



2022-2023 GTC NIGERIA BROCHURE

-  TRAINING
-  CONSULTING
-  ENERGY

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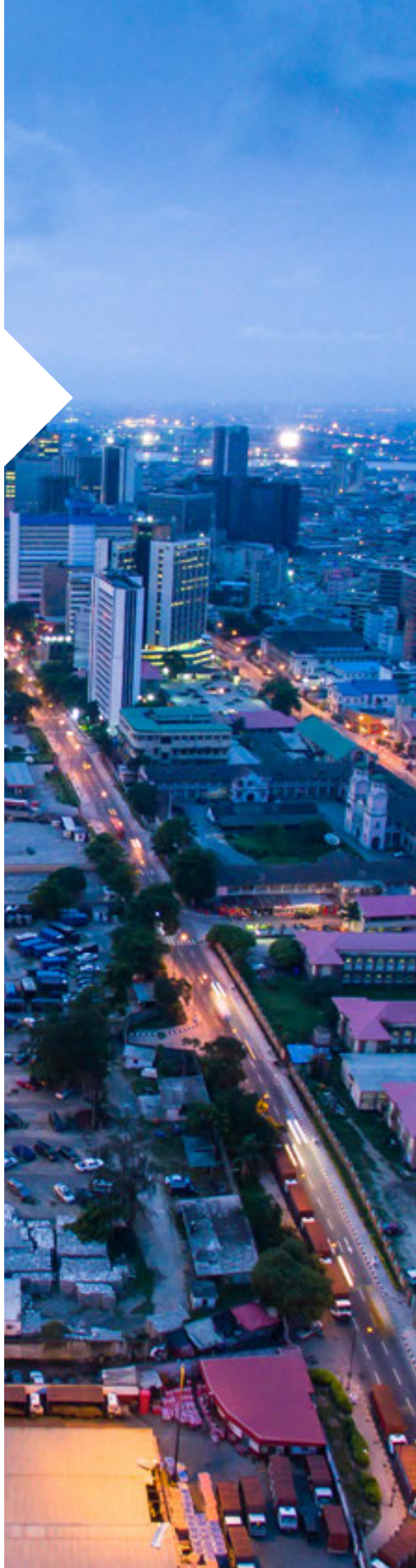
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Hello and welcome

The GTC group is a global leader in the transformation of emerging economies. Through our extensive global partner network, we connect key decision-makers in emerging economies with global thought leaders and practical experts that can collaborate to deliver technical, intellectual and managerial transformation.

GTC Nigeria is currently the only capacity building organisation in Nigeria uniquely positioned to deliver Certified and internationally recognised short executive courses. By leveraging on our international affiliation and global partnerships, we deliver;

- › Project management courses certified by the Project Management Institute (PMI)
- › Public relations, media and marketing courses certified by the Chartered Institute of Public Relations (CIPR)
- › Leadership courses certified by the Chartered Management Institute (CMI)
- › Courses certified by the Continuous Professional Development Institute (CPD Institute)

- › Specialist field seminars and study tours in America, Europe and South Asia
- › Executive courses certified by top ranking universities in UK, USA and UAE

To enhance your training experience, in 2022 we have made the following key introductions;

- › All existing faculties have been refreshed with new, trendy and impactful courses
- › Check out these new faculties with exciting courses: Business & Office Administration; Oil and Gas; Health Administration; Manufacturing; Health, Safety, Environment & Security
- › Port Harcourt is now a course delivery location

All our programmes can be tailored to your needs or career goals and delivered on-site or off-site at any suitable location in Nigeria by our international or local facilitators.

We look forward to welcoming you at one of our training locations this year!

Murphy Unuakhe, MBA, FIMC, FIMCB
Country Director

What makes us Different?

Through our extensive partner network, we connect key decision-makers in emerging economies with global thought leaders and practical experts that can collaborate to deliver technical, intellectual and managerial transformation.

We combine Training, Consulting and specialist Energy services to provide emerging economies with an unparalleled platform for development. By engineering solutions that deliver maximum cultural and commercial impact across every sector imaginable, we produce real world results for our clients and the countries they represent both now and into the future.

Explore the transformative opportunities that we can deliver to you.

Values

Connection

Using our unrivalled network of global contacts, the GTC Group connects global thought leaders to influential individuals and groups in the public and private sectors in emerging economies.

Transformation

Our exceptional consultancy and training services have a proven track record of transforming emerging economies across key areas of development – from national and business security to procurement and supply chain management.



Management



Technical



Functional

What makes us Unique?

World-class consultants:

Our faculty consists of more than 200 world-class consultants, recognised industry experts and published authors, with international expertise.

.....

Blended learning:

We deliver blended learning training and share best practices, making the learning real and personal for you. We not only offer in-class training but also study tours and fields trips.

.....

International accreditations & certifications:

International Accreditations & Certifications of consultants, content and delivery framework by multiple international professional organisations.

.....

In-depth cultural insight:

In-depth cultural insight: We have a unique insight into the cultures of the countries our clients come from.

.....

Personalised support:

We're with you every step of the way and work in partnership with you and your organisation to develop future leaders.

.....

Proven return on investment:

We deliver a proven return on investment. Our loyal and expanding client base is a testament to the results we strive for and achieve for organisations.

ELCOME

Accreditations & Recognition



British Accreditation Council has been responsible for setting standards within the independent, further and higher education sector in the UK and overseas for over 25 years.



The GTC Group is proud to be a PMI® approved Registered Education Provider (R.E.P) Global Provider Enrolment Level. As a PMI® R.E.P. we are pre-approved to offer professional development units (PDUs) for existing PMI® qualifications; helping delegates acquire or maintain their PMP® certification with ease.



The GTC Group has been recognised as a leading, global provider of CPD accreditation. Accredited CPD training means the learning activity has reached the required continuing professional development standards and benchmarks. The learning value has been scrutinised to ensure integrity and quality. The CPD certification service provides recognised independent CPD accreditation compatible with global CPD requirements.



The CIPR advances professionalism in public relations by making its members accountable to their employers and the public through a code of conduct and searchable public register. Therefore, setting standards through training, qualifications, awards and the production of best practice and skills guidance, facilitating Continuing Professional Development (CPD), and awarding Chartered Public Relations Practitioner status (Chart.PR).



CMI offers practical, proven solutions for individual managers, employers and education providers alike. Our mandate is to create better led and managed organisations - that's why over 100,000 managers and 450 employers use our services to improve their performance.



The Centre for Management Development (CMD) was established by the Federal Government of Nigeria since 1973 for the regulation of standards in the training of managerial manpower for the country in the attainment of national economic goals.



GTC Nigeria is a member of the Oil and Gas Trainers Association of Nigeria (OGTAN). The association is the independent umbrella Group of Training Services Providers in the Oil and Gas Sector in Nigeria with the purpose of building local human capital capacity in the sector.



Nigerian Institute of Training and Development (NITAD) is a professional body of Human Resource Development (HRD) practitioners in Nigeria established to promote the science and practice of training and development nationwide.

Awards

The GTC Group was awarded the dual accreditation in recognition of its multi-dimensional approach to ensuring high-quality service and delivery. The Provider of Training Excellence accreditation recognises professional training providers that offer high-quality training provision. It is an award recognised by the Professional Development Consortium, a research organisation that is also home to the CPD Standards Office.



GTC Training

Our exceptional training services have a proven track record of helping developing economies enrich themselves across several key areas – from leadership and business security, to procurement and supply chain management.

Thanks to our vast partner network of experts, innovators and influencers, GTC Training is able to offer courses which cover all the vital areas of technical and commercial competency, as well as information on the areas of best practice and compliance.

It is the integrated and versatile nature of our training faculties which allows every client of GTC Training to overcome the challenges that compromise their development.

What's included in our courses?

Each open training course is delivered at one of GTC's local training locations, including; Abuja, Lagos, Uyo and Port Harcourt. See what's included:

Modern Facilities

- › Complimentary internet access for all training days
- › Local cuisine served for lunch
- › Refreshments at delegates' convenience

Course Materials

- › Delegate welcome pack including all course materials
- › Electronic copy of tutorial materials on complimentary GTC branded USB drive
- › Course certificate
- › Individual and group photos
- › Complimentary published literature
- › Selected case studies
- › End of course certificate award event

Concierge Service

- › Course registration
- › Visa documentation (if needed)
- › Pre-arrival assistance
- › On site concierge/delegate welfare

Further Benefits

- › Negotiated corporate discount on certain hotel accommodation
- › Accredited local and international trainers
- › Study tour to a relevant public institution
- › Training material and workbooks
- › Personal development action plan to implement newly gained skills

Online Resources

- › Training materials
- › Publications
- › Ebooks

International Training Locations

We believe that our delegates deserve the best environment possible during their learning experience. That's why our training centres are spread throughout the world with destinations in London, Houston, Los Angeles, Miami, Paris, Amsterdam, Dubai, Abu Dhabi, Accra, Abuja, Lagos, Uyo and Port Harcourt.

➤ 1 Los Angeles, USA NEW

- Entertainment capital of the world
- Perfect weather all year round
- Exceptional dining from foods across the world
- Manufacturing, trade and entertainment capital of the USA
- Selection of beaches and beach activities
- Hotel options for any budget

➤ 2 Houston, USA

- Energy hub of the world
- Space Centre
- Theatre District
- International community
- Museum District
- Convenient transport links
- Great food
- Eclectic music scene
- Top U.S. market for exports
- World-famous sport

➤ 3 Miami, USA

- Centre of commerce
- World's busiest cruise port
- International business community
- Art Deco buildings
- Year-round sunshine
- Cosmopolitan city
- Sun-kissed beaches
- Trendy nightlife
- Turquoise waters

3 Paris, France

- Fashion capital of the world
- Global centre for arts
- A world-class gastronomy
- Exceptional heritage
- Iconic monuments and attractions
- Greatest diversity of museums
- Great transport links
- Heaven for shoppers
- The café culture
- World's most visited capital

4 London, UK

- Rich culture
- Easy access
- Fast transport
- Multicultural dining
- Great places to stay
- Busy markets
- Unique heritage
- World-famous sport
- Leading financial centre
- Cutting edge technology

5 Amsterdam, Holland

NEW

- English as business language
- Beautiful scenery
- Small village feeling
- Rich heritage
- International community
- Easy commute

12 Dubai, UAE

- Great weather
- Excellent shopping
- Global accessibility
- Variety of accommodation
- Convenient transport links
- Multicultural
- Great beaches
- International cuisine
- Premier sports capital
- Spectacular architecture

