creating the perfect learning experience for you is our goal

The CONFIDENCE learning experience is all about you. A lot of training providers say that, but at CONFIDENCE, the proof is in decades of positive results. Every CONFIDENCE learning experience is unique because the skills you acquire are discussed in the context of what you and other attendees want to accomplish. You'll be encouraged to take risks you might never be allowed to take on the job—without the distractions of everyday business, preconceived notions, snap judgments or politics. Pre- and post-assessments help measure and ensure retention, increasing the likelihood that you'll use what you learn back on the job.

Receive expert training guidance and great customer service

Our training advisors can help you analyse your job or business needs and develop the best plan to broaden your skills. You'll receive friendly and

knowledgeable customer support from every CONFIDENCE staff member, while you're taking a class in our centres.

See why our faculty is one of CONFIDENCE's most valued resources

Ever had a great teacher who made a lasting impact on you? Our customers praise our faculty members for their effectiveness, knowledge, practical expertise, enthusiasm and focus. They are recognized subject-matter experts who are also successful business leaders. They "get" today's tough business world because they've faced many of the same struggles and challenges as you have. It's the commitment of CONFIDENCE's faculty that helps keep our learning experiences dynamic, exciting and fun—and always results-driven.

Get the advantages you can only get from CONFIDENCE

People come to us because they know professional development with CONFIDENCE is a uniquely effective and rejuvenating experience. We continue to be a trusted guide for the business community, supporting organizations and individuals through economic downturns, technology shifts and all kinds of change. Our seminars and other events have been experienced by many. CONFIDENCE has that kind of track record, along with the most versatile training choices we've ever offered, including a wealth of time- and money-saving options.

Your satisfaction is guaranteed

At CONFIDENCE, we guarantee the quality of our programs. In fact, 98% of our participants say they would recommend the courses they have taken to their colleagues. If, for any reason, you are not satisfied with a program for which you have paid, CONFIDENCE will give you credit toward another program of comparable price or will refund your fee. We appreciate that this is an important investment for you and your company and would like to accommodate your needs the best we can.

Think ahead...Get ahead...Stay ahead...With CONFIDENCE.

"I hear, I forget. I see, I remember. I do, I understand". Confucius

GENERAL INFORMATION



Mode of Operations

1. We operate on “Demand-Led” (OnDemand) basis throughout each year. Thus, our clients are advised to indicate course(s) of their choices and communicate would-be convenient date(s) of execution ahead of time so we can adequately prepare. Our system is flexible on this and so clients are free to choose to run any course at any date of the year and for any of the three durations listed below.
 - a. Three (3) Days - N70,000 per participant
 - b. One Week (5 Days) - N100,000 per participant
 - c. Two Weeks (10 Days) - N150,000 per participant
2. As we are in the digital age, the Course Content (Program Design) of every course is available on request. However, direct request can be made to the company Program Coordinator for the content of chosen course(s) and it will be made available on any of our social media platforms or sent via e-mail.
3. We run both three (3) Days, one-week (5 Days) and two-weeks (10 Days) durations for each of the courses. In conjunction with the choice course(s), our clients are at liberty to choose corresponding/preferred duration.
4. For your training dates for either of the three options training durations, we refer you to the training calendars in the subsequent page.
5. Course Fees (Local Training):
 - a. Three (3) Days - N70,000 per participant
 - b. One Week (5 Days) - N100,000 per participant
 - c. Two Weeks (10 Days) - N150,000 per participant
6. Course Fees (Virtual/Webinar Training without Live Streaming):
 - a. Three (3) Days - N50,000 per participant
 - b. One Week (5 Days) - N80,000 per participant
 - c. Two Weeks (10 Days) - N130,000 per participant
7. Course Fees (Virtual/Webinar Training with Live Streaming):
 - d. Three (3) Days - N70,000 per participant
 - e. One Week (5 Days) - N100,000 per participant
 - f. Two Weeks (10 Days) - N150,000 per participant
8. The company receives bank deposit/transfer with the company name:
 - a. CONFIDENCE GLOBAL CONSULT LTD. Bank: FCMB Plc; Account No.: 7614327016
 - b. CONFIDENCE GLOBAL CONSULT LTD. Bank: Zenith Bank Plc; Account No.: 1215479948
9. The venues of all programs shall be Company Training Complexes:
 - a. Ibadan Training Complex: 1st Floor, Freedom House, (Beside IBEDC Office), General Gas Junction, Akobo, Ibadan, Oyo State
 - b. Lagos Training Complex: #27, Moronfolu Street (Near UniLag), Akoko, Yaba, Lagos
 - c. Abuja Training Complex: #2, Nasarawa Avenue, Gwarimpa, Abuja-FCT
10. Arrangement can as well be made for in-house training whereby we come to your company premises to deliver the training.
11. Our clients can also make demand for related course(s) not listed in this training brochure.
12. The course fee for local training shall cover the following:
 - a. Resource Persons/Facilitators
 - b. Training Venue
 - c. Tea Break/Lunch
 - d. Writing Materials
 - e. Customized Training Bags
 - f. Group Photograph
 - g. Certificate of Completion

TRAINING & DEVELOPMENT



Mode of Operations

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 - b. Lagos Training Complex: #27, Moronfolu Street (Near UniLag), Akoko, Yaba, Lagos



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TRAINING CALENDARS FOR 2022 AND 2023

DATES FOR ONE WEEK (FIVE (5) DAYS) TRAINING DURATIONS FOR 2022					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
10 th – 14 th	31 st – 4 th	28 th – 4 th	4 th – 8 th	2 nd – 6 th	6 th – 10 th
17 th – 21 st	7 th – 11 th	7 th – 11 th	11 th – 15 th	9 th – 13 th	13 th – 17 th
24 th – 28 th	14 th – 18 th	14 th – 18 th	18 th – 22 nd	16 th – 20 th	20 th – 24 th
	21 st – 25 th	21 st – 25 th	25 th – 29 th	23 rd – 27 th	27 th – 1 st
		28 th – 1 st		30 th – 3 rd	
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
4 th – 8 th	1 st – 5 th	5 th – 9 th	3 rd – 7 th	31 st – 4 th	5 th – 9 th
11 th – 15 th	8 th – 12 th	12 th – 16 th	10 th – 14 th	7 th – 11 th	12 th – 16 th
18 th – 22 nd	15 th – 19 th	19 th – 23 rd	17 th – 21 st	14 th – 18 th	19 th – 23 rd
25 th – 29 th	22 nd – 26 th	26 th – 30 th	24 th – 28 th	21 st – 26 th	28 th – 2 nd
	29 th – 2 nd				

DATES FOR TWO WEEKS (TEN (10) DAYS) TRAINING DURATIONS FOR 2022					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
10 th – 21 st	31 st – 11 th	28 th – 11 th	28 th – 8 th	2 nd – 13 th	30 th – 10 th
17 th – 28 th	7 th – 18 th	7 th – 18 th	4 th – 15 th	9 th – 20 th	6 th – 17 th
24 th – 4 th	14 th – 25 th	14 th – 25 th	11 th – 22 nd	16 th – 27 th	13 th – 24 th
	21 st – 4 th	21 st – 1 st	18 th – 29 th	23 rd – 3 rd	20 th – 1 st
		25 th – 6 th			
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
27 th – 8 th	1 st – 12 th	29 th – 9 th	3 rd – 14 th	31 st – 11 th	28 th – 9 th
4 th – 15 th	8 th – 19 th	5 th – 16 th	10 th – 21 st	7 th – 18 th	5 th – 16 th
11 th – 22 nd	15 th – 26 th	12 th – 23 rd	17 th – 28 th	14 th – 25 th	12 th – 23 rd
18 th – 29 th	22 nd – 2 nd	19 th – 30 th	24 th – 4 th	21 st – 2 nd	
25 th – 5 th		26 th – 7 th			

