**Confidence Global Consult Ltd**

RC: 1708048

**(Human Capital Development Professionals)**

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

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**Abuja Branch Office:**

#2, Nasarawa Avenue,

Gwarimpa, Abuja-FCT

**Lagos Branch Office:**

#27, Moronfolu Street (Near UniLag),

Akoka, Yaba, Lagos

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” Skills, Committed to “YOU”!!!**

**ABOUT US**

**Vision and Mission Statements**

The firm’s mission statement concisely describes the intended strategy and business philosophy for making the entrepreneur’s vision a reality. In a few sentences, it should convey how combined efforts in all areas of the business will move it toward its goal. In addition, it should distinguish the firm from all others.

1. In one sentence, please describe the vision of your company. The vision should be the binding force of your company that motivates people in all areas to build a company to last.

**Our Vision**

Our vision is to produce excellent and quality capacity building soft skills services to both individuals and organizations geared towards promoting human developments.

**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**

Theworkforce 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.

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**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.
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):
   1. Three (3) Days - N70,000 per participant
   2. One Week (5 Days) - N100,000 per participant
   3. Two Weeks (10 Days) - N150,000 per participant
6. Course Fees (Virtual/Webinar Training without Live Streaming):
   1. Three (3) Days - N50,000 per participant
   2. One Week (5 Days) - N80,000 per participant
   3. Two Weeks (10 Days) - N130,000 per participant
7. Course Fees (Virtual/Webinar Training with Live Streaming):
   1. Three (3) Days - N70,000 per participant
   2. One Week (5 Days) - N100,000 per participant
   3. Two Weeks (10 Days) - N150,000 per participant
8. The company receives bank deposit/transfer with the company name:
   1. **CONFIDENCE GLOBAL CONSULT LTD**. Bank: FCMB Plc; Account No.: 7614327016
   2. **CONFIDENCE GLOBAL CONSULT LTD.** Bank: Zenith Bank Plc; Account No.: 1215479948
9. The venues of all programs shall be Company Training Complexes:
   1. **Ibadan Training Complex:** 1st Floor, Freedom House, (Beside IBEDC Office), General Gas Junction, Akobo, Ibadan, Oyo State
   2. **Lagos Training Complex:** #27, Moronfolu Street (Near UniLag), Akoka, Yaba, Lagos
   3. **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:
    1. Resource Persons/Facilitators
    2. Training Venue
    3. Tea Break/Lunch
    4. Writing Materials
    5. Customized Training Bags
    6. Group Photograph
    7. Certificate of Completion

**Additional Information on International Training:**

1. For each of the courses listed in this training brochure/profile, we run equivalent overseas training.
2. 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.
3. The venue of all international training programs is USA/Canada/UK/Dubai or as indicated by the client.
4. The course fee for international training shall cover the following:
5. Visa Processing
6. Airport Transfers
7. Meals (Tea Break and Lunch)
8. Local Transportation
9. Workshop Fee (Certificates will be issued)
10. Full Program Participation
11. Tours
12. USA/Canada/UK/Dubai SIM Card
13. The registration fees shall include only the training, but not the related costs, such as: travel (return air ticket), accommodation, other meals, etc.
14. However, as regards air travel and accommodation, we can be of assistance in processing these through our affiliated Travel Agent.

**Delivery Methods**

Audio Visual aids will be used to reinforce the learning methods in conjunction with - Lectures, Discussions, Syndicate Work, Case Studies and Exercises.

**Mode of Assessment for Certification**

Hundred percent (100%) attendance and active participation are required.

**Facilitators/Presenters/Discussants**

The management of this consultancy outfit will make use of seasoned, renowned and experienced facilitators in order to realise the objectives of the workshops.

**General Consultancy Services**

1. Strategic Planning Development for NGOs/FPOs
2. Research and Statistical Data Analysis
3. Academic Research Project Management and Analysis
4. Business Plan, Corporate Profile and Feasibility Studies Writing
5. Educational, Training Curriculum, and Manual Development
6. Impact Evaluation Assessment for Development Projects
7. Result-Based Monitoring and Evaluation (M & E) for Development Projects

**Contact Person**

The Program Coordinator

08034833494; 08128813078

[info@confidenceglobalconsult.com.ng](mailto:info@confidenceglobalconsult.com.ng), [princesolaoladeji@gmail.com](mailto:princesolaoladeji@gmail.com)

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**TRAINING CALENDARS FOR 2022 AND 2023**

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

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

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

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

**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):**

1. Three (3) Days - N70,000 per participant
2. One Week (5 Days) - N100,000 per participant
3. Two Weeks (10 Days) - N150,000 per participant

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

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TRAINING PROGRAM VENUES

**The venues of all programs shall be Company Training Complexes:**

1. **Ibadan Training Complex:** 1st Floor, Freedom House, (Beside IBEDC Office), General Gas Junction, Akobo, Ibadan, Oyo State
2. **Lagos Training Complex:** #27, Moronfolu Street (Near UniLag), Akoka, Yaba, Lagos
3. **Abuja Training Complex:** #2, Nasarawa Avenue, Gwarimpa, Abuja-FCT