7 Lagos, Nigeria

- Commercial capital of Nigeria
- Largest city in Africa
- Economic and financial capital of Nigeria
- 5th largest economy in Africa
- Ancient Slave Port of Badagry
- National Museum of Nigeria
- Eko Atlantic City

8 Uyo, Nigeria

- Rich history and culture
- Popular local cuisines
- Unity Park (Cenotaph)
- Amalgamation House
- The Presbyterian Church, built by Mary Slessor
- National Museum of colonial history
- Oron Museum
- Ibom Tropicana Entertainment Center
- Miles of beautiful sand beach and resorts

9 Port Harcourt, Nigeria

NEW

- The 'Garden City'
- Founded In 1912 by Frederick Lugard
- Crude Oil first discovered in Nigeria here
- Port Harcourt Golf Club
- Port Harcourt Zoo
- Port Harcourt Tourist Beach
- Go ferrying on the Bonny River
- Port Harcourt Pleasure Park

11 Abu Dhabi, UAE

- Traditional markets
- Award-winning amusement park
- Modern shopping megacentres
- Centre of industrial activities
- Stunning beaches
- Culture and heritage
- Commercial centre
- Sheikh Zayed Grand Mosque
- Leading exhibitions
- International cuisine

10 Abuja, Nigeria

- Capital of Nigeria
- Currency Museum of the Central Bank of Nigeria
- National Assembly Complex
- The National Mosque
- National Ecumenical Centre
- Aso Rock
- Millennium Park

6 Accra, Ghana

- Kwame Nkrumah Memorial Park
- W.E.B. DuBois Memorial Centre
- Osu Castle and Labadi Beach
- National Archives of Ghana
- Ghana Academy of Arts and Sciences
- Exciting business learning
- Pleasurable leisure trip
- National Museum
- Independence Square
- Artists Alliance Gallery

GTC Training

16 Management Courses

- 18 > Finance, Banking and Insurance
- 22 > Leadership and Management Skills
- 26 > Marketing and PR
- 30 > Public Governance, Compliance and Transparency
- 34 > Human Resource Management
- 38 > Business and Office Administration

42 Technical Courses

- 44 > Information Technology
- 48 > Oil and Gas
- 52 > Power and Electricity
- 56 > Construction and Mining
- 60 > Project Management
- 64 > Health Administration
- 68 > Manufacturing

72 Functional Courses

- 74 > PPP & Procurement
- 78 > Agribusiness
- 82 > Health, Safety and Security





Home and abroad, GTC in an organisation to reckon with. I look forward to more trainings with them.

Manager
Institute of Human Virology,
Abuja, Nigeria

Training Courses

➤ Management Courses

Finance, Banking and Insurance

- Financial Planning, Analysis, Reporting and Control
- Strategic Financial Management and Planning
- Insurance Claims: Administration and Management
- Risk Analysis and Insurance Planning
- Risk Management in Electronic Banking
- Payment Fraud: Prevention and Containment
- Strategic Retail Banking: Best Practices

Leadership and Management Skills

- Strategic Leadership: Creating and Delivering Value
- Critical Thinking: Strategic and Effective Decision Making
- Emotional Intelligence: Managing and Leading the Workforce
- Strategic Management and Supervisory Skills
- Effective Workplace Coaching and Mentoring
- Advanced Leadership in Practice
- Strategic People Management and Team Leadership

Marketing and PR

- Media Relations for PR Professionals
- Public Relations: Impact of Technology
- Strategic Digital and Innovative Social Media Marketing
- Effective Marketing Communication
- Developing and Implementing Strategic Marketing Plans
- Advanced Marketing and Relationship Management Skills
- Strategic Market Analysis and Brand Management

Public Governance, Compliance and Transparency

- Leading with Ethics and Compliance
- Forensic Auditing: Detection and Prevention
- Managing Compliance in the Workplace
- Strategic Public Governance and Workplace Innovation
- Managing and Improving Public Sector Performance in the 21st Century
- Public sector Efficiency and Reform
- Transparency and Effective Public Sector Administration

Human Resources Management

- Improving Productivity and Employee Engagement
- Managing the Recruitment Process
- Advanced Personnel Management Strategies
- Employee Relations: Motivation, Grievances and Discipline
- Objective Personnel Performance Management
- Strategic Talent management and Workforce planning
- Strategic Performance Improvement and Talent Management Strategy

Business & Office Administration



- Improving Workplace Excellence and Creativity
- Electronic Office Management: The Modern Office
- Strategic Communication and Influencing Skills
- Advanced Dynamic Office Management & Administration
- Analytical Business Decision Modeling
- Strategic Management Skills for Administrators
- Strategic Business Analysis

➤ Technical Courses

Information Technology

- Corporate IT Strategy and Business Frameworks
- Information Technology Project Management
- Data Analysis and Presentation Skills
- AWS Cloud Solutions: Storage and Management Tools
- Cybersecurity: Developing and Cybersecurity Plan
- Essential Cloud Infrastructure
- Cisco Networking: Router Configuration

Oil and Gas



- Strategic Risk Analysis and Decision Making for Oil and Gas Projects
- Oil and Gas Project Management
- Strategic Risk Assessment and Management for Oil & Gas Projects
- Tight Reservoir Characterization and Modelling
- Best Practices in Multishift Operations
- Corporate Social Responsibility in the Oil & Gas Industry
- Environmental Impact Assessment of Oil and Gas Projects

Power and Electricity

- › Testing, Inspection, Commissioning and Maintenance of Electrical Systems
- › Electrical Distribution Equipment Operation and Maintenance
- › Transformer Operational Principles, Selection and Troubleshooting
- › Managing Security Risk in the Power Sector
- › Electricity Power Transmission and Distribution
- › Monitoring and Evaluation of Electrical Projects and Installations
- › Reliability and Operational Performance of Electricity power systems

Construction and Mining

- › Construction Projects Management
- › Construction Management: Site Supervision and Materials Handling
- › Managing and Financing Construction Projects
- › Risk-Based Decision-Making in Mining and Exploration
- › Economic Evaluation and Optimisation of Mineral Projects
- › Strategic Mining Project Evaluation
- › Empirical Methods of Mineral Resource Estimation

Project Management

- › Project Analysis And Execution: A Practical Approach
- › Effective Management of Projects and Contracts
- › Project Management Strategies
- › Compliance and Risk Management in Projects
- › Monitoring and Evaluation of Projects
- › Project Financial Management
- › Advanced Project Quality Management

Health Administration

- › Healthcare Performance Improvement and Management
- › Healthcare Insurance: Innovation and Management
- › Strategic Leadership in Healthcare
- › Strategic Management Tools for Health Policy Makers and Managers
- › Healthcare Planning, Decision Making and Leadership
- › Healthcare Financing and Strategic Management
- › Healthcare Policy Analysis and Evaluation

Manufacturing

- › Business Process Management
- › Warehousing and Logistics Operations in Manufacturing
- › Distribution, Retail and Expansion Strategies
- › Market Entry and Retail Strategies
- › Manufacturing Requirements, Regulations & Standards
- › Business Analytics Strategy
- › Data-Driven Quality Management

Functional Courses

PPP & Procurement

- › PPP: Strategies, Methods & Structuring
- › PPP Cost Benefit Analysis & ROI
- › PPP Project Management
- › Procurement and Vendor Management: Best Practices for Sustainability
- › Supply Chain and Logistics Management
- › Advanced Strategic Procurement
- › Procurement Planning and Bid Management

Agribusiness

- › Agricultural Product Processing and Export
- › Agribusiness for Aspiring Entrepreneurs
- › Agricultural Commodities Marketing
- › Livestock Management and Export
- › Identifying and Attracting Agribusiness Investors
- › Data-Driven Agribusiness Marketing
- › Post Harvest Management: Innovation & Technology

Health, Safety, Environment & Security

- › Threat Detection and Insecurity Management
- › Fundamentals of Organizational Security Infrastructure
- › Contingency Planning, Crises and Evacuation Strategies
- › Hostile Environment Security Awareness
- › Safety Risk, Profiling and Information Analysis
- › Strategic Risk and Security Management
- › Conflict Resolution, Transformation and Peace Building

NEW

NEW

NEW

Management Courses



Wonderful facilitators, good venue, course materials and others were sufficient.

Delegate

National Engineering & Technical Company Limited (NETCO), a Subsidiary of NNPC



18	> Finance, Banking and Insurance
22	> Leadership and Management Skills
26	> Marketing and PR
30	> Public Governance, Compliance and Transparency
34	> Human Resource Management
38	> Business and Office Administration

➤ Management Courses

Finance, Banking and Insurance

19	➤ Financial Planning, Analysis, Reporting & Control
19	➤ Strategic Financial Management and Planning
20	➤ Risk Analysis and Insurance Planning
20	➤ Risk Management in Electronic Banking
21	➤ Payment Fraud: Prevention and Containment
21	➤ Strategic Retail Banking: Best Practices
21	➤ Insurance Claims: Administration and Management

Financial Planning, Analysis, Reporting & Control

CODE NFB01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 07/03/2022

02/10/2023

Abuja 17/10/2022

13/03/2023

COURSE OVERVIEW

This course provides delegates with a clear insight of decision-making process, various valuations methods, planning and interpreting financial information.

WHO SHOULD ATTEND?

Managers involved in planning and forecasting, financial decision makers, Individual with the ambitions to pursue advance courses in finance.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- The most appropriate tools and using Excel to develop long-term financial models and budgets

- Financial statements: balance sheet; income statement; statement of cash flows, in order to make more informed and therefore better financial decisions
- Liaise effectively with other professionals on financial issues
- Corporate value and shareholder value
- The practice of financial/economic analysis
- Assessment of Business Performance
- Standard costing and variance analysis
- Cash forecasts and cash budgets
- Financial growth plans and Financial modelling
- Investment Decisions
- Business valuation, restructuring and reorganisations

Strategic Financial Management and Planning

CODE NFB02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 04/04/2022

04/09/2023

Abuja 15/08/2022

22/05/2023

COURSE OVERVIEW

This course focuses on analyzing public financial management, reviewing systems of finance administration within the public sector and highlighting the need and possibility for reform.

WHO SHOULD ATTEND?