DATES FOR ONE WEEK (FIVE (5) DAYS) TRAINING DURATIONS FOR 2023					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
9 th – 13 th	30 th – 3 rd	27 th – 3 rd	3 rd – 7 th	1 st – 5 th	5 th – 9 th
16 th – 20 th	6 th – 10 th	6 th – 10 th	10 th – 14 th	8 th – 12 th	12 th – 16 th
23 rd – 27 th	13 th – 17 th	13 th – 17 th	17 th – 21 st	15 th – 19 th	19 th – 23 rd
	20 th – 24 th	20 th – 24 th	24 th – 28 th	22 nd – 26 th	26 th – 30 th
	27 th – 31 st			29 th – 2 nd	
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
3 rd – 7 th	31 st – 4 th	4 th – 8 th	2 nd – 6 th	30 th – 3 rd	4 th – 8 th
10 th – 14 th	7 th – 11 th	11 th – 15 th	9 th – 13 th	6 th – 10 th	11 th – 15 th
17 th – 21 st	14 th – 18 th	18 th – 22 nd	16 th – 20 th	13 th – 17 th	18 th – 22 nd
24 th – 28 th	21 st – 25 th	25 th – 29 th	23 rd – 27 th	20 th – 24 th	27 th – 1 st
	28 th – 1 st				

DATES FOR TWO WEEKS (TEN (10) DAYS) TRAINING DURATIONS FOR 2023					
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
9 th – 20 th	30 th – 10 th	27 th – 10 th	27 th – 7 th	1 st – 12 th	29 th – 9 th
16 th – 27 th	6 th – 17 th	6 th – 17 th	3 rd – 14 th	8 th – 19 th	5 th – 16 th
23 rd – 3 rd	13 th – 24 th	13 th – 24 th	10 th – 21 st	15 th – 26 th	12 th – 23 rd
	20 th – 3 rd	20 th – 31 st	17 th – 28 th	22 nd – 2 nd	19 th – 30 th
	27 th – 5 th		24 th – 5 th		
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
26 th – 7 th	31 st – 11 th	28 th – 8 th	2 nd – 13 th	30 th – 10 th	27 th – 8 th
3 rd – 14 th	7 th – 18 th	4 th – 15 th	9 th – 20 th	6 th – 17 th	4 th – 15 th
10 th – 21 st	14 th – 25 th	11 th – 22 nd	16 th – 27 th	13 th – 24 th	11 th – 22 nd
17 th – 28 th	21 st – 1 st	18 th – 29 th	23 rd – 3 rd	20 th – 1 st	
24 th – 4 th		25 th – 6 th			

NOTE: For Three (3) Days training dates, the clients are at liberty to pick any preferred date within the dates stipulated for one week or two weeks training duration dates. Thank you.



COURSE FEES

Course Fees (Local Training):

- | | | | |
|----|---------------------|---|--------------------------|
| a. | Three (3) Days | - | N70,000 per participant |
| b. | One Week (5 Days) | - | N100,000 per participant |
| c. | Two Weeks (10 Days) | - | N150,000 per participant |

Course Fees (Virtual/Webinar Training without Live Streaming):

- | | | | |
|----|---------------------|---|--------------------------|
| a. | Three (3) Days | - | N50,000 per participant |
| b. | One Week (5 Days) | - | N80,000 per participant |
| c. | Two Weeks (10 Days) | - | N130,000 per participant |

Course Fees (Virtual/Webinar Training with Live Streaming):

- | | | | |
|----|---------------------|---|--------------------------|
| a. | Three (3) Days | - | N70,000 per participant |
| b. | One Week (5 Days) | - | N100,000 per participant |
| c. | Two Weeks (10 Days) | - | N150,000 per participant |

Course Fees (International Training):

- a. The Course Fees for international training shall be fixed at the point of processing due to fluctuation of the rate of exchange and other unforeseen contingencies.

The company receives transfer/bank deposit with the company name:

- CONFIDENCE GLOBAL CONSULT LTD.** Bank: FCMB Plc; Account No.: 7614327016
- CONFIDENCE GLOBAL CONSULT LTD.** Bank: Zenith Bank Plc; Account No.: 1215479948



TRAINING PROGRAM VENUES

The venues of all programs shall be Company Training Complexes:

Ibadan Training Complex:

1st Floor, Freedom House, (Beside IBEDC Office), General Gas Junction,
Akobo, Ibadan, Oyo State

Lagos Training Complex:

#27, Moronfolu Street (Near UniLag), Akoko, Yaba, Lagos

Abuja Training Complex:

#2, Nasarawa Avenue, War College, Gwarinpa, Abuja-FCT

LOCAL AND INTERNATIONAL TRAINING PROGRAMS PROFILE



PROJECT PLANNING ANALYSIS AND MANAGEMENT (PAM)

CODES	COURSES
PAM01	Essentials of Project Management for Non-Project Managers
PAM02	Improving Your Project Management Skills: The Basis for Success
PAM03	Technical Project Management
PAM04	Information Technology Project Management
PAM05	Strategic Project Management
PAM06	Comprehensive Project Planning, Analysis and Management Using MS Office Project and Primavera P6 Professional
PAM07	Procurement Planning and Contract Management
PAM08	Project Stakeholders' Management
PAM09	Project Management Professional (PMP) Exam Prep Express
PAM10	Enterprise Project Portfolio Management Using Primavera P6 Professional Fundamentals
PAM11	Enterprise Project Portfolio Management Using Primavera P6 Professional Advanced
PAM12	Community-Based Development Projects: Design, Implementation, Analysis and Management
PAM13	Project Management for Administrative Professionals
PAM14	Business Analysis Essentials
PAM15	Requirements Development, Documentation and Management
PAM16	Project Scheduling & Cost Planning Skills
PAM17	Managing Multiple Tasks, Priorities & Deadlines
PAM18	Negotiating & Dispute Resolutions
PAM19	Feasibility Studies: Preparation, Analysis & Evaluation
PAM20	Building Task Leadership Skills
PAM21	Project Scheduling, Cost Planning & Value Engineering Skills
PAM22	Project Appraisal & Analysis
PAM23	Program Management Professionals (PgMP)
PAM24	Public-Private Partnerships (PPP) Project Preparation
PAM25	PPP Project Preparation & Contract Management
PAM26	Project Finance & Financial Analysis Techniques for Infrastructure Projects
PAM27	Risk Assessment & Risk Management for Projects
PAM28	Enterprise Project Management & Business Performance
PAM29	Managing Contractual Liabilities
PAM30	Construction Site Management & Supervision
PAM31	Managing Multiple Tasks, Priorities & Deadlines
PAM32	Event Management Essentials
PAM33	Mastering Portfolios, Programmes & Projects
PAM34	IT Project Management

CONTRACTS MANAGEMENT (CM)

CODES	COURSES
CM01	Best Practices in Multishift Operations
CM02	Negotiating, Drafting & Understanding Contracts
CM03	Managing Contractual Liabilities
CM04	The Essentials of Contracting

CM05	The Essentials of Contracting & Contract Negotiation
CM06	Negotiating & Dispute Resolutions
CM07	Contract Excellence for Non-Legal Professionals
CM08	The Complete Course on Contracts & Project Management
CM09	The Complete Course on Contracts & Purchasing Management
CM10	Contracts: Reading, Writing & Negotiating
CM11	Contract Management Principles & Practices
CM12	Negotiating, Drafting & Understanding Contracts
CM13	Public-Private Partnerships (PPP) Project Preparation & Contract Management
CM14	Service Level Agreements

PROCUREMENT AND MATERIALS MANAGEMENT (PMM)

CODES	COURSES
PMM01	The Complete Course on e-Procurement
PMM02	The Complete Course on e-Procurement & Purchasing Management
PMM03	Supply Chain Best Practices
PMM04	The Complete Course on Procurement Strategy Management
PMM05	The Complete Course on Contracts & Purchasing Management
PMM06	The Complete Course on Purchasing Management: Purchasing Management Specialist
PMM07	Warehouse Management: Strategy, Implementation & Control
PMM08	Tendering, Procurement, & Negotiation Skills
PMM09	Procurement Management of Equipment and Works for World Bank Aided Projects
PMM10	Distribution and Retail Management
PMM11	Advanced Procurement Skills
PMM12	Purchasing Techniques, Negotiating & Cost Reduction
PMM13	The Complete Course on Purchasing & Inventory Management
PMM14	The Complete Course on Inventory Management
PMM15	Warehouse Safety Policies & Procedures
PMM16	Strategic Purchasing & Supply Management

