













## Second Quarter 2014 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
<b>Admin / Secretarial</b>		
08 April 2014 - 11 April 2014	Administrative Functions and Office Management	 Tom Associates Training
08 April 2014 - 11 April 2014	Administrative Functions and Office Management Course	 Tom Associates Training
09 April 2014 - 11 April 2014	Management & Business Skills for Secretaries & Executive Assistants	 Impact Training and Management Consulting Limited
13 May 2014 - 16 May 2014	Management Development for Personal Assistants and Senior Secretaries	 Tom Associates Training
To view more courses in this category, <a href="#">click here</a>		
<b>Banking / Insurance</b>		
09 April 2014 - 11 April 2014	Back Office Management for Financial Institutions	 Fontini Consulting Ltd
16 April 2014 - 18 April 2014	Managing Risk in Electronic Banking	 Fontini Consulting Ltd
07 May 2014 - 09 May 2014	Corporate Finance School	 Fontini Consulting Ltd
18 June 2014 - 20 June 2014	Banking Operations Course	 Fontini Consulting Ltd
To view more courses in this category, <a href="#">click here</a>		
<b>E-Learning</b>		
12 May 2014 - 18 May 2014	E-Government: Strategy and Implementation	 GTC
26 May 2014 - 01 June 2014	E-Government: Strategy and Implementation	 GTC
To view more courses in this category, <a href="#">click here</a>		
<b>Economic Management</b>		

07 April 2014 - 13 April 2014	Macro Economics and Policy Making	 GTC
14 April 2014 - 20 April 2014	Policy Analysis, Development and Implementation	 GTC
05 May 2014 - 11 May 2014	Macro Economics and Policy Making	 GTC
09 June 2014 - 15 June 2014	Policy Analysis, Development and Implementation	 GTC






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### Finance / Accounting

08 April 2014 - 09 April 2014	Basic Credit Course for Microfinance Institutions	 Impact Training and Management Consulting Limited
09 April 2014 - 11 April 2014	Analysing Financial Statements	 Impact Training and Management Consulting Limited
16 April 2014 - 18 April 2014	Basic Financial Statements Analysis	 Remoik Nigeria Limited
21 April 2014 - 25 April 2014	Finance – Understanding the Impact on Business	 GTC
21 April 2014 - 27 April 2014	Finance for Non- Finance Managers	 GTC

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### General Management

08 April 2014 - 09 April 2014	E-Selling	 Impact Training and Management Consulting Limited
08 April 2014 - 09 April 2014	Managing Conflict in the Workplace	 Impact Training and Management Consulting Limited
08 April 2014 - 10 April 2014	Managing Employees for Strategic Advantage	 Remoik Nigeria Limited
09 April 2014 - 11 April 2014	Creative Problem Solving & Decision Making	 Impact Training and Management Consulting Limited
14 April 2014 - 15 April 2014	Advanced Supervisory Skills	 Impact Training and Management Consulting Limited

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### Corporate Governance

19 April 2014 - 19 April 2014	Round Table on Corporate Governance & Risk Management	 Fontini Consulting Ltd
21 April 2014 - 27 April 2014	Corruption in the Workplace	 GTC
21 April 2014 - 27 April 2014	Improving Transparency and Global Corruption Rating	 GTC
28 April 2014 - 04 May 2014	Implementing Ethics and Preventing Corruption for Senior Managers	 GTC
24 May 2014 - 24 May 2014	Round Table on Corporate Governance & Risk Management	 Fontini Consulting Ltd





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### Health / HSE






14 April 2014 - 18 April 2014	Full International Membership (MIEMA to IEMA)	 GTC
14 April 2014 - 20 April 2014	NEBOSH International General Certificate	 GTC
28 April 2014 - 02 May 2014	NEBOSH Environmental Management Certificate	 GTC
28 April 2014 - 04 May 2014	NEBOSH Fire and Risk Management Certificate	 GTC
28 April 2014 - 04 May 2014	NEBOSH Environmental Management Certificate	 GTC