All managers and senior officers in the public sector who handle the task of managing public funds and have responsibility for administering financial structures within their respective departments. It will also suit private sector directors, managers, consultants and budget analysts in public finance positions.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Financial planning and forecasting models for decision making
- Risks involved in managing public sector finances
- Local authority management practices
- Revenue, expenditure and cash flow forecasting
- Public economics and finance: role of the government
- Public sector budgeting and financial management
- Implementing financial management reform and improve on existing structures



Risk Analysis and Insurance Planning

CODE NFB04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 09/05/2022

07/08/2023

Abuja 04/07/2022

27/03/2023

COURSE OVERVIEW

This Risk Analysis and Insurance Planning Course is an informative and engaging learning experience that will enhance your knowledge in risk analysis and insurance planning. This course will examine syllabus covering critical steps in the risk analysis and management and insurance planning process from insurance contracts and annuities to deferred compensation and integrating the business with the owner's personal financial plan.

WHO SHOULD ATTEND?

This course will benefit financial planners, qualified professionals with basic knowledge of, and interest in Insurance Planning and Risk Management.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- The Risk Analysis and Management Planning Process
- Insurance Contracts and Needs Analysis
- Life Insurance
- Annuities
- Medical, Disability and Property, and Casualty
- Group Insurance and Employee Benefits
- Executive and Deferred Compensation Arrangements
- Financial Planning with Business Owners

Risk Management in Electronic Banking

CODE NFB05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 24/01/2022

11/12/2023

Abuja 05/12/2022

23/01/2023

COURSE OVERVIEW

This comprehensive course explores the world of electronic banking and shows how e-Banking can be harnessed to the benefit of the bank and customers. This training will enhance delegates knowledge on how technology is changing the face of banking and how it is altering both its risk profile and business model. Delegates will also learn how to manage and mitigate risk associated with e-banking and other banking activities.

WHO SHOULD ATTEND?

This course will benefit bank operations managers, risk managers, retail and corporate customer managers and anybody that wants to gain in-depth knowledge of risk management in electronic banking.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Regulatory changes and compliance requirements
- Risk management in e-banking
- Audit preparation and responses to exceptions
- E-banking developments, Operating strategies and management models
- Fraud and unauthorized activities
- New technology advances and opportunities
- Consumer concerns, problems and disputes
- Prevention and Containment of payment fraud
- Mobile security threats
- General risk associated with e-Banking Management and Oversight



Payment Fraud: Prevention and Containment

CODE NFB06

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	11/04/2022 31/09/2023
Abuja	29/08/2022 20/11/2023

COURSE OVERVIEW

This course will help participants Understand payment card transactions from authorization to settlement. Delegates will Learn about fraud prevention, remediation and why Payment Card Industry Security Standard (PCI DSS) is an important step in protecting cardholder data and information.

WHO SHOULD ATTEND?

This course will benefit Business and data Analyst for payment risk and fraud control, and anyone who is passionate about mitigating risk and catching fraudsters.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Improve your card acceptance procedures and efficiency
- Identify the components of an efficient fraud prevention strategy
- Understand PCI DSS and the importance of meeting these card security standard
- Chargebacks and Refunds
- Card Authorization, Clearing & Settlement
- Open-loop/closed-loop payment system

Strategic Retail Banking: Best Practices

CODE NFB07

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	11/07/2022 31/07/2023
Abuja	02/05/2022 20/02/2023

COURSE OVERVIEW

Using a mixture of structured lectures, delegate discussions and practical case studies this comprehensive course will enhance delegates knowledge on how Retail banking offers a huge range of services to a wide variety of clients, delegates will be given a framework of the skills needed to operate and run retail banking operation.

WHO SHOULD ATTEND?

This course will benefit bank operations managers, risk managers, retail and corporate customer managers and anybody that wants to gain in-depth knowledge of strategic retail banking.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Non Funds Based Retail Banking Services
- Principles of Lending and Credit Analysis
- Risk Management and mitigation in retail banking operations
- Debt Collection & Recovery
- Sources of Funding – the basics
- Regulatory requirements
- Deposit Taking & Savings Products
- Distribution Channels – the basics
- The Future of Retail Banking

Insurance Claims: Administration and Management

CODE NFB03

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	21/03/2022 16/10/2023
Abuja	10/10/2022 06/03/2023

COURSE OVERVIEW

This course provides delegates with the essential knowledge and tools needed to procure and manage corporate insurance for clients and prospects.

WHO SHOULD ATTEND?

Those who want to become better prepared to manage their client's portfolios effectively.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- The parties involved in the placement of corporate insurance management - understanding why and how each relationship is critical to a well-placed management programme
- Processes and procedures necessary for the controlling of local brokers to run and manage the clients efficiently
- Effectively managing insurance
- Fee structures for controlling and local brokers
- Errors and omissions - protecting your firm
- Tracking the incoming and outgoing business in your agency management system (AMS)
- File sharing software

➤ Management Courses

Leadership and Management Skills

- 23 ➤ High Performance Strategic Leadership: Creating and Delivering Value.....
- 23 ➤ Critical Thinking: Strategic and Effective Decision Making.....
- 24 ➤ Emotional Intelligence: Managing and Leading the Workforce.....
- 24 ➤ Strategic Management and Supervisory Skills.....
- 25 ➤ Effective Workplace Coaching and Mentoring.....
- 25 ➤ Advanced Leadership in Practice.....
- 25 ➤ Strategic People Management and Team Leadership.....

High Performance Strategic Leadership: Creating and Delivering Value

CODE NLM01

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 14/03/2022
16/10/2023
Abuja 24/10/2022
20/03/2023

COURSE OVERVIEW

This course will identify the key elements which support and enable high performance leadership. Delegates will establish just how leaders can promote and support a culture of achievement through appropriate people management and leadership. Delegates will also learn the essential skills of the high performance leader. This course will also usher delegates into a more strategic visionary leadership that focuses to deliver real value to their organization. Delegates will also discover how to move from transactional management to transformational leadership.

WHO SHOULD ATTEND?

This course is specifically designed for people who are currently in managerial or supervisory positions and have received little or no previous training in leadership, strategic and performance management. It is also very useful for people who have aspirations of moving into management and supervisory roles.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Identify the challenges of leadership in today's business environment
- Differentiating between leadership and management
- Establishing the key motivational tools and techniques
- Working with the challenges of raising levels of discretionary effort in team members
- Establishing just how you can secure sustainable commitment from others
- Understanding the strategic leadership competencies – intellect, management and behaviours
- Generate and support effective strategic thinking down at all levels in the organisation
- Understand the five deadly leadership behaviours and six winning strategies in managing a crisis

Critical Thinking: Strategic and Effective Decision Making

CODE NLM02

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 26/09/2022
17/04/2023
Abuja 06/06/2022
10/07/2023
Uyo 21/02/2022
13/11/2023

COURSE OVERVIEW

To be innovative and dynamic, organizations must have leaders at every level with skills in critical thinking and problem-solving. Add to this the foresight to anticipate future issues, and the ability to make excellent decisions based on new and emerging information. These leaders must then take appropriate actions whilst keeping the organization's long term vision and goals in mind. This course focuses on developing strategic thinking skills in leaders.

WHO SHOULD ATTEND?

This course is suitable for team leaders, middle and senior managers, department heads and those who wish to gain better understanding of critical thinking and effective decision-making.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Identify strategic opportunities including finding leverage points as well as creating and voicing a compelling strategic vision
- Identify and communicate to others key components of your organisational system
- Develop and explore scenarios: create a basic set of scenarios and identify action steps
- Generate ideas: apply one or more creative thinking tool to a problem and harvest useful ideas
- Make decisions and act: apply critical thinking skills to alternative options
- Present and critique action plans and identify practices that encourage strategic thinking

Delegates attending a GTC course in Lagos on a breakout session



Emotional Intelligence: Managing and Leading the Workforce

CODE NLM03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	15/08/2022 31/10/2022 29/05/2023
Abuja	31/01/2022
Uyo	04/04/2022 04/09/2023

COURSE OVERVIEW

This course examines recent studies that indicate that emotional intelligence is a powerful key to effective leadership. Delegates will gain in-depth knowledge and practical skills needed to ensure that they have strong emotional intelligence. They will also learn how to apply emotional intelligence to specific leadership situations, they will also learn how to effectively lead and manage the workforce.

WHO SHOULD ATTEND?

All leaders who want to create an emotionally healthy, productive workplace and organizational culture. To not only enhance their effectiveness and ability to form trusting relationships, but also to manage their frustrations and those of others at work.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Apply psychology in leading in an emotionally intelligent way
- Gain an honest and accurate awareness of oneself
- Monitor and adapt your own emotions and behaviours for your benefit and that of your team and department
- Have a positive influence on the emotions and motivation of others
- Develop cohesive and emotionally intelligent teams
- Create an atmosphere that fosters emotional intelligence
- Adapt to dealing with different personalities
- Understand and apply the psychology of leadership

Strategic Management and Supervisory Skills

CODE NLM04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	11/04/2022 21/11/2022 04/09/2023
Abuja	25/09/2023
Uyo	22/08/2022 29/05/2023

COURSE OVERVIEW

This comprehensive course on strategic supervisory and management skills provides delegates with the opportunity to develop highly effective and essential management and supervisory skills that will strengthen team work and organizational success. This course will enhance delegates' ability to manage everyday supervisory operations with greater ease. Furthermore, it will help you leverage both your managerial and people skills to meet your new challenges as a manager.

WHO SHOULD ATTEND?

This course is designed for all those who have the potential and capabilities of developing into supervisors, team leaders and new managers.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Use powerful communication skills to maintain trust and boost cooperation
- Implement effective coaching/mentoring techniques to help the team progress and grow
- Apply effective time management techniques to increase the productivity of the team
- Define the supervisor's three roles and his/her related competencies for optimal performance
- Apply the essential supervisory functions that are key for the success of the team

Effective Workplace Coaching and Mentoring

CODE NLM05

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	21/03/2022 23/10/2023
Abuja	10/10/2022 06/03/2023
Uyo	25/07/2022 26/06/2023

COURSE OVERVIEW

A mentor is someone who can help another employee work out their priorities, make career decisions and develop work skills. This coaching and mentoring course focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. How well you coach is directly related to how well you are able to foster a great working relationship with your employees through understanding them. Strategic goal setting, mentoring and coaching is an investment that you make in developing your key resource people for long-term benefit of the organization.

WHO SHOULD ATTEND?

All professionals at all levels who want to become effective at coaching, mentoring and motivating others.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Develop practical counselling skills to use with staff
- Communicate more effectively at all levels
- Comprehend the concepts and appropriate methodology of mentoring
- Evaluate techniques for coaching, counselling & mentoring
- Utilize motivational coaching techniques in the workplace

Advanced Leadership in Practice

CODE NLM06

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	22/08/2022 20/11/2023
Abuja	28/11/2022 25/09/2023
Uyo	11/04/2022 11/09/2023

COURSE OVERVIEW

This course will take participants through the key essential skills of the high performance leader. Participants will be introduced to a more strategic visionary leadership that focuses to deliver real value to their organization. Delegates will also discover how to move from transactional management to transformational leadership.