MAINTENANCE MANAGEMENT (MM)

CODES	COURSES
MM01	The Complete Course on Facilities Management: Facilities Management Specialist
MM02	Process Control Valves and Actuators
MM03	Maintenance Management Best Practices
MM04	Maintenance Management & Technology A to Z of Best Practices
MM05	Maintenance Technology Best Practices
MM06	Corrosion Control in Gas, Oil & Water
MM07	Asset Integrity Management for the Petroleum Industry
MM08	Pipeline Operations and Maintenance
MM09	Risk Assessment & Risk Management for Oil & Gas Projects
MM10	Decision Analysis for Operation & Maintenance Professionals
MM11	Operational Excellence in the Process Industry
MM12	Risk Reliability Management
MM13	A-Z for Risk, Reliability and Safety Management
MM14	Advanced Risk, Reliability and Safety Management Techniques

LEARNING AND MANAGEMENT DEVELOPMENT (LMD)

CODES	COURSES
LMD01	Result-Based Monitoring and Evaluation (RBM & E) for Community-Based Development Projects
LMD02	Development Projects Impact Evaluation and Assessment
LMD03	Result-Based Monitoring and Evaluation (RBM & E) for Sustainable Development Goals (SDGs)
LMD04	Total Quality Management (TQM)
LMD05	Succession Planning: Developing Leaders from Within
LMD06	Attitudinal Change and Ethical Conduct in Organizations
LMD07	Management Seminar for Health Professionals and Administrators
LMD08	Performance Management
LMD09	Electronic Records Management
LMD10	Management Skills for Administrative Professionals and Personnel Officers
LMD11	Team Building for Peak Performance
LMD12	The Effective Facilitator: Maximizing Involvement and Results
LMD13	Decision Making: Getting It Right
LMD14	Management Skills for Secretaries and Personal Assistants
LMD15	Analytical Thinking and Problem Solving
LMD16	Managing Chaos: Dynamic Time and Stress Management for Administrative Officers
LMD17	Developing Your Emotional Intelligence (EI)
LMD18	Interpersonal Skills for Managers and Executives
LMD19	Strategies for Developing Effective Presentation Skills
LMD20	Effective Executive Speaking
LMD21	Fundamentals of Human Resources Management
LMD22	Training the Trainers
LMD23	Human Resources Training Strategies and Techniques
LMD24	Improving Managerial Effectiveness
LMD25	Store and Inventory Management Techniques
LMD26	Managing Emotions in the Workplace: Strategies for Success
LMD27	Assertiveness Training
LMD28	Assertiveness Training for Managers
LMD29	Assertiveness Training for Women in Business/Work
LMD30	Leadership Development for Women
LMD31	Executive Presence for Women
LMD32	Information Technology (IT) Management for Non-IT Functionary Executives
LMD33	Leadership for Administrative Professionals
LMD34	Leadership Excellence in Handling Pressure & Stress
LMD35	Behavioural Management and Emotional Intelligence
LMD36	Leadership, Influence & Trust
LMD37	Leadership Best Practices
LMD38	Leadership, Creativity & Peak Performance
LMD39	Communication, Coordination & Leadership
LMD40	Business-Case Writing for New Products/Project
LMD41	Effective People Skills
LMD42	Achieving Leadership Success through People & Innovation
LMD43	Effective Business to Business (B2B) Marketing
LMD44	Workplace Innovation & Productivity Skills
LMD45	Performance Measurements, Continuous Improvement & Benchmarking
LMD46	Leadership Under Attack
LMD47	The Complete Course in Cultural Intelligence (CI)
LMD48	Managing Multiple Tasks, Priorities & Deadlines

LMD49	Masterclass on Cultural Intelligence & Innovation
LMD50	The Leadership Journey
LMD51	Advanced High Performance Leadership
LMD52	High Impact Business Communication
LMD53	Creating a Marketing Plan for Business-to-Business
LMD54	Creating a Culture of Innovation
LMD55	Advanced Teamwork & Cooperation Skills
LMD56	The Leadership Challenge
LMD57	Goal Setting, Planning & Decision Making
LMD58	Managing & Measuring Training
LMD59	Negotiating & Dispute Resolutions
LMD60	Simplification of Work Processes & Procedures
LMD61	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries
LMD62	Strategy, Risks, Negotiation & Leadership
LMD63	Strategic Planning, Management Control & Effective Budgeting
LMD64	Strategy Excellence: from Strategic Vision to Tactical Execution
LMD65	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance
LMD66	Effective Organisational Leadership
LMD67	Advanced Strategic Management
LMD68	The Complete Course on Management
LMD69	The Complete Course on Management & Leadership
LMD70	Designing & Implementing Competency Frameworks and Assessment Tools
LMD71	The Complete Course on Leadership
LMD72	Aligning Learning with Business Strategy Seminar & Workshops
LMD73	Key Performance Indicators & Optimisation
LMD74	Achieving Administrative Excellence
LMD75	New Leaders Development Program
LMD76	Leading with Confidence
LMD77	Building Task Leadership Skills
LMD78	The Essentials of Leadership
LMD79	The Essentials of Leadership & Management
LMD80	Strategic Planning, Development & Implementation: Strategic Planning Professional
LMD81	Smart Leadership: Achieving Strategy through Leadership & Innovation
LMD82	Create Effective Virtual Teams
LMD83	Improving Productivity through Quality Enhancement & Cost Reduction
LMD84	Scenario Planning in the Oil and Gas Industry
LMD85	Teamwork & People Development
LMD86	Professional Skills for High Performance
LMD87	Essential Skills for Oil and Gas Professionals
LMD88	Workplace Innovation & Productivity Skills
LMD89	Safety Leadership in the Oil and Gas Industry
LMD90	Leadership, Innovation & Enterprise Skills
LMD91	Effective Self-Management
LMD92	Strategy Excellence: from Strategic Vision to Tactical Execution
LMD93	Project Appraisal & Analysis
LMD94	Effective Time, Task & Work Planning
LMD95	Effective Negotiation, Persuasion & Critical Thinking: The Professional Negotiator
LMD96	Competency-Based Management

LMD97	Management Skills & Techniques
LMD98	Leading with Excellence
LMD99	Strategic Selling and Value Propositions for Business to Business (B2B) Companies
LMD100	Decisions, Dynamics & Leadership Styles
LMD101	Successful Planning, Organising & Delegating
LMD102	Negotiating in Lean Times & Leadership Skills
LMD103	Developing Leadership Talent
LMD104	Measuring Performance, Improving Productivity & Employee Engagement
LMD105	Advanced High Performance Leadership
LMD106	Strategic Planning, Management Control & Effective Budgeting
LMD107	Women as Leaders
LMD108	Improving Productivity & Employee Engagement through Effective Frontline Leadership
LMD109	Strategic Planning, Development & Implementation: Strategic Planning Professional
LMD110	The Effective Shift Team Leader in the Oil, Gas and Petrochemicals Industries
LMD111	Key Performance Indicators & Optimisation
LMD112	Knowledge Management for the Oil & Gas Industry
LMD113	Exploiting Change
LMD114	Writing Effective Policies & Procedures
LMD115	Integrating Strategic, Operational & Tactical Leadership for Outstanding Performance
LMD116	Advanced Communication & Interpersonal Skills
LMD117	The Director as a Strategic Leader
LMD118	Advanced Communication & Problem Solving
LMD119	The Three-Dimensions of Leadership
LMD120	Global Business Leadership and International Relations
LMD121	Sales and Operation Planning (S&OP)
LMD122	The Total Leader
LMD123	Mastering Personal & Interpersonal Skills
LMD124	Managing & Leading in a Multi-Cultural Workplace
LMD125	The Art of Working Together in a Multi-Cultural Environment
LMD126	IT Leadership Seminar
LMD127	Leading Under Pressure
LMD128	Strategic Key Account Management
LMD129	Leadership & Strategic Impact
LMD130	Certificate in World Class Business Sustainability
LMD131	Strategic Crisis Management
LMD132	Strategic Planning, Development & Implementation: Strategic Planning Professional
LMD133	The 360° Leader - Emotional Intelligence in Leadership Pinnacle
LMD134	Time & Self-Management
LMD135	Sustainable Leadership
LMD136	Effective Office Management
LMD137	Practical Business Planning
LMD138	Managing Customers for Competitive Advantage
LMD139	High Impact Business Communication
LMD140	The Effective Supervisor
LMD141	The HR Essential Skills
LMD142	Designing & Implementing Competency Frameworks and Assessment Tools
LMD143	Polishing Your Professional Image
LMD144	The Psychology of Management: Why People Do What They Do