**LOCAL AND INTERNATIONAL TRAINING PROGRAMS PROFILE**

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| **PROJECT PLANNING ANALYSIS AND MANAGEMENT (PAM)** |

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| **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 |

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| **CONTRACTS MANAGEMENT (CM)** |

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| **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 |
| **CM15** | Leading with Ethics and Compliance |

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| **PROCUREMENT AND MATERIALS MANAGEMENT (PMM)** |

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| **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 |

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| **MAINTENANCE MANAGEMENT (MM)** |

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| **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 |

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| **LEARNING AND MANAGEMENT DEVELOPMENT (LMD)** |

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| **CODES** | **COURSES** |
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| **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 |

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| **DIVERSITY AND INCLUSION (DI)** |

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| **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 |

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| **LEADERSHIP AND STRATEGIC PLANNING (LSP)** |

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| **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 |

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| **FINANCIAL AND ACCOUNTING MANAGEMENT (FAM)** |

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| **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 |

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

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| **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 |

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| **RESEARCH AND STATISTICS (ANALYTICAL SKILLS) (RS)** |

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| **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 |

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| **OPERATIONS RESEARCH (OR) MANAGEMENT (ORM)** |

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

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| **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 |

**OPERATIONS RESEARCH (OR) MANAGEMENT (ORM)**

**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**

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| --- | --- |
| **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 |

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| **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 |

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| **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 |

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| **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 |

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| **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 |

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| **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:

* 1. Certified Associate in Project Management (CAPM)® Certification
  2. Project Management Professional (PMP)® Certification
  3. Program Management Professional (PgMP)® Certification
  4. Portfolio Management Professional (PfMP) ® Certification
  5. PMI Agile Certified Practitioner (PMI-ACP)® Certification
  6. PMI Professional in Business Analysis (PMI-PBA)® Certification
  7. PMI Risk Management Professional (PMI-RMP)® Certification
  8. 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.

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| **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.

**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.

**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:**
   1. Manage conflict
2. **Enablers:**
   1. Interpret the source and stage of the conflict
   2. Analyze the context for the conflict
   3. 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)**

* Project Scope Management
* Project Schedule Management
* Project Cost Management
* Project Resources Management
* Project Quality Management
* Project Procurement Management
* Project Risk Management

**Module 5: Process – Managing and Closing (Exam Domain II)**

* Change Control
* Stakeholder Engagement
* Communications
* Knowledge Transfer
* Use of MS Project
* Use of Primavera P6 Professional
* Mock Exam and Certification

**Class Schedules (Modes of Operation)**

1. Physical Classroom Learning
2. Online Self-Paced Learning
3. Online Instructor-Led Learning
4. Corporate Training
5. Weekend and Weekday Classes

**Procedures for Registration**

1. Pay training fee before the training start date.
2. Payment can be made through bank deposit/electronic transfer.
3. Visit [www.confidenceglobalconsult.com.ng](http://www.confidenceglobalconsult.com.ng) to register.
4. Please, do call to confirmed the payment of your training fee.
5. An electronic receipt will be sent to you after registration.
6. Resume training on your training date @Confidence Global Consult Ltd Venue.

**Course Fees**

1. For one week (5 days) duration: N100,000 per participant
2. For two weeks (10 days) duration: N150,000 per participant

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

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

**General Notes:**

1. The first thing you need is to undergo the training which will help you fulfil the requirement for both Membership and Exam Registrations.
2. The training also prepares you for the exam in advance. Thus, the training serves dual purposes.
3. Becoming a member before registering for or taking the exam saves money.
4. Once the exam fee is paid, PMI sends an Authorization Letter to take the exam at an Authorized Testing Centre (ATC) (Prometric).
5. Exam must be taken within a year of receiving the Authorization Letter.
6. For each Authorization Letter, the exam can be taken for more than once within a year. At least once and at most thrice.
7. There are recommended exam prep books. Although they are not compulsory but necessary for good Exam preparation. We advise you to purchase your copies.
8. Some applications are randomly selected for audit. This is the reason why you need a Consultant to help you handle the processing (Membership and Exam Registrations) by paying extra token to avoid disqualification.
9. For further details, you can visit the PMI website ([www.pmi.org](http://www.pmi.org)).

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)

AMA

**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)

**DOSA DANE CONSULTS, IBADAN**

(Life Coaching and Business Consulting)

**COFERH CONSULT LTD, ABUJA**

(Creative Living and Engineering)

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 (YESSO)
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**

|  |  |
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|  | **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. |
|  | **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. |
|  | **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. |
|  | **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. |
|  | **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: P*roject/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. |
|  | **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 Arkoncept 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). |
|  | **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). |
|  | **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. |
| **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.** | |

PHOTOS GALLERY