



First Quarter 2014 Conferences, Seminars and Training Guide

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Date	Course Title	Training Provider
Admin / Secretarial		
04 March 2014 - 07 March 2014	Advanced Office Management and Administrative Skills	Tom Associates Training
Executive Education		
24 March 2014 - 28 March 2014	Strategies for Empowering Female Executives	Tom Associates Training
Finance / Accounting		
10 March 2014 - 12 March 2014	Finance for Non-Finance Managers	Impact Training and Management Consulting Limited
General Management		
19 March 2014 - 21 March 2014	Managerial Skills Appreciation	Tom Associates Training
18 March 2014 - 20 March 2014	Supervisory Skills Development	Impact Training and Management Consulting Limited
19 March 2014 - 21 March 2014	Effective Interpersonal Skills	Impact Training and Management Consulting Limited
19 March 2014 - 21 March 2014	Professional Selling Skills	Impact Training and Management Consulting Limited
Health / HSE		
10 March 2014 - 16 March 2014	NEBOSH Fire and Risk Management Certificate	GTC
10 March 2014 - 16 March 2014	Applied HSE Management	GTC
Human Resource Management		
27 January 2014 - 02 February 2014	Behavioural Management and Emotional Intelligence	GTC

27 January 2014 - 02 February 2014	Encouraging Staff Performance and Building Reward Systems	GTC
17 February 2014 - 23 February 2014	Knowledge Management and Managing Organisational Learning	GTC
17 February 2014 - 23 February 2014	Human Resource Management and Career Development	GTC
03 March 2014 - 07 March 2014	Advanced Human Resources Management Skills	Tom Associates Training
18 March 2014 - 21 March 2014	Managing the Learning and Development Function	Tom Associates Training
15 March 2014 - 18 March 2014	Training Managers to Train	Tom Associates Training
25 March 2014 - 27 March 2014	Nigerian Industrial Relations and Labour Law for Effective HR Management	Remoik Nigeria Limited
Leadership / Self Development		
05 March 2014 - 07 March 2014	Delivering Results through Teams	Tom Associates Training
24 March 2014 - 26 March 2014	Mentoring Skills Training for Managers	Tom Associates Training
Logistics / Supply Chain Mgt		
13 January 2014 - 19 January 2014	Principles and Best Practice for Supply Chain Management	GTC
12 February 2014 - 14 February 2014	Inventory and Stores Management	Impact Training and Management Consulting Limited
19 March 2014 - 21 March 2014	Inventory, Logistics & Distribution Management	Tom Associates Training
26 February 2014 - 28 February 2014	Managing Fleet for Profitability	Tom Associates Training
24 March 2014 - 26 March 2014	Strategic Procurement Management Course	Tom Associates Training
19 March 2014 - 21 March 2014	Supply Chain Management: Strategies For Seamless Procurement Plan Implementation – Public and Private Sectors Perspectives	Daca Consults Limited

13 March 2014 - 15 March 2014	Strategic Procurement and Purchasing Management	Remoik Nigeria Limited
Marketing / Sales Mgt		
11 February 2014 - 12 February 2014	Key Accounts Development Management	Impact Training and Management Consulting Limited
23 March 2014 - 26 March 2014	Aggressive Market Penetration	Tom Associates Training
06 March 2014 - 07 March 2014	Selling in a Difficult Environment	Tom Associates Training
Media and Communication		
12 March 2014 - 14 March 2014	Attention-Grabbing Presentation and Public Speaking Skills	Tom Associates Training
Oil and Gas / Energy and Power		
17 March 2014 - 23 March 2014	Energy Sector Project Finance Management and Analysis	GTC
17 March 2014 - 23 March 2014	Fundamentals of Developing an Independent Power Project (IPP)	GTC
17 March 2014 - 23 March 2014	Oil and Gas Modelling – A Practical Approach	GTC
03 March 2014 - 09 March 2014	Financial Analysis and Management Using Excel for the Energy Sector	GTC
17 March 2014 - 23 March 2014	A Strategic Approach to Advanced Oil and Gas Finance and Accounting	GTC
24 March 2014 - 30 March 2014	Logistics and Supply Chain Management for Oil and Gas	GTC
24 March 2014 - 30 March 2014	Energy Industry Outsourcing and Procurement	GTC
Operations Management		
03 March 2014 - 09 March 2014	Plant Commissioning Management	GTC
12 March 2014 - 14 March 2014	Manufacturing and Service Operations Management	Tom Associates Training
Project Management		

10 March 2014 - 16 March 2014	Project Cost Estimation and Cost Control	GTC
Strategic Management		
31 March 2014 - 06 April 2014	Enhanced Performance and Strategic Management	GTC
Pre-Retirement / New Beginnings		
11 March 2014 - 14 March 2014	Pre-Retirement Course	Tom Associates Training
Time / Self Management		
13 March 2014 - 14 March 2014	Time & Priority Management	Impact Training and Management Consulting Limited
Customer Service / Support		
12 March 2014 - 14 March 2014	Superior Customer Service	Impact Training and Management Consulting Limited
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