LMD145	Process Management: Applying Process Mapping to Analyse and Improve Your Operation
SUBEB/UBEB AND TESCOM COURSES	
LMD146	Workshop on Effective Teaching on Early Childhood Education (ECCE)
LMD147	Skills Acquisition Workshop for Caregivers in Public Pre-Primary Schools
LMD148	Effective and Efficient Administration of Public Primary/Junior Secondary Schools
LMD149	Skills Acquisition Workshop for Core Subjects (STEM) Teachers of Public Primary/Junior Secondary Schools
LMD150	Effective Teaching of Science Subjects in Public Primary/Junior Secondary Schools Workshop
LMD151	Capacity Building Workshop for Caregivers in Public Primary/Junior Secondary Schools
LMD152	Workshop for Teachers on Lessons Plan Writing
LMD153	Curriculum Development and Evaluation Workshop
LMD154	Result-Based Management (RBM) Workshop for SUBEB and LGEA Personnel
LMD155	Education Finance, Budget and Planning Workshop
LMD156	Total Quality Management (TQM) for School Headmasters, Principals, and Administrators
LMD157	Workshop on Technical Education for Achieving Sustainable Development Goals (SDGs)
LMD158	Public Schools Inspection/Supervision/Monitoring and Evaluation Workshop
LMD159	Strategic Management Workshop for Public School Headmasters and Principals
LMD160	Involving All Stakeholders Education Workshop
LMD161	Quality Assurance Training for SUBEB and LGEA Personnel
LMD162	Training Needs Analysis (TNA) and Methods Workshop
LMD163	Basic and Advance Management Trainers' Development Workshop
LMD164	Effective Supervision, Management and Appraisal for SUBEB and LGEA Personnel Workshop
LMD165	Public Schools Records Management Workshop
LMD166	Workshop on Union Relations Management and Administration
LMD167	Workshop on Work Ethics and Public Schools Productivity
LMD168	Workshop on Attitudinal Change and Ethical Conduct in Public Schools
LMD169	Workshop on Creativity and Innovation in Public School Leadership
LMD170	Efficiency and Performance Improvement of Teachers in Public Schools Workshop
LMD171	Workshop on Public Schools Development Projects Planning, Analysis and Management
LMD172	Training the Trainers for Efficiency in Public Schools
LMD173	Improving High Performance and Productivity through Transformational Policy Planning, Implementation and Tracking in Nigeria Public Schools
LMD174	Laboratory Management for Efficient Performance in Public Schools Workshop
LMD175	Basic Laboratory Practice and Management Techniques Workshop
LMD176	Workshop on Knowledge Management in Public Schools
LMD177	Improving Labour Management Relations for Enhanced Productivity for SUBEB and LGEA Personnel
LMD178	Enhanced Communication Skills for Management Expertise in the Public Schools (Political Functionaries and Career Officers)
LMD179	Workshop on Competence Skills for Effective Unionism
LMD180	Best Practices in Documents/Records Management and Archival Administration
LMD181	Workshop on Improving Discipline in Public Schools
LMD182	Retirement and Entrepreneurship Skills Development Course for Teachers, SUBEB and LGEA Personnel
LMD183	Public Schools Social Protection Systems Mechanism Course
LOCAL GOVERNMENT SERVICE COMMISSION (LGSC) COURSES	
LMD184	Enhancing Local Government Role in Service Delivery and Poverty Alleviation in Local Government

LMD185	The Imperatives of Public Relations in Enthroning Local Good Governance
LMD186	Management Workshop for Administrative/Personnel Officers
LMD187	Developing Administrative Officers Competence for Organizational Change Workshop
LMD188	Efficiency and Performance Improvement Workshop
LMD189	Enhancing Organizational Change and Effectiveness Workshop
LMD190	Public Finance Management Workshop
LMD191	Budgeting and Budgetary Control Workshop
LMD192	Revenue Mobilization/Generation and Utilization Strategies Workshop at Local Government Level
LMD193	Workshop on Plan and Budget Management at Local Government Levels
LMD194	Interpersonal Skills for Directors/Managers
LMD195	Responding to Conflicts: Strategy for Improved Communication
LMD196	Building Better Work Relationships: New Techniques for Result-Oriented Communication
LMD197	Dynamic Listening Skills for Successful Communication
LMD198	Result-Based Management (RBM) Workshop for Local Government Personnel
LMD199	Local Government Finance, Budget and Planning Workshop
LMD200	Total Quality Management (TQM) for Local Government Administrators
LMD201	Workshop on Achieving Sustainable Development Goals (SDGs) in Local Governance
LMD202	Strategic Management Workshop for Local Government Personnel
LMD203	Quality Assurance Training for Local Government Personnel
LMD204	Local Government Electronic Records Management Workshop
LMD205	Workshop on Work Ethics and Productivity
LMD206	Workshop on Attitudinal Change and Ethical Conduct in Local Government
LMD207	Workshop on Creativity and Innovation in Local Government Leadership
LMD208	Efficiency and Performance Improvement of Staff and Personnel of Local Government Workshop
LMD209	Workshop on Development Projects Planning, Analysis and Management
LMD210	Improving High Performance and Productivity Through Transformational Policy Planning, Implementation and Tracking in Nigeria Local Government
LMD211	Workshop on Knowledge Management in Local Government
LMD212	Improving Labour Management Relations for Enhanced Productivity for Staff and Personnel of Local Government
LMD213	Enhanced Communication Skills for Management Expertise in Local Government (Political Functionaries and Career Officers)
LMD214	Workshop on Competence Skills for Effective Unionism
LMD215	Best Practices in Documents/Records Management and Archival Administration
LMD216	Retirement and Entrepreneurship Skills Development Course for Staff and Personnel of Local Government
LMD217	Local Government Gender Issues and Social Protection Systems Mechanism Workshop

DIVERSITY AND INCLUSION (DI)

CODES	COURSES
DI01	Developing a Culture of Respect: How to Cultivate a Harassment-Free Organization
DI02	Diversity & Inclusion Certificate Program
DI03	Generational Diversity: Bridging the Gap Through Effective Communication
DI04	Sexual Harassment Prevention Workshop
DI05	Leading in a Diverse and Inclusive Culture
DI06	Leadership Strategies for Creating a Respectful Workplace
DI07	Finding Common Ground: How to Overcome Unconscious Bias
DI08	Workshop on Social Protection
DI09	Gender Analysis and Social Change: Testing the Water
DI10	Crisis and Conflict Management
DI11	Socio Inclusion Management
DI12	Gender Issues and Socio Inclusion
DI13	Social Protection for Sustainable Livelihood Support

LEADERSHIP AND STRATEGIC PLANNING (LSP)