WHO SHOULD ATTEND?

This course is specifically designed for people who are currently in managerial or supervisory positions and have received little or no previous training in leadership, strategic and performance management. It is also very useful for people who have aspirations of moving into management and supervisory roles.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Establishing just how you can secure sustainable commitment from others
- Understanding the strategic leadership competencies – intellect, management and behaviours
- Generate and support effective strategic thinking down at all levels in the organization
- Identify the challenges of leadership in today's business environment
- Differentiating between leadership and management
- Establishing the key motivational tools and techniques
- Working with the challenges of raising levels of discretionary effort in team members
- Understand the five deadly leadership behaviours and six winning strategies in managing a crisis

Strategic People Management and Team Leadership

CODE NLM07

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	04/04/2022 30/10/2023
Abuja	07/11/2022 13/02/2023
Uyo	08/08/2022 08/05/2023

COURSE OVERVIEW

This programme introduces, describes and explains the roles, activities and responsibilities of the personnel management function - its staff, officers and managers. It deals with the many different areas which come under the remit of personnel management and provides training on the important duties that personnel management managers and staff must perform.

WHO SHOULD ATTEND?

This course is designed for Team Leaders and line management professionals with development or personnel responsibilities. Professionals with an interest in people management and development will also benefit from this course.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the principles of effective communication and develop communication skills that will improve one's ability to effectively receive and transmit messages in the workplace

- Understand the factors that contribute to overall workplace conditions and can affect workplace culture
- Understand the application of strategic human resources development and personnel management practices in the workplace
- Identify essential processes in recruitment and the induction of employees
- Understand the key elements of planning and conducting effective staff training
- Describe how team processes can be used to improve performance and productivity
- Identify methods to establish and maintain discipline through positive means, such as reinforcement and increasing motivation
- Develop strategies for reducing dissatisfaction and handling dissatisfaction when it arises
- Understand the importance of monitoring workplace processes and performance

➤ Management Courses

Marketing and PR

- 27 > Media Relations for PR Professionals.....
- 27 > Public Relations: Impact of Technology and Social Change.....
- 27 > Strategic Market Analysis and Brand Management.....
- 28 > Strategic Digital and Innovative Social Media Marketing.....
- 28 > Effective Marketing Communication.....
- 28 > Advanced Marketing and Relationship Management Skills.....
- 29 > Developing and Implementing Strategic Marketing Plans.....

Media Relations for PR Professionals

CODE NMP01

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 21/02/2022
11/12/2023
Abuja 05/12/2022
16/01/2023

COURSE OVERVIEW

This comprehensive course provides a clear-cut understanding of how the media works, strategies and skills for dealing with the media in a professional, responsible and fair manner. This course also explores today's media landscape and how to navigate it. It also goes further to examine how building solid relationships based with the media is a vital part of any communications strategy.

WHO SHOULD ATTEND?

This course will be of immense benefit to communication managers, marketing specialists, social media specialists and communication strategists.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Current media trends and challenges
- Networking and nurturing relationships
- Responding to and utilizing media coverage
- Utilizing media relations to best effect during a crisis
- Building a media strategy and protocol
- Strategic communication skills for effective message delivery

Public Relations: Impact of Technology and Social Change

CODE NMP02

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 31/01/2022
20/11/2023
27/03/2023
Abuja 23/10/2023

COURSE OVERVIEW

The Public Relations industry has faced dramatic changes in the past few years in terms of new technology and media channels as well as new opportunities for communicating with clients and businesses. This course aims to offer delegates comprehensive insights into how PR practitioners should approach new media opportunities.

WHO SHOULD ATTEND?

This course will greatly benefit communication, PR, advertising and marketing staff.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the impact of technology in Public Relations
- Understand the use of Social Media for Engagement and Relationship Management
- Content Creation and Management
- Basic elements of PR strategy and campaigns
- Research and Evaluation
- Strategic digital PR plan evaluation and adjustment tactics
- Using technology to influence public opinion

Strategic Market Analysis and Brand Management

CODE NMP07

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 14/02/2022
07/11/2022
06/11/2023
Abuja 20/02/2023

COURSE OVERVIEW

The main problem that firms face is how to measure the performance of their brands and how to use such information to build branding strategies that will secure or improve their performance. This course takes delegates through best practices on how to analyse the market which they are in and how to build and maintain a strong brand image while increasing their client base with loyal and satisfied customers.

WHO SHOULD ATTEND?

This course will benefit anybody that wants to gain in-depth knowledge of market analysis and brand management.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Main concepts and theories of brand management
- Branding strategies that lead to brand growth and overall success.
- The empirical generalizations that stem from consumers' purchasing behavior
- Dimensions of market analysis and strategic growth rate
- Market penetration and brand management
- Measures of brand performance and tools that assess them
- Market analysis through scanner panel data
- Assessment of branding strategies

Strategic Digital and Innovative Social Media Marketing

CODE NMP03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 24/01/2022

04/12/2023

Abuja 12/12/2022

28/08/2023

COURSE OVERVIEW

This comprehensive strategic and innovative social media course will explore the ways to use different social media channels to attract, engage, convert and retain your audiences. Delegates will be introduced to the most popular channels as well as emerging platforms. This course also covers the essentials behind developing creative and successful social media advertising campaigns. Best-practice campaigns, tools and techniques for writing and developing of imagery and video, creating a bidding strategy, owned and earned social media activity will be explored.

WHO SHOULD ATTEND?

This course is suitable for small business owners, marketing managers, marketing directors, marketing executives, communications or PR professionals, e-commerce managers, e-commerce executives, social media managers, digital executives, content marketers, media planners, search managers, etc.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Apply a thorough thinking and planning process to your social media activity
- Evaluate appropriate social media platforms for your business objectives
- Measure the success of your social media activity
- Understand the risks of social media and ensure you have effective reputation management strategies in place
- Understand the basics of the core social media platforms and have enough knowledge to evaluate emerging or future social media platforms
- Budget and bid effectively
- Prioritise target audiences and advertising objectives
- Evaluate appropriate advertising platforms and ad formats for your campaigns.
- Measure and evaluate the success of your campaigns
- Develop creative ideas and techniques for social advertising

Effective Marketing Communication

CODE NMP04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 06/06/2022

24/07/2023

Abuja 05/09/2022

03/04/2023

COURSE OVERVIEW

This course is about effective marketing communications skills essential for both organizational marketing and personal marketing success. It improves the delegate's ability to create an environment for open and strategic marketing discussion. The communications skills covered in this course will increase delegate's ability to exercise choice and control for every type of conversation, influence without authority and improve quality of relationships with clients.

WHO SHOULD ATTEND?

This course is aimed at all individuals who wish to get their message across more effectively. Managers, leaders, sales-people and anyone who wants to be more persuasive and influential will benefit from this programme.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- The Communication Process — understand the six-step process
- Recognise different personality types and know the key words that work with each
- Understand the nature of charisma and how to develop more of your own personal power
- Understand the Importance of using non-verbal language to support the spoken message
- Techniques to facilitate effective team and meeting communications
- Understand the Barriers to Effective Communications — identify and develop methods to break down those barriers
- Develop your presentational skills and the techniques to enhance impact and effectiveness of products

Advanced Marketing and Relationship Management Skills

CODE NMP06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 28/02/2022

02/10/2023

Abuja 17/10/2022

13/03/2023

COURSE OVERVIEW

This marketing and relationship management course will help participants understand the need to putting the client rather than services first can yield improved results in terms of client retention and relationship building. It stresses the importance of having highly engaged employees and applying best marketing and business development practices in a highly competitive and dynamic marketplace. This course will introduce delegates to a client management framework for retention & growth. A variety of practical sessions and role plays and group interaction are programmed into this training seminar.

WHO SHOULD ATTEND?

This course will benefit Managers responsible for Client Management and/or Customer Retention and anyone working in Customer Service type roles.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Apply Continual Improvement Strategies to increase Customer Retention
- Differentiate between the Ways to Best Influence Others
- Design a Strategy for Client Retention and Growth
- Thoughtful analysis of the challenges faced in managing clients
- Increased understanding of essential client management issues

Developing and Implementing Strategic Marketing Plans

CODE NMP05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 02/05/2022

27/11/2023

Abuja 18/07/2022

19/06/2023

COURSE OVERVIEW

This course is designed to give delegates the knowledge and confidence they require to overcome objections, close more sales, and generate new business opportunities. Specific emphasis is placed on developing face-to-face communication skills, persuasion techniques, and sales negotiation strategies. This course will also give participants a deep dive into core marketing strategies, best practices, and planning principles such as customer and competitor analysis, value pricing, relationship management, brand management, and social media marketing.

WHO SHOULD ATTEND?

This course will benefit Marketing Managers, Marketing Professionals, Public Relations Practitioners and anybody that wants to develop their knowledge on strategic marketing plans.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Oversee the company marketing function to identify new customers for products and services
- Establish short and long-range marketing plans, objectives, and operating procedures
- Explore new ways to identify and engage new customers using social media platforms
- Develop effective marketing communication programmes
- Conduct periodic analysis of marketing efforts, effectiveness and ROI
- Analyze market trends and recommend changes to marketing and business development strategies
- Analyze existing product and markets in terms of the ability to gain market share, grow revenue and sustain or grow profitability
- Establish metrics for the measurement of marketing programme effectiveness

Delegates from MTN Nigeria



➤ Management Courses

Public Governance, Compliance and Transparency

- 31 ➤ Strategic Public Governance and Workplace Innovation.....
- 31 ➤ Managing and Improving Public Sector Performance in the 21st Century.....
- 32 ➤ Leading with Ethics and Compliance.....
- 32 ➤ Forensic Auditing.....
- 32 ➤ Transparency and Effective Public Sector Administration.....
- 33 ➤ Managing Compliance in the Workplace.....

Strategic Public Governance and Workplace Innovation

CODE NPG05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 25/07/2022

19/06/2023

Abuja 08/08/2022

15/05/2023

COURSE OVERVIEW

This course focuses on critical skills that will enable delegates build productive relationships and successfully interact with others in the organization. This course builds an agenda to improve your personal productivity, enhance your professional reputation and enable you to apply innovative work practices. Strategies learnt in this course along with the delegate's commitment to personal improvement, will enable them become the rare high performer that organizations seek to employ, retain and promote.