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### Human Resource Management






07 April 2014 - 13 April 2014	Behavioural Management and Emotional Intelligence	 GTC
07 April 2014 - 13 April 2014	Encouraging Staff Performance and Building Reward Systems	 GTC
11 April 2014 - 11 April 2014	Human Resources Performance Metrics	 Impact Training and Management Consulting Limited
14 April 2014 - 20 April 2014	Becoming an Effective Trainer	 GTC

28 April 2014 - 04 May 2014	Efficient Training Needs Analysis: Corporate HR Development	 GTC
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<b>Info / Communications Tech</b>		
26 May 2014 - 01 June 2014	Data Protection and Freedom of Information	 GTC
26 May 2014 - 01 June 2014	Records and Information Management	 GTC
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<b>Leadership / Self Development</b>		
14 April 2014 - 20 April 2014	Leadership Coaching and Mentoring	 GTC
14 April 2014 - 15 April 2014	Leadership Skills for Supervisors & Team Leaders	 Impact Training and Management Consulting Limited
22 April 2014 - 25 April 2014	Training Managers to Train (Classroom Training Delivery Skills)	 Tom Associates Training
28 April 2014 - 04 May 2014	Leadership Strategy for Senior Managers	 GTC
07 May 2014 - 09 May 2014	Frontline Leadership	 Tom Associates Training
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<b>Legal / Legislative</b>		
07 April 2014 - 13 April 2014	Applied Law and Compliance	 GTC
14 April 2014 - 20 April 2014	Understanding Parliamentary Processes	 GTC
21 April 2014 - 27 April 2014	Courtroom Skills	 GTC
19 May 2014 - 25 May 2014	Courtroom Skills	 GTC
02 June 2014 - 08 June 2014	Evidence Gathering and Interviewing Skills	 GTC
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<b>Logistics / Supply Chain Mgt</b>		

09 April 2014 - 11 April 2014	Works Procurement Management: Managing Variations and Claims/Disputes	 DACA Consults Limited
09 April 2014 - 11 April 2014	Supply Chain Management: Strategies For Seamless Procurement Plan Implementation – Public and Private Sectors Perspectives	 DACA Consults Limited
11 April 2014 - 13 April 2014	Advanced Strategic Warehouse and Stores Management	 Remoik Nigeria Limited
17 April 2014 - 17 April 2014	Principles and Best Practice for Supply Chain Management	 GTC
23 April 2014 - 25 April 2014	Advanced Strategic Warehousing and Stores Management	 Tom Associates Training





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### Marketing / Sales Mgt

07 April 2014 - 13 April 2014	Planning Strategic Marketing	 GTC
07 April 2014 - 09 April 2014	Profitable Branch Management	 Impact Training and Management Consulting Limited
07 April 2014 - 08 April 2014	Business Skills for Sales Supervisors	 Impact Training and Management Consulting Limited
08 April 2014 - 11 April 2014	How to Succeed As a Product Manager	 Tom Associates Training
09 April 2014 - 11 April 2014	Basic Marketing Course	 Impact Training and Management Consulting Limited


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### Media and Communication

16 April 2014 - 18 April 2014	Speechwriting Course	 Tom Associates Training
21 April 2014 - 27 April 2014	Crisis, Reputation and Issues Management	 GTC
21 April 2014 - 27 April 2014	Event Management	 GTC
05 May 2014 - 11 May 2014	Corporate PR Strategies	 GTC