CODES	COURSES
LSP01	Strategic Management: Planning and Implementation
LSP02	Strategic Thinking
LSP03	Strategic Planning
LSP04	Strategic Execution: Getting it Done
LSP05	Leadership and Team Development for Managerial Success
LSP06	Leading with Emotional Intelligence (EI)
LSP07	Developing Executive Leadership
LSP08	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results
LSP09	Advanced Leadership Communication Strategies
LSP10	Coaching: A Strategic Tool for Effective Leadership
LSP11	Coaching, Counselling and Mentoring for Outstanding Job Performance

FINANCIAL AND ACCOUNTING MANAGEMENT (FAM)

CODES	COURSES
FAM01	Fundamentals of Finance and Accounting for Non-Accountant
FAM02	Finance Workshop for Non-Financial Executives
FAM03	Budgeting Workshop
FAM04	Capital Budgeting
FAM05	Accounting Systems Design and Implementation Using Peachtree/Sage Accounting Software
FAM06	Planning and Forecasting Organisational Expenses
FAM07	Fundamentals of Cost Accounting
FAM08	Fundamentals of Forecasting
FAM09	Advanced Financial Forecasting and Modelling Workshop
FAM10	Project Scheduling & Cost Planning Skills
FAM11	Strategic Planning, Management Control & Effective Budgeting
FAM12	Effective Budgeting & Operational Cost Control
FAM13	The Essentials of Budgeting & Cost Control
FAM14	Feasibility Studies: Preparation, Analysis & Evaluation
FAM15	Spreadsheet Skills for Planning, Forecasting & Budgeting

FAM16	Project Scheduling, Cost Planning & Value Engineering Skills
FAM17	Project Appraisal & Analysis
FAM18	Feasibility Studies: Preparation, Analysis & Evaluation
FAM19	Integrating Budgeting, Forecasting & Business Planning
FAM20	Fast Closing Month-End & Year-End Accounts
FAM21	Effective Budgeting & Operational Cost Control
FAM22	Developing, Improving & Monitoring the Internal Audit Function
FAM23	Accounting, Decision Making, & Financial Communication
FAM24	Finance, Risk Management & Corporate Governance
FAM25	Project Finance & Financial Analysis Techniques for Infrastructure Projects
FAM26	Data Management, Planning, Forecasting & Budgeting Using Excel
FAM27	Internal Audit and Internal Controls Evaluation
FAM28	Book Keeping and Maintenance of General Ledger Records
FAM29	Computerization of Accounting Department and Implementation
FAM30	Preparation of Financial Statements and Reports
FAM31	Financial Performance Analysis
FAM32	Payroll Management

MANAGEMENT INFORMATION SYSTEMS/INFORMATION AND COMMUNICATION TECHNOLOGY (MIS/ICT)

CODES	COURSES
MIS/ICT01	Relational Database Management Systems (RDBM) Application Skills for Managers and Personnel Officers Using Microsoft Office Access
MIS/ICT02	Basic ICT Application Skills for Secretaries and Personal Assistants
MIS/ICT03	Advanced ICT Application Skills for Secretaries and Personal Assistants (Using PageMaker and CorelDraw)
MIS/ICT04	Cyber Security for Industrial Control Systems
MIS/ICT05	IT Security
MIS/ICT06	The Complete Course on Cloud Management and Security
MIS/ICT07	IT Leadership Seminar
MIS/ICT08	Business Continuity & Disaster Recovery Architecture
MIS/ICT09	Information Security Management
MIS/ICT10	Data Management, Manipulation and Analysis using Excel
MIS/ICT11	Data Management, Planning, Forecasting & Budgeting using Excel
MIS/ICT12	IT Strategy & Architecture Principles and Practices
MIS/ICT13	IT Project Management
MIS/ICT14	A Complete Guide to IT Quality Management
MIS/ICT15	Data Analytics for Managerial Decision Making
MIS/ICT16	IT Demand Management in the Modern Environment
MIS/ICT17	Integrating ICT and New Technologies into Teaching and Education Workshop for Public Primary/Junior Secondary Schools' Teachers, UBEB and LGEA Personnel
MIS/ICT18	ICT Capacity Building Workshop for Science Teachers in Public Primary/Junior Secondary Schools in Nigeria
MIS/ICT19	Workshop on Use of ICT in Teaching Delivery
MIS/ICT20	Training Workshop on ICT Competency Framework for Teachers
MIS/ICT21	Application of Information and Communication Technology (ICT) in Human Resources Management Workshop

MIS/ICT22	Public Schools Electronic Records Management Using MS Excel/Access Workshop
MIS/ICT23	ICT Application Workshop for Librarians and Educationists
MIS/ICT24	Workshop on Management Information Systems (MIS) for SUBEB and LGEA Personnel
MIS/ICT25	Workshop on Electronic Library Development for Public Schools
MIS/ICT26	Basic and Advance Refresher Course for Typists and Clerical Officers
MIS/ICT27	Basic and Advance Workshop on Managing Spreadsheet Using MS-Excel Application
MIS/ICT28	Basic and Advance Workshop on Database Management Using MS-Access Application
MIS/ICT29	Workshop on Network/Internet Technology: Planning and Setup
MIS/ICT30	ICT Application Workshop for Secretaries, Typists, Clerical Officers, Personal Assistants and Non-Academic Staff
MIS/ICT31	Workshop on Application of ICT in Finance, Accounting, and Auditing
MIS/ICT32	Management Workshop for Librarians and Information Management Professionals
MIS/ICT33	Interpersonal Relations Skills in Library Management
MIS/ICT34	Basic and Advance Word Processing Techniques and Information Systems for Secretaries and Executives
MIS/ICT35	Basic and Advance Desktop Publishing Using PageMaker and CorelDraw
MIS/ICT36	Public Schools Document Management Systems
MIS/ICT37	Micro-Computing and General Office Management
MIS/ICT38	Public Schools Development Projects Management Using MS-Project
MIS/ICT39	Statistical Data Analysis for Management Decisions Using SPSS/STATA
MIS/ICT40	Collation, Compilation and Dissemination of Information in Public Schools and Offices
MIS/ICT41	Computer Systems Maintenance and Troubleshooting Workshop
MIS/ICT42	Computer Techniques and Applications for Junior/Senior Officers on Document Creation, Messaging and Filing Systems Management
MIS/ICT43	Workshop on Electronic Library Development for Public Schools

RESEARCH AND STATISTICS (ANALYTICAL SKILLS) (RS)

CODES	COURSES
RS01	Data Analysis, Interpretation and Management
RS02	Time Series Modelling and Forecasting
RS03	Scientific/Medical Data Research and Statistical Management
RS04	Research Instrument Design and Administration
RS05	Research Project Management
RS06	Statistical Data Analysis and Managerial Decision Making

OPERATIONS RESEARCH (OR) MANAGEMENT (ORM)

CODES	COURSES
ORM01	Linear Programming
ORM02	Pareto Analysis
ORM03	Transportation/Logistics Analysis
ORM04	Assignment Analysis
ORM05	Replacement Analysis
ORM06	Investment Appraisal/Analysis

TAXATION AND AUDITING MANAGEMENT (TAM)	
CODES	COURSES
TAM01	Revenue Generation Improvement Scheme and Utilization Strategies Workshop
TAM02	Increasing Tax Revenue Base Using Geographic Information Systems (GIS)
TAM03	Workshop on Tax Filing and Assessment
TAM04	Statistical Analysis Techniques in Tax Revenue Forecasting
TAM05	Tax Data Organization, Visualization and Interpretation within a Geographic Information Systems (GIS) Framework for Tax Data Management and Enhancement
TAM06	Tax Reform and Development Workshop
TAM07	Efficient and Effective Revenue Collection and Monitoring for Finance Officers
TAM08	Taxation and Auditing Management
TAM09	Workshop on Tax Audit Exercise (PAYE, Withholding Taxes and Development Levy)
TAM10	Corporate Tax Computation
TAM11	Corporate Tax Filing
TAM12	Personal Income Tax (PAYE and Payroll Tax)
TAM12	Goods and Services Tax (GST) and Withholding Tax (WHT)
TAM13	Tax Audits and Tax Health Checks

CAPACITY BUILDING TRAINING PROGRAMS FOR NIGERIA COVID-19 ACTION RECOVERY AND ECONOMIC STIMULUS (N-CARES)



PREMISE

The **Covid-19** virus has been ravaging the world for over a year now, inflicting several negative impacts on the social-economic life of the people around the globe, with the western world being the most hit by the virus and the African continent also having their fair share of the adverse effects of the deadly virus. Due to the immense spread of this virus, the World Health Organization (WHO) declared it a global pandemic on the 11th of March, 2020. Nigeria currently has over 120,000 cases of those infected with the virus, especially with the second/third wave of the spread, which began in the latter part of the year 2020/21, and spanning into the year 2022, and also coming with the new challenge of different variants of the virus, due to mutation.