WHO SHOULD ATTEND?

This course will benefit Professionals at all levels seeking to improve their personal skills and those wishing to enhance their reputation, credibility and productivity skills.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand and recognise individual personality traits & apply strategies that will enhance personal & collaborative success

- Appreciate the components of personal & organisational conflict & apply interpersonal strategies that will generate productive outcomes
- Prioritisation and time management: focusing on the critical objectives
- Avoiding dysfunctional performance: a global challenge and the rationale for team charters
- Aligning purpose, productivity and profitability
- Building Trust: the 4 C model to engage and empower others
- Professional competence: the added value you bring to the organisation
- Transformational objectives: From SMART performance to SMARTER performance
- Adding Value through Relationship Awareness Theory
- Harnessing Diversity and Creating Value in the Team
- Being proactive to lead and initiative action

Managing and Improving Public Sector Performance in the 21st Century

CODE NPG06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 21/03/2022

03/10/2022

23/10/2023

Uyo 02/05/2022

31/07/2023

Abuja 27/02/2023

COURSE OVERVIEW

This course on managing and improving public sector performance in the 21st century will show delegates how to integrate Key Success Factors and Key Performance Indicators into improving public sector performance. Delegates will be introduced to an effective strategic performance management system framework that can be applied at workplace to produce maximum result.

WHO SHOULD ATTEND?

This course will benefit Public Sector Managers and Team Leaders, Individuals who will lead or play a key execution role in performance improvement initiatives in their public sector organization and anybody that wants to gain more knowledge on managing and improving public sector performance.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Describe Best Practice in Assisting with Employee Work-performance Problems

- Lead cultural change within the public sector to achieve improved results
- Utilize performance measures with proven techniques of evidence-based analysis, performance measurements, reporting and benchmarking
- Devise and lead performance improvement teams – working across program silos to obtain effective results across the organization
- Make direct connections between Performance Management and Organizational Goals
- Demonstrate Best Practices in Addressing and resolving Work-performance related Problems
- Overcome resistance to performance measurement transparency and reporting requirements
- Integrate performance management initiatives into other ongoing management improvement efforts

Leading with Ethics and Compliance

CODE NPG01

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 23/05/2022
21/08/2023
Abuja 12/12/2022
20/02/2023

COURSE OVERVIEW

This course focuses on educating delegates on the Ethical principles that now provides the foundations for various modern concepts for work, business and organizations and due to the increasing number of regulations and need for operational transparency, organizations are increasingly adopting the use of consolidated and harmonized sets of compliance controls, this approach is aimed at ensuring that all necessary governance requirements are being met.

WHO SHOULD ATTEND?

This course will benefit Operation Managers/ Process Managers, Ethics & Compliance Officers, Middle Managers, Compliance Professionals & Executives.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the vital impact of ethical management and leadership
- Understand the importance of ethical leadership to personal well-being and team performance
- Undertake Corporate Governance and Compliance issues
- Building trust within and beyond the team
- Influence, authority & power
- Dealing with ethical dilemmas
- Go beyond mandated performance levels
- Develop guides to ethical decision-making
- Benchmarking best practices in the organization

Forensic Auditing

CODE NPG03

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 05/09/2022
27/11/2023
Abuja 05/12/2022
16/01/2023

COURSE OVERVIEW

This comprehensive course better equips internal auditors and financial investigators to effectively perform their tasks and set up proactive systems to detect and combat white-collar crime. This course also provides practical knowledge, as well as current forensic auditing techniques, to facilitate the prevention, detection, investigation, reporting and prosecution of economic crime.

WHO SHOULD ATTEND?

This course is suitable for Internal and external auditors, financial investigators, members of the police service and other law enforcement agencies. It is also ideal for middle and senior managers who are responsible for overseeing the audit process as it relates to the detection and prevention of economic crime.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand and describe the audit process
- Understand the concepts of fraud and corruption and how they affect the running of departmental and the governments
- Easily recognise the areas in an organisation that are most vulnerable to fraud
- Apply fraud prevention best-practices to minimise the risk to the department
- Employ techniques and tools required to support an investigation in a computerised environment
- Understand Generally Accepted Auditing Standards (GAAS), principles and international audit standards
- Identify risk analysis applications and fraud related issues
- Report on and validate audit reports and present information for legal use
- Appreciate the complex world of money laundering and the anti-money laundering laws

Transparency and Effective Public Sector Administration

CODE NPG02

DURATION 3 days / 5 days

LOCATION **DATES**
Lagos 30/05/2022
03/07/2023
Abuja 21/11/2022
25/09/2023

COURSE OVERVIEW

This course aims to focus attention on transforming departmental and corporate functions. It will help delegates to be more efficient and productive by implementing the principles and concepts of transparency for combating fraud.

WHO SHOULD ATTEND?

Managers who oversee the administrative processes in their organizations, project managers, officers responsible for the management of contracts and procurement, policy-makers and advisors.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Standards of management practice that will curb the event of fraud and corruption
- Develop transparency initiatives in your organization and raise awareness of its benefits
- Combat fraud effectively by having the skills to review and update methods of investigating
- Significant implication of adopting IFRS standards for financial reporting
- Methods of adapting policies, public accountability regulations and information sharing
- Organizational fraud risk and its management
- Developing the right culture and management practice

Managing Compliance in the Workplace

CODE NPG04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 11/07/2022

12/06/2023

Abuja 31/10/2022

30/01/2023

COURSE OVERVIEW

This course identifies the essential principles for ensuring effective compliance within an organisation. It provides delegates with hands-on practical knowledge essential to introduce and manage a suitably trained workplace compliance team.

WHO SHOULD ATTEND?

Senior decision makers of all public and private sectors. Managers; especially accountants, auditors, money laundering reporting officers (MLRO's), financial investigators, members of law enforcement agencies.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- The principles and procedures necessary to carry out the compliance function
- Identifying strengths and weaknesses within the compliance role
- Suitable plans and actions to counter fraud
- Awareness of the skills of interviewing, planning and understanding of financial compliance
- Reporting of suspicious activity or transactions which may affect the organisation
- Identify relevant evidence and understand issues of document and case management



➤ Management Courses

Human Resource Management

- 35 > Improving Productivity and Employee Engagement.....
- 35 > Managing the Recruitment Process.....
- 36 > Strategic Talent Management and Workforce Planning.....
- 36 > Advanced Personnel Management Strategies.....
- 37 > Objective Personnel Performance Management.....
- 37 > Employee Relations: Motivation, Grievances and Discipline.....
- 37 > Strategic Performance Improvement and Talent Management Strategy.....

➤ Improving Productivity and Employee Engagement

CODE NHR01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 09/05/2022

27/11/2023

Abuja 18/07/2022

26/06/2023

COURSE OVERVIEW

This course is going to expose Delegates to leadership competencies, skills and behaviors required to build and maintain productivity and successful outcomes. This course offers a compendium of ideas and grounded theory that will have an immediate positive impact on delegates.

WHO SHOULD ATTEND?

This comprehensive course is suitable for a wide range of professionals across all functions or disciplines with productivity and employee engagement responsibilities.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Know "What is employment engagement?" A model for practice
- The impact of personal management and leadership style on employee engagement
- Evaluate how leadership's style may positively or negatively impact employee engagement
- Creating the inspirational vision - the key elements of alignment
- Dealing with Poor Performance - Coaching for team and individual performance issues
- Balancing pressure with performance: Creating a culture of connection
- Emotional Intelligence and its role in engagement - steps to better performance
- Importance of Team purpose - Performance Management, KPI's and MBO's

➤ Managing the Recruitment Process

CODE NHR02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 30/05/2022

03/07/2023

Abuja 19/09/2022

10/04/2023

COURSE OVERVIEW

This course focuses on recruitment and selection process. This process is one of the key management tools, doing it right the first time is the essence of this course. It's not by chance that Microsoft, Apple and Google are all successful – they all have an outstanding recruitment process, which is never compromised. During the cause of this training, delegates will learn the latest techniques covering all the critical part of the process. Not only will they learn – they will also be able to execute it.

WHO SHOULD ATTEND?

This course will benefit Department Heads, HR and Training personnel or anyone associated with the Interview/Recruitment process.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand Recruitment; Separating Fact from Fiction
- Master the entire process of the interview cycle with the latest techniques
- Writing an advert to attract "winners not losers"
- Understanding the Procedure for starting every interview
- Occupational ability testing – what's new
- Ability testing – the DIY approach
- Interpreting body language
- Utilize existing information to write recruitment criteria to construct high quality interview questions that are score able
- Be able to know which personality profiler's work and more importantly – those that don't
- Develop techniques to discover when documents are falsified or when the candidate is not telling the truth
- Review of interview and individual feedback



Strategic Talent Management and Workforce Planning

CODE NHR06

DURATION 3 days / 5 days

LOCATION **DATES**

Uyo 21/03/2022

23/10/2023

Lagos 25/07/2022

10/10/2022

26/06/2023

Abuja 06/03/2023

COURSE OVERVIEW

This highly practical and relevant training seminar presents a systematic approach to Strategic Talent Management and Workforce Planning, it will focus on the practical and 'real world' application of Workforce Planning and delegates will understand the need to ensure that the right number of people with the right skills are needed in the right place at the right time to deliver an organisation's short and long-term objectives.

WHO SHOULD ATTEND?

This training seminar is specifically targeted for anyone who is responsible for organisational design, forecasting or producing workforce information.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Improved employee engagement and development planning
- A detailed understanding of talent development needs/gaps
- Learn the fundamental processes of Workforce Planning
- Understand the importance of strategic job analysis
- Explain what Workforce Planning is, and how it can contribute to organisational effectiveness
- Analyse the practical use of Succession Planning

Advanced Personnel Management Strategies

CODE NHR03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 18/04/2022

11/09/2023

Abuja 29/08/2022

27/11/2023

COURSE OVERVIEW

This Program introduces, describes and explains the roles, activities and responsibilities of the human resource and personnel management function, its staff, officers and managers. It deals with the many different areas which come under the remit of HR/personnel management and provides training on the important duties that HR/personnel management managers and staff must perform.

WHO SHOULD ATTEND?