05 May 2014 - 11 May 2014	Media Relations and Public Affairs	 GTC
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Oil and Gas / Energy and Power		
07 April 2014 - 13 April 2014	Advanced Strategies in Oil and Gas Finance and Accounting	 GTC
07 April 2014 - 13 April 2014	Petroleum Economics and Management	 GTC Energy
07 April 2014 - 13 April 2014	Offshore Operations and Management	 GTC
14 April 2014 - 20 April 2014	Procurement Management for Oil and Gas Industry	 GTC Energy
14 April 2014 - 20 April 2014	Strategic Planning and Development for the Oil Industry	 GTC Energy
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Operations Management		
07 April 2014 - 13 April 2014	Creating and Managing Compliance	 GTC
07 April 2014 - 13 April 2014	Power Plant Operations Management	 GTC
14 April 2014 - 20 April 2014	Crisis Management and Contingency Planning	 GTC
14 April 2014 - 20 April 2014	Crisis Management and Contingency Planning	 GTC
28 April 2014 - 04 May 2014	Production Pre-Commissioning Management	 GTC
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Project Management		
07 April 2014 - 11 April 2014	Delivering Successful Projects	 GTC
07 April 2014 - 13 April 2014	Effective Management of Contracts	 GTC
07 April 2014 - 13 April 2014	Delivering Successful Projects	 GTC

14 April 2014 - 20 April 2014	Managing International PPP Projects	 GTC
24 April 2014 - 30 April 2014	Project Finance and PPP	 GTC
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<b>Public Administration</b>		
14 April 2014 - 20 April 2014	Public Sector Reform: Impact of Private Investment	 GTC
14 April 2014 - 20 April 2014	E-Government: Strategy and Implementation	 GTC
14 April 2014 - 20 April 2014	Public Sector Reform and Capacity Building	 GTC
21 April 2014 - 27 April 2014	Public Financial Administration	 GTC
28 April 2014 - 04 May 2014	Corporate Governance in the Public Service	 GTC
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<b>Real Estate Management</b>		
14 May 2014 - 16 May 2014	Facility Maintenance and Management Training	 Tom Associates Training
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<b>Risk Management</b>		
14 April 2014 - 20 April 2014	Risk Evaluation and Management	 GTC
07 May 2014 - 09 May 2014	Enterprise Risk Management	 Fontini Consulting Ltd
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<b>Strategic Management</b>		
23 June 2014 - 29 June 2014	Enhanced Performance and Strategic Management	 GTC
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<b>Telecommunications</b>		
07 April 2014 - 11 April 2014	Developing Profitable Market Segments and Process Re-Engineering	 GTC

28 April 2014 - 02 May 2014	Telecommunications and Networking for Non-Engineering Professionals	 GTC
05 May 2014 - 09 May 2014	Executive Diploma in Telecommunications Management	 GTC
12 May 2014 - 16 May 2014	Enterprise Risk Management for Telecommunications Executives	 GTC
19 May 2014 - 23 May 2014	MIS for Telecommunications Managers and Executives	 GTC





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### Time / Self Management

24 April 2014 - 25 April 2014	A Manager's Personal Effectiveness	 Tom Associates Training
28 May 2014 - 30 May 2014	Improving Your Personal Effectiveness	 Fontini Consulting Ltd
23 June 2014 - 25 June 2014	Stress Management	 Fontini Consulting Ltd
26 June 2014 - 27 June 2014	Effective Management of Time, Priority and Work Pressure	 Tom Associates Training



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### Customer Service / Support




08 April 2014 - 11 April 2014	Competencies in Service Strategy	 Tom Associates Training
14 April 2014 - 15 April 2014	Handling Customer Complaints	 Impact Training and Management Consulting Limited
04 June 2014 - 06 June 2014	Customer Care Essentials	 Tom Associates Training
18 June 2014 - 20 June 2014	Front Office and Customer Relations Skills	 Tom Associates Training

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### Internal Audit, Fraud & Security

07 April 2014 - 13 April 2014	Averting Financial and Economic Fraud	 GTC
07 April 2014 - 13 April 2014	Making and Implementing Anti-Fraud and Transparency Policies	 GTC



08 April 2014 - 10 April 2014	Advanced Strategic Internal Auditing	 <b>Remoik Nigeria Limited</b>
05 May 2014 - 11 May 2014	Averting Financial and Economic Fraud	 <b>GTC</b>
05 May 2014 - 11 May 2014	Making and Implementing Anti-Fraud and Transparency Policies	 <b>GTC</b>

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