The impact of the spread of the pandemic on Nigeria has resulted in loss of livelihoods and unemployment due to the downturn of the economy, and all these calls for a pro-active intervention on the part of the government, in mitigating or cushioning the adverse effects of the pandemic on the lives of the citizens, especially the vulnerable and poor households, with a focus on their food supply chain, micro and small enterprises (MSE).

This intervention is however expected to be well coordinated and highly impactful, through minimizing the negative impact of the **Covid-19 pandemic** on Nigerians. This necessitated the government of Nigeria in seeking the support of the World Bank, through the **Nigeria Covid-19 Action Recovery and Economic Stimulus (N-CARES)**, which is expected to run for a period of two (2) years.

This intervention will be dedicated to state governments budget programme of expenditures, and it is expected to be driven, focusing on **Four (4) Key Results Areas**: increasing cash transfers and livelihood support to poor and vulnerable households, increasing food security and safe functioning of food supply chains for poor households, preventing collapse and facilitating recovery of household/micro enterprises, and strengthening institutional support for coordination and delivery.

RATIONALE FOR CAPACITY BUILDING

With all the above negative impacts posed by the **Covid-19 pandemic** and the subsequent intervention of the **World Bank** through the **N-CARES programme**, there is the need for enhanced capacity of the personnel saddled with the responsibilities of implementing the programme deliverables. The **Labour Management Procedure (LMP)** however creates a platform for technical assistance through capacity building activities for the **Federal Cares Support Unit (FCSU)**.

This would in turn equip the FCSU with the requisite skills and knowledge, for them to be able to provide the much-needed technical support to **N-CARES programme** coordination offices, and implementing agencies across the states. However, we believe that achieving the **N-CARES** program development objectives (PDOs), will be a difficult task without a well trained and equipped manpower at the **State Project Implementation Unit (SPIU)**, with vital skills and knowledge for

enhanced efficiency, output and outcomes.

The above is the drive behind our training courses and contents, which have been well researched and developed to significantly enhance the capacity of your officers and personnel, proffering sustainable solutions to significant and prevalent challenges that are likely to emerge in the course of implementing the N-CARES program.

Our capacity building training programs will be thoroughly planned, organized and coordinated to meet your contemporary training needs, and give your personnel a highly impactful experience. We will be focusing on both **soft and hard skills** development in our training programs, for different categories of your officers.

Consequent on all the above, we believe that our selection of training courses, will go a long way in enhancing the performance of your N-CARES program management and implementation teams, for outstanding performance and successful program implementation.

GENERAL OBJECTIVE

The general objective of the proposed training programs is to equip your personnel with the requisite knowledge and skills, through capacity building, for the successful management and implementation of the N-CARES program.

SPECIFIC OBJECTIVES

At the end of the training programs, participants will be able to:

1. Apply their knowledge of livelihood protection and support;
2. Manage the proposed program/projects for results;
3. Apply their knowledge of Disbursement Linked Indicators (DLIs);
4. Deploy their skills in environmental and social risk management;
5. Deploy effective Labour Management Procedure (LMP);
6. Apply their knowledge in preventing Gender-Based Violence (GBV);
7. Apply their knowledge and skills in occupational health and safety management;
8. Carry out environmental impact assessment and risk management for successful projects implementation;
9. Deploy conflict management skills through Grievance Redress Mechanism (GRM);
10. Apply knowledge for successful contract management;
11. Apply results-based monitoring and evaluation;
12. Carry out management data analysis;
13. Deploy strategic project financial management;
14. Carry out budget planning, forecasting, analysis and reporting;
15. Apply internal controls policies and procedures; and
16. Deploy administrative procedures for effective organizational management.



N-CARES TRAINING PROGRAMS PROFILE

ECONOMICS AND PROJECTS MANAGEMENT PROGRAMS (EPMP)	
CODES	COURSES
EPMP01	Program for Results (PforR) Project Management
EPMP02	Result-Based Management (RBM)
EPMP03	Results-Driven Project Implementation
EPMP04	Development Program/Projects Management Using MS Project 2013/16/19 and Primavera P6 Professional
EPMP05	Community-Based Development Projects: Design, Implementation, Analysis and Management
EPMP06	Project Risk Mitigation and Management
EPMP07	Procurement Management
EPMP08	Procurement Planning and Contract Management
EPMP09	Negotiating, Drafting & Understanding Contracts
EPMP10	Contract Management Principles & Practices
EPMP11	Project Planning, Analysis and Management Using Microsoft Office Project and Primavera P6 Professional
EPMP12	Project Implementation Monitoring and Controlling Using Earned Value Analysis (EVA) in Microsoft Project
EPMP13	Project Network Analysis Using Program Evaluation & Review Technique (PERT) and Critical Path Method (CPM)
EPMP14	Development Projects Cycle Management (PCM) Using Logical Framework Approach (LFA)
EPMP15	Results-Based Monitoring and Evaluation (RBM&E) for Community-Based Development Projects and Programs
EPMP16	Theory of Change Model for Development Program/Projects
EPMP17	Theory of Change Management: Development Impact and You
EPMP18	Strategic Management Model: Management by Objectives (MBO)
EPMP19	Change Management: Organizational, Process and Definition
EPMP20	Improving Impact Evaluation in Development Programs/Projects
EPMP21	Organizational Project Management (OPM) and Strategies
EPMP22	Project Management Competency Development (PMCD) Framework
EPMP23	Impact Evaluation in Development Institutions/Agencies
EPMP124	Organizational and Project Governance Framework for Project Management

FINANCE, PLANNING, MONITORING AND EVALUATION PROGRAMS (FPMEP)	
CODES	COURSES
FPMEP01	Fraud Prevention, Detection and Control in the Management of Program for Results (PforR) in N-CARES Project
FPMEP02	Impact/Outcome Evaluation and Assessment
FPMEP03	Results-Based Monitoring and Evaluation (RBME)
FPMEP04	Strategic Financial Management for Projects and Contracts
FPMEP05	Effective Preparation, Management, Analysis of Final Accounts and Financial Reporting
FPMEP06	Budgeting Planning, Forecasting, Analysis and Reporting
FPMEP07	Understanding Internal Control System: Operations, Finance and Management
FPMEP08	Auditing for Internal Control
FPMEP09	Internal Controls Policies and Procedures
FPMEP10	Risk Management: Internal Control and Fraud Prevention
FPMEP11	Internal Auditing and Work/Business Risk Management
FPMEP12	Accounting, Auditing and Financial Management
FPMEP13	Management Financing/Accounting and Performance Evaluation
FPMEP14	The Emerging Roles of Internal Auditors
FPMEP15	Fraud Auditing and Forensic Accounting
FPMEP16	Accounting Systems Design and Implementation Using Peachtree Accounting Software

ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT PROGRAMS (EBDP)	
CODES	COURSES
EBDP01	Credit Structuring and Management
EBDP02	Credit Analysis and Management
EBDP03	Credit and Risk Management
EBDP04	Managing Sustainable Micro-Credit Schemes
EBDP05	Investment and Risk Management
EBDP06	Monitoring and Evaluation (M & E) for Micro-Finance Schemes
EBDP07	Management for Vocational Skills Providers
EBDP08	Business Feasibility and Viability Study for MSMES
EBDP09	Micro Finance Risk Management
EBDP10	Investment and Working Capital Management