This course is designed for HR practitioners, line-professionals with development or personnel responsibilities, Professionals with an interest in people management and development would also benefit.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the principles of effective communication: communication skills that will improve your ability to effectively receive and transmit messages in the workplace

- Understand the factors that contribute to overall workplace conditions and can affect workplace culture
- Understand the application of strategic human resources development and personnel management practices in the workplace
- Identify essential processes in the recruitment and induction of employees
- Understand the key elements of planning and conducting effective staff training
- Describe how team processes can be used to improve performance and productivity
- Identify methods to establish and maintain discipline through positive means, such as reinforcement and increasing motivation
- Develop strategies for reducing dissatisfaction and handling dissatisfaction when it arises
- Understand the importance of monitoring workplace processes and performance and how to report your observations

Objective Personnel Performance Management

CODE NHR05

DURATION 3 days / 5 days

LOCATION **DATES**
 Abuja 20/06/2022
 24/07/2023
 Lagos 12/09/2022
 10/04/2023

COURSE OVERVIEW

This course focuses on educating delegates about the importance of a properly designed and effective performance management process and the required techniques which includes formulating objectives, reviewing and monitoring performance, giving feedback, coaching, training, development and reward and of course, appraisal itself. This course will further explain how these techniques link to the role of HR and line managers; it also goes on to highlight some practical problems with employee appraisal.

WHO SHOULD ATTEND?

This course is suitable for many professionals but will greatly benefit line managers, team leaders and Supervisors who are or will be responsible for the use and application of performance management and appraisal techniques.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand The role of HR, managers, supervisors and team leaders within performance management
- Design and introduce an effective performance management scheme
- Making performance appraisal work in a multi-cultural environment
- Maintaining good performance – the psychology of positive reinforcement
- Know the best practice in assisting with employee work-performance problems
- Understand and explain the importance of personnel performance management in an organization
- Be able to Measure results and review of progress in the achievement of set targets.
- Positively influence high performance in an organization
- Monitoring employee performance: monthly, quarterly and annual reviews

Employee Relations: Motivation, Grievances and Discipline

CODE NHR04

DURATION 3 days / 5 days

LOCATION **DATES**
 Lagos 24/01/2022
 04/12/2023
 Abuja 12/12/2022
 28/08/2023

COURSE OVERVIEW

This course focuses on how delegates can achieve increased productivity and motivation through the application of best practice in the way that employees are treated by the organization. Delegates will gain knowledge on how to create a working environment in which all staff are able to contribute their full potential. This will involve creating a supportive and trusting climate at work and ensuring that individual and collective ER issues are handled positively and sensitively.

WHO SHOULD ATTEND?

This course will benefit Employee Relations Specialists, HR and Personnel Professionals, Line Managers, Supervisors and Team Leaders.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Develop techniques on how to get the best from people
- Know the benefits of creating a close working relationship between ER and the rest of the organization
- Influence the behavior of managers and team leaders
- Operate disciplinary procedures and grievance procedure
- Understand the Impact on policies and procedures
- Effectively conduct the grievance interview
- Deal with harassment and bullying
- Improve standards of performance and conduct throughout the organization
- Managing performance, counselling, providing employee assistance

Strategic Performance Improvement and Talent Management Strategy

CODE NHR07

DURATION 3 days / 5 days

LOCATION **DATES**
 Lagos 31/01/2022
 07/11/2022
 30/10/2023
 Uyo 23/05/2022
 21/08/2023
 Abuja 13/02/2023

COURSE OVERVIEW

This highly interactive course will help participants discover the practical benefits of benchmarking and how to use them in your department, team or organization to strategically manage and improve organizational talents.

This course will also help delegates understand the need to ensure that the right number of people with the right skills are placed in the right place at the right time to deliver an organisation's short- and long-term objectives.

WHO SHOULD ATTEND?

This course will benefit Human Resource (HR) Professionals and Any Manager or individual who needs to improve their skills in talent and Performance Management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Increased value creation and value capture from diverse assets (tangible and intangible)
- Practical skills that can be applied in many workplace settings
- Improved engagement with all stakeholders and development planning
- The advantages of effective performance measurement
- A detailed understanding of talent development needs/gaps
- The fundamental processes of Workforce Planning
- The importance of strategic job analysis

➤ Management Courses

Business and Office Administration

39 ➤ Advanced Secretarial and Administrative Assistant Training

39 ➤ Electronic Office Management: The Modern Office

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40 ➤ Strategic Business Analysis

40 ➤ Analytical Business Decision Modelling

41 ➤ Strategic Effective Communication and Influencing Skills

41 ➤ Advanced Dynamic Office Management and Administration

Advanced Secretarial and Administrative Assistant Training

CODE NHR01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 06/06/2022

10/07/2023

Abuja 26/09/2022

24/04/2023

COURSE OVERVIEW

This comprehensive course for secretaries and administrative assistants provides participants with a deep understanding and skill required to help delegates handle any work challenge in the office environment with greater confidence and effectiveness.

WHO SHOULD ATTEND?

This course is for Experienced administrative professionals, including executive secretaries, administrative assistants, secretaries or other members of the administrative support staff who need to expand their management skills so they can better support their organization and enhance their careers.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the importance of office management and confidentiality
- Feel more confident in their own capability to handle unusual situations as they occur
- Manage time and priorities
- Scheduling meetings and writing minutes effectively
- Planning for development – identifying and overcoming barriers to your success
- Improving your communication skills – negotiating, influencing, persuading and delegating
- Saying "no" constructively
- Developing and improving key administrative skills
- Benefiting from key motivation techniques – motivating yourself, your subordinates and your boss

Electronic Office Management: The Modern Office

CODE NBA02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 28/02/2022

17/10/2022

Abuja 02/10/2023

13/03/2023

COURSE OVERVIEW

The aim of this Electronic office management course is to develop the knowledge, skills and capabilities of delegates to the 21st century electronic office setting.

This course will expose delegates to latest tools and applications that will help participants to be more effective and efficient in carrying out their daily tasks.

WHO SHOULD ATTEND?

This course will benefit Secretaries and Administrators wanting to raise their efficiency levels, improve their effectiveness and develop skills that will help their career-development.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Understand the Data Management Body of Knowledge principles
- Innovative office management best practices
- Advanced concepts for managing information and documentation
- Information and documentation action plan to implement in their organization
- Create records management business tools like electronic file plan, retention and disposal rules, security rules, archiving, confidentiality and privacy
- Setting-up Action Plan for Information and Documentation Compliance

A delegate on a GTC course in Lagos making a presentation



Strategic Management Skills for Administrators

CODE NBA06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	30/05/2022 03/07/2023
Abuja	19/09/2022 17/04/2023

COURSE OVERVIEW

This exciting and highly interactive course on Strategic Management Skills for Administrators has been specifically designed to help delegates effectively understand the manager's role and to equip them with the key skills necessary to be an excellent and inspiring manager. This course will also cover strategic framework on how to motivate and build team morale, take initiative, solve problems, and effectively manage performance.

WHO SHOULD ATTEND?

This course will benefit any employee who wishes to be more proactive, grow in their position and take on more management responsibility.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Understand an improved approach to decision making at strategic and operational levels
- Sharply focused views on the extent and direction of change required for success
- Understand the key elements of emotional intelligence
- Sustain performance and continuous improvement
- Make better and more effective decisions
- Communicate clearly and effectively at all levels
- Develop effective personal leadership skills
- Build effective teams and empower team members through delegation, coaching and mentoring

Strategic Business Analysis

CODE NBA07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	11/04/2022 11/09/2023
Abuja	22/08/2022 20/11/2023

COURSE OVERVIEW

This highly interactive and practical Strategy & Business Analysis training course will help delegates understand how strategic business analysis works and the framework needed to collaborate with stakeholders in order to identify and address a requirement of strategic importance then align the resulting strategy for the change with higher and lower-level strategies.

WHO SHOULD ATTEND?

This course will benefit Professionals and leaders who wish to learn more about understanding how to implement strategies and the changes required in the organization.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Effectively Identify strategic risks
- Analyse performance measures
- Define solution design options
- Understand how to analyse value
- Understand the link between business analysis and strategy
- Understand how business analysis can help to implement business strategy
- Align potential solutions with strategic goals
- Identify and define the organization's current and future states
- Apply relevant strategic thinking tools and techniques

Analytical Business Decision Modelling

CODE NBA05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	25/04/2022 18/09/2023
Abuja	08/08/2022 22/05/2023

COURSE OVERVIEW

This highly participative and interactive course on Analytical Business Decision Modelling will expose delegates to the added value that data analytics can offer a professional as a decision support tool in management or business decision making. It will show the use of data analytics to support strategic initiatives; to inform on policy information; and to direct operational decision making. The course will emphasize applications of data analytics in management practice; focus on the valid interpretation of data analytics findings; and create a clearer understanding of how to integrate quantitative reasoning into management decision making.

WHO SHOULD ATTEND?

This course will benefit professionals in management support roles.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Explain the scope and structure of data analytics in decision making
- Evidence-based observational decision making
- Apply a cross-section of useful data analytics
- Interpret meaningfully and critically assess statistical evidence
- Appreciate data analytics in a decision support role
- Identify influencing factors on key performance measures
- Identify relevant applications of data analytics in practice

➤ Strategic Effective Communication and Influencing Skills

🔑 **CODE** NBA03

🕒 **DURATION** 3 days / 5 days

📍 **LOCATION** 📅 **DATES**

Lagos 14/02/2022

11/12/2023

Abuja 05/12/2022

16/01/2023

COURSE OVERVIEW

This course is about effective communications skills essential for both organizational and personal success. It improves the delegate's ability to create an environment for open discussion and ongoing dialogue is crucial for communication success. The communications skills covered in this course will increase delegate's ability to exercise choice and control for every type of conversation, influence without authority and improve quality of relationships and productivity.

WHO SHOULD ATTEND?

This course is aimed at all individuals who wish to get their message across more effectively. Managers, leaders, sales-people and anyone who wants to be more persuasive and influential will benefit from this programme.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- The Communication Process — understand the six-step process
- Recognise different personality types and know the key words that work with each
- Understand the nature of charisma and how to develop more of your own personal power
- Understand the Importance of using non-verbal language to support the spoken message
- Techniques to facilitate effective team and meeting communications
- Understand the Barriers to Effective Communications — identify and develop methods to break down those barriers
- Develop your presentational skills and the techniques to enhance impact and effectiveness

➤ Advanced Dynamic Office Management and Administration

🔑 **CODE** NBA04

🕒 **DURATION** 3 days / 5 days

📍 **LOCATION** 📅 **DATES**

Lagos 23/05/2022

21/08/2023

Abuja 11/07/2022

19/06/2023

COURSE OVERVIEW

This dynamic and essential training course will help you see yourself and your office management role from a fresh new perspective. It is designed to provide office administrators, supervisors of clerical and administrative staff, executive secretaries and personal assistants the opportunity to review and develop the interpersonal and professional skills they need to do their jobs effectively – thereby contributing to their organisation's general success.

WHO SHOULD ATTEND?

All administrative personnel and people newly appointed to supervisory roles, along with Secretaries and PA's within the office environment, who want to build on their skills and knowledge.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Manage a network of working relations
- Prioritise and cope with multiple tasks without missing deadlines
- Communicate effectively and assertively at all levels and in all situations
- Manage time for yourself and others
- Manage the performance of admin staff
- Improve written communications
- Manage and present information
- Organise and improve office systems

Delegates from FBNQuest on a GTC course in Lagos



Technical Courses



The course was excellent.
GTC should be given more
opportunity to impact more
knowledge to staff.

Manager

Nigerian Maritime Administration
and Safety Agency (NIMASA)

GTC Training

44 > Information Technology

48 > Oil and Gas

52 > Power and Electricity

56 > Construction and Mining

60 > Project Management

64 > Health Administration

68 > Manufacturing

➤ Technical Courses

Information Technology

- 45 > AWS Cloud Solutions: Storage and Management Tools.....
- 45 > Cisco Networking: Router Configuration, Troubleshooting and Security.....
- 46 > Information Technology Project Management.....
- 46 > Corporate IT Strategy and Business Framework.....
- 46 > Data Analysis and Presentation Skills.....
- 47 > Essential Cloud Infrastructure.....

AWS Cloud Solutions: Storage and Management Tools

CODE NIT04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	21/11/2022 23/01/2023
Abuja	07/02/2022 23/10/2023
Port Harcourt	01/08/2022 08/05/2023

COURSE OVERVIEW

This comprehensive Amazon Web Services (AWS) Cloud solutions course walks delegates through strategic ways of utilizing the wide range of Cloud Computing services that Amazon provides. Cloud Computing is fast becoming the standard method of creating scalable, manageable Web Application Services, and Amazon is leading the way.

WHO SHOULD ATTEND?

This course is suitable for Database Administrators, Web Designers, Web Developers and anybody that wants to learn more about AWS Cloud solutions.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand what Cloud Computing is and why you should be using it.
- Creating and deploying your own Web Applications using the services provided to you in AWS.
- Learn how to take advantage of Amazon's robust and scalable solution to host your web sites
- Integrate AWS with your organization
- Gain a solid understanding on how to build, configure and administrate web and cloud services using AWS
- Understand basic AWS storage and management tools
- Understand how to use Elastic Load Balancers, CloudWatch, CloudFormation, S3, RDS and Dynamo, etc

Cisco Networking: Router Configuration, Troubleshooting and Security

CODE NIT07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	22/08/2022 21/11/2022 29/05/2023
Abuja	25/09/2023
Port Harcourt	11/04/2022 23/01/2023

COURSE OVERVIEW

This course provides full coverage of the knowledge and skills required to plan and perform regular maintenance on complex enterprise routed and switched networks and the use of technology-based practices and a systematic compliance approach to perform network troubleshooting. Coverage includes gathering information, capturing traffic, using event notifications, working with maintenance and trouble-shooting tools, and more. This course brings together all the features of CCNP Routing & Switching.

WHO SHOULD ATTEND?

This course will benefit IT professionals responsible for Planning and performing regular maintenance on complex enterprise networks and those that are interested in gaining a deep understanding of cisco networking.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Compare and master today's leading approaches to troubleshooting
- Efficiently structure process for maximizing network uptime in the context of your own organization's policies and procedures.
- Recommended Practices During Routine Maintenance
- Basic Hardware Diagnostics and De-Bug Commands
- Understand and use specialized troubleshooting tools



Information Technology Project Management

CODE NIT02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 30/05/2022

03/07/2023

Abuja 10/10/2023

06/03/2023

Port Harcourt 21/03/2022

23/10/2023

COURSE OVERVIEW

This course will equip participants with the techniques and knowledge to manage all the elements and challenges that go into being a top-notch IT project manager.

In this course, participants will discover different tools and techniques that will help them optimize the systems development life-cycle processes so that they can effectively carry out projects quickly and on budget. Participants will learn how to accelerate development and compress design time and how to use capability and maturity models.

WHO SHOULD ATTEND?

This course is suitable for IT project managers, team leaders, programme analysts, system analysts, project leaders and IT managers.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Comprehensive understanding of the various processes of IT project management.
- Develop a focused project plan to manage IT Projects
- Estimate IT project costs and schedules using proven techniques
- Develop scope verification and customer acceptance strategies
- Develop risk response strategies
- Mastering inter-personal skills needed to effectively manage project teams
- Improved ability to develop appropriate performance measures
- Identify, interpret, and manage the real project requirements

Corporate IT Strategy and Business Framework

CODE NIT01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 14/02/2022

06/11/2023

Abuja 31/10/2022

30/01/2023

Port Harcourt 04/07/2022

12/06/2023

COURSE OVERVIEW

This course teaches delegates how best to streamline business processes, functions, and workflows, and how to better manage stakeholder engagement when designing and deploying critical architecture solutions. Participants will also acquire the relevant skills and resources to stay up to date with technological trends and developments and to incorporate these developments into your organizations Strategy and Business Framework.

WHO SHOULD ATTEND?

This course will benefit Strategy managers and anybody that wants to gain more knowledge on IT strategy and Business Framework.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- The design, application, and enhancement of IT systems
- Effective strategic IT business planning and Frameworks
- Analysing existing architecture within an organisation to improve procedures
- Assessing implications of new solutions and managing the process of change effectively
- Generating and evaluating business plans and strategy relevant to your own workplace

Data Analysis and Presentation Skills

CODE NIT03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 14/02/2022

13/11/2023

Abuja 31/10/2022

06/02/2023

Port Harcourt 04/07/2022

05/06/2023

COURSE OVERVIEW

This Data Analysis and presentation skills course aims to provide those involved in analysing numerical data with the understanding and practical capabilities needed to convert data into information via appropriate analysis, and then to represent these results in ways that can be readily communicated to others in the organisation.

WHO SHOULD ATTEND?

This course will benefit professionals whose jobs involve manipulation, representation, interpretation and/or analysis of data.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Gain sufficient background and theoretical knowledge to be able to judge when an applied technique will likely lead to incorrect conclusions
- Understand working vocabulary of analytical terms to enable them to converse with people who are experts in the areas of data analysis, statistics and probability
- Basic statistical methods and concepts
- Understanding and practical experience of a range of the more common analytical techniques and representation methods for numerical data
- Recognize which type of analysis are best suited to particular types of problems
- Basics of Data Mining and Representation
- Using PowerPoint templates to produce professional slide shows

Essential Cloud Infrastructure

CODE NIT06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	08/08/2022
	17/04/2023
Abuja	14/11/2022
	23/10/2023
Port Harcourt	23/05/2022
	21/08/2023

COURSE OVERVIEW

The Cloud Infrastructure and Services training course will teach you the technologies, processes, and mechanisms required to build a robust cloud infrastructure.

This course uses a vendor neutral open approach to explain the concepts and technologies related to cloud computing.

WHO SHOULD ATTEND?

This course will benefit Experienced IT professionals wanting an exposure to cloud computing, IT professionals managing cloud infrastructure and anybody that wants to gain knowledge of Cloud Infrastructure.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- > The adoption of Cloud in today's technical scenario
- > Cloud computing, its deployment and service models
- > Cloud service and portfolio management
- > Cloud reference architecture
- > Various concepts of cloud such as applications, services and orchestration and modern infrastructure business continuity
- > Cloud Security, and service management

Delegates attending a GTC course in Lagos



► Technical Courses

Oil and Gas

- 49 > Strategic Risk Assessment and Management for Oil and Gas Projects
- 49 > Corporate Social Responsibility in the Oil and Gas Industry
- 50 > Oil and Gas Project Management
- 50 > Strategic Risk Analysis and Decision Making for Oil and Gas Projects
- 51 > Clastic Reservoir Characterization
- 51 > Best Practices in Multishift Operations
- 51 > Environmental Impact Assessment of Oil and Gas Projects

Strategic Risk Assessment and Management for Oil and Gas Projects

CODE NOG03

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	16/03/2022 09/11/2022 11/10/2023
Port Harcourt	15/06/2022 19/07/2023
Abuja	15/02/2023

COURSE OVERVIEW

This strategic risk assessment and management for oil and gas projects will provide a structured approach to managing and analyzing project related risks in the oil and gas sector that ensure value is protected, and most importantly, minimizes the chances of major events affecting not only the project but the organization.

WHO SHOULD ATTEND?

This course will benefit Project Risk Managers, Project Managers and Project Management Professionals.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Develop key risk assessment and management competencies such as developing an appropriate risk analysis process for an organization in the oil & gas Industry
- Understand the key roles, responsibilities and activities associated with project risk management
- Understand how best to apply appropriate tools and techniques to optimize risk management for your projects
- Learn to deal with the changing nature of risk through a stage gated project process
- Understand the human side of risk in terms of risk perception
- Understand the crucial challenges and lessons learned associated with oil and gas project risk management

Corporate Social Responsibility in the Oil and Gas Industry

CODE NOG06

DURATION 3 days / 5 days

LOCATION	DATES
Lagos	19/09/2022 17/04/2023
Port Harcourt	29/05/2023 03/07/2023
Abuja	21/02/2022 20/11/2023

COURSE OVERVIEW

Corporate Social Responsibility (CSR) has emerged as a business approach for addressing the social and environmental impact of company activities. Companies from the oil and gas industry have been at the center of CSR development.

This training course provides participants with the knowledge and competencies to develop and implement policies and practices to integrate CSR into your organization, with an understanding of the necessary players and departments involved. Emphasis will be placed on the business advantages of improved stakeholder engagement, delegates will also learn to articulate and promote the business case for CSR to enhance competitiveness in the oil and gas industry.

WHO SHOULD ATTEND?

This course will benefit Professionals in private companies, public sectors, NGOs, international organizations and governments who are or would like to be involved in CSR.

COURSE OUTCOME

At the end of the course, participants will be able to:

- Outline the reasons why CSR is important in the oil and gas industry
- Gain In-depth knowledge on Corporate Social Responsibility in the oil and gas industry
- Create a competitive advantage by identifying various CSR challenges
- Build and maintain stronger relationships with the organisation's external stakeholders
- Recognize how business ethics, CSR and corporate governance are converging in the oil and gas industry
- Improved brand image and business reputation management in the oil and gas industry

Oil and Gas Project Management

CODE NOG02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 25/07/2022

26/06/2023

Port Harcourt 01/05/2022

07/08/2023

Abuja 14/11/2022

20/02/2023

COURSE OVERVIEW

This interactive Oil & Gas management course provides participants with the skills required to deliver projects effectively, from decision-making concepts used by business development and commercial departments, through to FEED and into planning & delivery.