RESEARCH AND CONSULTING PROGRAMS (RCP)	
CODES	COURSES
RCP01	Management Data Analysis
RCP02	Data Analysis, Interpretation and Management using SPSS and STATA
RCP03	Statistical Data Analysis Using SPSS/E-Views/STATA
RCP04	Research Instrument Design and Administration
RCP05	Research Project Management

LEARNING AND DEVELOPMENT PROGRAMS (LDP)	
CODES	COURSES
LDP01	Occupational Health and Safety Management
LDP02	Environmental Impact Assessment and Risk Management
LDP03	Grievance Redress Mechanism (GRM) for Strategic Conflict Management
LDP04	Intricacies of Livelihood Protection
LDP05	Environmental and Social Risk Management
LDP06	Social Protection for Sustainable Livelihood Support
LDP07	Public-Private Partnerships (PPPs)
LDP08	Organization Management and Correspondence Skills for Administrative and Secretarial Officers
LDP09	Administrative Procedures for Effective Organizational Management
LDP10	Organization Management and Communication Skills for Administrative Officers
LDP11	Communication and Interpersonal Relations for Clerical Officers and Secretaries
LDP12	Strategic Managerial Procedures for Effective Organization Management
LDP13	Socio Inclusion Management
LDP14	Gender Issues and Socio Inclusion
LDP15	Work Performance Measurement Framework for Productivity
LDP16	Crisis and Conflict Management
LDP17	Labour Management Procedure (LMP): Effective Project Human Resource Management
LDP18	Contract Management Principles & Practices
LDP19	Workshop on Social Protection
LDP20	Promoting Good Governance in Public-Private Partnership (PPP)
LDP21	Gender Analysis and Social Change: Testing the Water
LDP22	Environmental Impact on Projects Management
LDP23	Evidence-Based Policy Making
LDP24	Store and Storekeeping Materials: Inventory Control

**MANAGEMENT INFORMATION SYSTEMS/INFORMATION AND COMMUNICATION
TECHNOLOGY PROGRAMS (MIS/ICT)**

CODES	COURSES
MIS/ICT01	Management Information Systems (MIS)
MIS/ICT02	Basic and Advance ICT/MIS Applications for Secretaries and Personal Assistants
MIS/ICT03	Application of ICT in Finance, Accounting and Auditing
MIS/ICT04	Electronic Records Management
MIS/ICT05	Human Resources Management (HRM) Using Microsoft Office Access

PROJECT MANAGEMENT INSTITUTE (PMI) CERTIFICATIONS PROGRAM



Thank you for your interest in our PMP class. Our PMP Training is a comprehensive bundle which not only guarantees your exam success but also makes you a robust Project Manager. We are confident that these procedures will enable you to pass the exam in one sitting. Please, if you have any question concerning our project management training, feel free to contact us through any of our platforms. Kindly, let us know if we can provide you with any further information about this training and other courses.

Please, find below the globally recognized and highly valued PMI® certifications. The certifications program includes:

- a. Certified Associate in Project Management (CAPM)® Certification
- b. Project Management Professional (PMP)® Certification
- c. Program Management Professional (PgMP)® Certification
- d. Portfolio Management Professional (PfMP) ® Certification
- e. PMI Agile Certified Practitioner (PMI-ACP)® Certification
- f. PMI Professional in Business Analysis (PMI-PBA)® Certification
- g. PMI Risk Management Professional (PMI-RMP)® Certification
- h. PMI Scheduling Professional (PMI-SP)® Certification

Note: However, in this brochure, we only provide details for Project Management Professional (PMP) Certification. Details on any of the other certifications will be made available on request.

Training/Exam Content Outline for PMP

The following table identifies the proportion of questions from each domain that will appear on the examination.

S/No	Domain	Percentage of Items on Test
1	People	42%
2	Process	50%
3	Business Environment	8%
Total		100%

Important Note: The research conducted through the JTA validated that today's project management practitioners work in a variety of project environments and utilize different project approaches. Accordingly, the PMP certification will be reflective of this and will incorporate approaches across the value delivery spectrum. About half of the examination will represent predictive project management approaches and the other half will represent agile or hybrid approaches. Predictive, agile, and hybrid approaches will be found throughout the three domain areas listed above and are not isolated to any particular domain or task. The exact number of items for each question type and approach may vary by form. The scoring model is periodically reviewed by scoring experts to ensure valid assessment of knowledge and skills.

Thank you for your interest in our PMP class. Our PMP Training is a comprehensive bundle which not only guarantees your exam success but also makes you a robust Project Manager. We are confident that these procedures will enable you to pass the exam in one sitting. Please, if you have any question concerning our project management training, feel free to contact us through any of our platforms. Kindly, let us know if we can provide you with any further information about this training and other courses.

Please, find below the globally recognized and highly valued PMI® certifications. The certifications program includes:

- a. Certified Associate in Project Management (CAPM)® Certification
- b. Project Management Professional (PMP)® Certification
- c. Program Management Professional (PgMP)® Certification
- d. Portfolio Management Professional (PfMP) ® Certification
- e. PMI Agile Certified Practitioner (PMI-ACP)® Certification
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Domains, Tasks, and Enablers

In this brochure you will find an updated structure for the PMP Examination Content Outline. Based on feedback from customers and stakeholders, PMI have worked on simplifying the format so that the PMP Examination Content Outline is easier to understand and interpret. On the following pages you will find the domains, tasks, and enablers as defined by the JTA.

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Domain: Defined as the high-level knowledge area that is essential to the practice of project management.

Tasks: The underlying responsibilities of the project manager within each domain area.

Enablers: Illustrative examples of the work associated with the task. Please note that enablers are not meant to be an exhaustive list but rather offer a few examples to help demonstrate what the task encompasses.

Each PMP examination will include all tasks for a domain, and PMI will adhere to the percentage of coverage at the domain level as outlined on the previously. Following is an example of the new task structure:

1. Task Statement:

- a. Manage conflict

2. Enablers:

- a. Interpret the source and stage of the conflict
- b. Analyze the context for the conflict
- c. Evaluate/recommend/reconcile the appropriate conflict resolution solution

Course Syllabus

Module 1: Business Environment (Exam Domain III)

- Project management concepts
- Project Life Cycles, Phases and Process Groups
- Project Benefits and Value
- Compliance
- Change Management
- External Business Environment Changes

Module 2: People (Exam Domain I)

- Project Manager Role and Tuckman Ladder
- Forming—The Project Manager
- Storming
- Norming
- Performing
- Adjourning

Module 3: Process – Design (Exam Domain II)

- Governance Structure
- Incremental Value
- Project Methodology and Knowledge Areas
- Agile and Hybrid Project Methodologies
- Project Artifacts
- Data Gathering and Analysis
- Project Integration Overview
- Project Integration Knowledge Areas

Module 4: Process – Constraints (Exam Domain II)



THE COMPONENTS

The company has a solid relationship with other sister companies and good partnership with other firms, with some it merged while others too have defined conjunction link. Some of the sister companies are:

PROJECT MANAGEMENT INSTITUTE (PMI), INC., USA
(Project Management Professionals Institute)



AMERICAN MANAGEMENT ASSOCIATION (AMA), USA
(Business/Work Management Professionals)



CIEL CONSULTING, LAGOS
(Education, Training & Consultancy)

AZTECH, DUBAI, UAE
(Training & Consultancy)

CAPDEV KNOWLEDGE IMPACT, IBADAN
(Human Capital Development)



DEO-IFM CONSULTANCY SERVICES NIG. LTD, LAGOS
(Financial Consultants)

DOSADANE CONSULTS, IBADAN
(Life Coaching and Business Consulting)

COFERH CONSULT LTD, ABUJA
(Creative Living and Engineering)

ALL-GLOW CUISINE SERVICES
(Catering and Hospitality)



The organization is also a thriving outfit with good trade connections in the Information and Communication Technology and Engineering industries. The company's efficiency is based on the wealth of experience acquired by a formidable team of ICT professionals, business professionals, finance experts, engineers, etc. to the advantage of nation, state and individuals coupled with the dynamic in house team of qualified diplomats and strategist for effective administration and management of education, training and consultancy.



REFERENCES

1. Center for Management Development (CMD), Lagos and Ibadan
2. Ibadan Business School (IBS), Ibadan
3. Ekiti State Office of Establishments and Training, Ado-Ekiti
4. Ekiti State Youths Empowerment and Social Security Operations (YESO)
5. State of Osun (Ministry of Education), Osogbo
6. State of Osun (Office of the Auditor General), Osogbo
7. Oyo State Universal Basic Education Board (SUBEB), Ibadan
8. Oyo State Agency for Adult and Non-Formal Education (AANFE), Ibadan
9. Oyo State Ministry of Finance, Budget and Planning, Ibadan
10. The Nigeria Police Force, Oyo State Command, Ibadan
11. University of Ibadan (Department of Adult Education), Ibadan
12. Nigeria Institute of Science and Laboratory Technology (NISLT), Ibadan
13. Deo-Ifm Consultancy Services Nig. Ltd., Lagos
14. Old Oyo National Pack, Oyo
15. Economic Policy Analysis Centre (EPAC), Ibadan
16. Supreme Management Training & Consultancy Services Ltd, Ibadan
17. Big Team Resource Consultancy Services Ltd., Ibadan and Abuja
18. SEEFOR, Asaba, Delta State
19. National Population Commission (NPC), Abuja and Benin
20. Community and Social Development Projects/Agencies (CSDP/A), Anambra, Osun, Niger, Ekiti, Edo, Kebbi, Ogun, Ondo, Oyo, Cross River, etc.)
21. States FADAMA (Osun, Ogun, etc.)
22. States Public Work Force (Osun, Ogun, etc.)
23. Ondo State Micro Credit Agency (OSMCA)
24. Ondo State Agency for Commerce (OSAC)
25. Ogun State Agricultural Micro Credit Agency (OSAMCA)
26. National Sugar Development Council (NSDC), Abuja
27. National Dental Council of Nigeria (NDCN), Abuja and Lagos
28. National Center for Agricultural Mechanization (NCAM), Idofian, Ilorin

Faculties Spotlight



Prince OLADEJI J. Olusola: He is a Consultant and a Trainer with over 15 years working experiences. He is Project Management Professional (PMP), An American Management Association (AMA)'s MBA holder with HND in Banking and Finance. He specializes in Project Management, Development Projects Monitoring & Evaluation (M & E), Management Development, Management Information Systems (MIS), Information & Communication Technology (ICT), and Statistical/Research Data Analysis.



IKECHUKWU Chikwe: He is a human capacity enhancement consultancy service provider, with a passion for sustainable organizational growth and development, through excellence driven capacity enhancement of management teams, having worked on several World Bank and other International Donor Assisted Projects, with itinerant experience nationally and within countries of West Africa, East Africa, South Africa and the Middle East. Part of his core areas of specialization include: Project/Performance Management, Results Based Monitoring and Evaluation, Leadership/Team Building, Change Management/Succession Planning, Communications, Sales and Marketing and Personal Development. He is also knowledgeable and skilled in Training Content Development, Programme Planning and Management.



AKINTOYE M. Adeolu: He is a consummate professional with over 18 years working experience in the banking industry, where he cut his teeth in financial engineering/consultancy. An Alumni of the famous Leeds University Business School, United Kingdom. An HND holder in Banking and Finance, MBA in Financial Management and MSc in International Finance from Leeds University Business School, UK. He is an Associate of Chartered Institute of Bankers of Nigeria (ACIB) and a member of ICAN. He majors in Finance and Account Management, Business Administration, Risk Management, Problem Analysis and Resolution, Forensic Audit Investigation, Credit and Loan Management.



Faculties Spotlight



FATOKI M. Sunday: He is an ICT Professional, Human Resource Manager and a Trainer. He has worked for 29 years with Federal Government Parastatals and attained the position of Deputy Director before he retired from the service of the Centre for Management Development (CMD) in December 2017. He was the Technical Assistant to the Director General for 3 years and also Acting Director of ICT Department in Lagos office. An HND holder in Computer Science, PGD in Statistics and MBA in Business Administration. He has attended many training programmes both in Nigeria and abroad especially India and UK. He is a Certified Accredited Trainer.



ADEGOKE Siyanbola: He is a Trainer, Speaker, Business Consultant and Life/Performance Coach. A graduate of Obafemi Awolowo University (OAU). In addition, he is: Member, The Chartered Institute of Banker of Nigeria (CIBN); Senior Certified Member, International Professional Managers Association (IPMA-UK); and Fellow, Institute of Management Consultants. He has over 30 years' diverse experiences in the corporate and personal business worlds, including working with the highest body of Cooperative in Nigeria (Cooperative Federation of Nigeria), Banking (where he rose over the years to become a Senior Manager in charge of Commercial Banking activities of a first-generation bank across two States). He also has years of experience in personal entrepreneurship. He also serves on the advisory boards of some groups with interests in mentoring, coaching the youth and as panelist and Faculty at various times on issues such as Mentoring, Management, Business Proposal/Planning, Public Speaking, Youth Empowerment, Women Empowerment, Marriage, Personal Discovery and Development. He speaks severally at Corporate, Government, Association and other settings cutting across age, gender and socio-cultural strata.



OLADAPO F. Oladoyinbo: She is a Consultant and Trainer of over 15 years working experience. She has worked as a Project Manager and Consultant with Architate Engineering Ltd, Ibadan (Building Construction and Design), Nouvour Rich Ltd, Ibadan (Architecture Design and Construction Services) and Arkconcept Design, Abuja (Building Design and Consulting). Presently, she is the Managing Director/Chief Executive Officer (MD/CEO) of Coferh Consult Ltd, Abuja. She has B.Eng. in Building Engineering. She is an Alumna of Lagos Business School (LBS). She is a Certified and an Accredited member of Nigeria Institute of Building (NIB) and Quality Assurance Assessor (QAA).

Faculties Spotlight



OGUNFEYITIMI Busuyi: He is Management Consultant and Professional Tax Consultant. He obtained his MSc. in Finance from Lagos State University, 2004. He was admitted as an Associate Member of the Chartered Institute of Administration Nigeria (ACIA) in Jan. 2000 and Chartered Institute of Taxation of Nigeria (ACIT) in Nov. 2013. He started his working career with Nature Dynamic International as Finance and Marketing Manager (2001 – 2003) from where he was employed as Finance and Administration Manager at HR Consultants (2003 -2015) – a Tax Consultant firm and a tax Consultant/Tax Audit Monitoring Agent to various State Governments in Nigeria. He later became Administration Manager of Highlight Oil and Gas from January 2014 till March 2015, a sister company to HR Consultants. Presently, he is the Managing Consultant, Elipris Nig. Co, since 2015. He has successfully handled various tax assignments for multinational clients in all the six geopolitical zones in Nigeria.



OLANIYAN M. Ademola: Presently, he is Corporate Affairs Director with Institute of Information Management (IIM), Abuja. He is a former Director, Department of Information and Communication Technology, Centre for Management Development (CMD), Abuja. A holder of Nigeria Certificate in Education (NCE) in Mathematics/Physics. As a teacher, the quest for more knowledge encouraged him to further his education with the famous University of Ibadan, Ibadan, where he obtained BSc. in Computer Science and MSc. in Information Science. He is a Certified Trainer (Current Certification) with Centre for Management Development (CMD) and also a Fellow of Institute of Information Management (FIIM).

NOTE: Our seminars are also taught by other Management, Business Communication, Management Information Systems (MIS), Project Management Professional (PMP), Finance and Accounting, Human Resources, Leadership and Strategy experts.

PI Photo Documentary



Photo Documentary



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