This comprehensive course will assist anyone in the industry to make better decisions on projects, whether they are involved in project selection, management, or leading aspects of oil and gas projects.

WHO SHOULD ATTEND?

This course will benefit Programme and Project Managers, Project Management Professionals and anyone that wants to gain more knowledge on oil and gas project management.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Systematically define, design, and integrate end-user requirements in the project

- Identify risk sources and learn how to mitigate potential risks and deal with uncertainty in projects
- Develop a project recovery plan for budget and schedule overruns
- Produce clear and concise project progress reports
- Measure, forecast and control project performance by employing earned value techniques
- Understand the importance of integrating scope, time, resources and cost management into a dynamic, manageable project management plan
- Develop project network diagrams for CPM and advanced PERT calculations to identify schedule and cost risks
- Accurately estimate and allocate project costs and resources
- Compress or accelerate the schedule when required by adverse circumstances
- Develop a project close-out plan in line with expected success criteria

Strategic Risk Analysis and Decision Making for Oil and Gas Projects

CODE NOG01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 05/09/2022

03/04/2023

Port Harcourt 16/05/2022

17/07/2023

Abuja 21/11/2022

COURSE OVERVIEW

Petroleum industry projects are by their very nature risky, the challenge however is in assessing, managing, and mitigating this risk proactively. The three biggest planning challenges are predicting costs, assessing profitability, and risk management.

All these tasks occur in the early stages of capital planning and failure to adequately evaluate these elements can lead to heavy losses.

WHO SHOULD ATTEND?

This GTC course will benefit Planning Managers, Oil & Gas Engineers, Project Managers and anybody that wants to learn more about risk involved in oil and gas projects.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Identification of the stages required in the risk analysis process, i.e., preparing, modeling, and running risk analysis
- Development of the risk model, assessing probabilities to various variables, risk analysis, and explore the impact of uncertain variables
- Understand the expected value concept and learn its impact on decision tree analysis
- Learn expected theory concepts and attitudes towards risk, risk eversion and risk premium
- Learn how to describe the elements of the decision analysis process and grasp how construct a project cashflow model incorporating sensitivity analyses
- Gain valuable knowledge in identifying the important uncertainties in petroleum projects

Clastic Reservoir Characterization

CODE NOG04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 04/07/2022

05/06/2023

Abuja 10/10/2022

06/03/2023

Port Harcourt 21/03/2022

23/10/2023

COURSE OVERVIEW

This course on Clastic Reservoir Characterization and modelling will be presented as a 5-day interactive course dealing with the fundamentals of clastic reservoir characterization and the practical and predictive applications of sequence stratigraphy. It will include exercises and some case histories for some interpretation and workshop discussion. This training course will also help delegates understand the deposition of clastic reservoir sequences and with the use of sequence stratigraphy and integrated stratigraphic analysis to further constrain geological models.

WHO SHOULD ATTEND?

This training will benefit those who are interested in understanding clastic reservoir depositional systems and how these can be interpreted in a sequence stratigraphically sense to identify predictive play trends.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- The overview of petrophysical characteristics of sandstone reservoirs
- The models and principles of seismic and sequence stratigraphy
- Sequence definition from wells and seismic
- Sequence stratigraphy in lacustrine environments
- Unconventional clastic hydrocarbon reservoirs
- Integration of other stratigraphic information, biostratigraphical, radiometric dating, chemostratigraphical
- Clastic reservoir characteristics and depositional environments an introduction
- An overview of different types of sedimentary basins
- Clastic reservoir systems tracts, lowstand delta, valley/canyon fill, basin floor fans, highstand and transgressive stands
- An overview of clastic reservoir petrography, matrix and cements
- Core and sidewall core analyses, sedimentary logs and integration of log data

Best Practices in Multishift Operations

CODE NOG05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 14/02/2022

13/11/2023

Abuja 07/11/2022

06/02/2023

Port Harcourt 20/06/2022

24/07/2023

COURSE OVERVIEW

For a multi-shift Operation to be successful a company must have highly motivated and skilled shift supervisors and managers, who are capable of getting the very best from all of the resources available to them, crucially ensuring that the needs of the shift teams are met in terms of personal well-being, the personal development of excellent operators and team development. This comprehensive course is set to address all that. This course will also examine how the world's most successful companies manage multiple-shift 24-hour operations.

WHO SHOULD ATTEND?

This course will benefit Plant/operations personnel and managers, shift supervisors and shift team leaders and anybody that wants to learn more about multishift operations.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Best practices for effective shift handover and Start of shift meetings
- Development of strategies to manage/mitigate shift risks & issues
- Recognize and appreciate the issues associated with 24/7 shift operation
- Benchmark your performance against that of world-class facilities and explore alternative shift schedules
- Develop effective Shift Supervisors
- Create an Action Plan for continuous improvement back at work

Environmental Impact Assessment of Oil and Gas Projects

CODE NOG07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 15/08/2022

29/05/2023

Port Harcourt 04/04/2022

04/09/2023

Abuja 05/12/2022

16/01/2023

COURSE OVERVIEW

This course examines the potential environmental consequences arising from the impact of proposed oil and gas related projects and/or major plant modifications. This course will help participants to determine to either proceed or reject an oil and gas project/modification proposal. Environmental Impact Assessments are based on a sequential EIA procedural process, to ensure, as appropriate, participation of stakeholders and, the public in the EIA assessment process and, the subsequent preparation of an accurate and practical EIA report to enable risk-based decisions to be made as to the feasibility of the proposed oil and gas project/plant modification.

WHO SHOULD ATTEND?

This course will benefit oil and gas professionals; especially those tasked with Environmental Impact Assessment and supervision.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Identify and assess potential environmental impacts presented by oil and gas projects and/or major plant modifications
- Learn how to evaluate potential oil and gas related environmental impacts and select the applicable mitigation measures, based on current best practices.
- Prepare practical EIA reports to enable decision makers to evaluate the feasibility of proposed oil and gas projects and major plant modifications
- Understand EIA principles, as set out in international standards and the EIA United Nations Environment Programme (UNEP)
- Understand the evaluation and selection of mitigation measures

► Technical Courses

Power and Electricity

- 53 ► Testing, Inspection, Commissioning and Maintenance of Electrical Systems
- 54 ► Electrical Distribution Equipment, Operation and Maintenance
- 54 ► Transformer Operational Principles, Selection and Troubleshooting
- 54 ► Managing Security Risk in the Power Sector
- 55 ► Electricity Power Transmission and Distribution
- 55 ► Monitoring and Evaluation of Electrical Projects and Installations
- 55 ► Reliability and Operational Performance of Electricity Power Systems

Testing, Inspection, Commissioning and Maintenance of Electrical Systems

CODE NPE01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 12/09/2022

10/04/2023

Abuja 05/12/2022

16/01/2023

Port Harcourt 13/06/2022

24/07/2023

COURSE OVERVIEW

This comprehensive course on Inspection, Commissioning and maintenance of Electrical Systems covers all aspects of testing in electrical systems, it also progresses through basic design procedures, inspection, testing and maintenance requirements, concluding with a review of power quality problems that affect the reliability of an installation where high technology interfaces with supply. This course also covers practical understanding of variety of tests and prescribes how to carefully plan and perform them.

WHO SHOULD ATTEND?

This course will benefit Maintenance Personnel with responsibility for an Electrical Installation, Mechanical and Electrical Engineers and anybody that wants to gain in-depth knowledge of testing, inspection and maintenance of electrical systems.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the concept of the equipment testing and appreciate its importance in operation and maintenance of an electrical power system
- Improve productivity by improving power quality
- Have a comprehensive understanding of testing of HV and LV equipment
- The Awareness of safety requirements during testing and commissioning
- Commissioning Planning, Process and Procedures



Electrical Distribution Equipment, Operation and Maintenance

CODE NPE02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	16/05/2022 14/08/2023
Abuja	24/10/2022 27/03/2023
Port Harcourt	11/07/2022 12/06/2023

COURSE OVERVIEW

This course focuses on how Distribution equipment plays an important role in the safe distribution of electrical power. Delegates will also gain knowledge on why The equipment needs to be operated in a safe manner securing continuity of supply to consumers.

This course will also cover the operation and maintenance of distribution equipment, with reference to auxiliary equipment necessary for its operation.

WHO SHOULD ATTEND?

This course will benefit Professionals responsible for the operation and maintenance of distribution equipment.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- The coordination of maintenance activities and maintaining system safety
- The need for routine inspection, adequate maintenance of equipment and accurate record keeping
- The Management and implementation of safe systems of work
- Transformer maintenance requirements and techniques
- Safe working practices and Risk reduction methods
- Methods of maintenance management, using safe systems of work

Transformer Operational Principles, Selection and Troubleshooting

CODE NPE03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	07/02/2022 21/11/2022 04/12/2023
Abuja	25/09/2023
Port Harcourt	01/08/2022 01/05/2023

COURSE OVERVIEW

This course will examine why Power and distribution transformers are among the most important and most expensive components of power systems and why their failure could be very costly to manage or rectify.

This course will also help delegates to understand why the design and operation of any transformer must fulfill certain requirements in order to withstand the electric, thermal and mechanical stresses during its service life.

WHO SHOULD ATTEND?

This course will benefit Maintenance Technicians, Electrical Supervisors and Electrical Engineers.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Troubleshooting checklists and failure analysis techniques
- Recognize the effects of transformer off-load and on-load tap changers
- Describe the various classifications and types of transformer
- Appreciate the importance of transformer maintenance
- Understand the principles of operation and construction of the various types of transformer
- Identify the different components in the transformers
- Testing, diagnostics and monitoring technologies

Managing Security Risk in the Power Sector

CODE NPE04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	18/04/2022 11/09/2023
Abuja	14/11/2022 20/02/2023
Port Harcourt	08/08/2022 15/05/2023

COURSE OVERVIEW

Managing Security Risk in the Power Sector training course is structured to equip delegates with the specialist security knowledge to perform their management and supervisory duties to international standards in both security planning and asset protection. This course will be very interactive hence delegates will be expected to participate actively in relating the principles of managing security risks specific to the energy sector.

WHO SHOULD ATTEND?

This course is suitable for Energy Security Supervisors, Facility Supervisors / Managers and those interested in learning more about security risk management in the energy sector.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand Security Management practice and how to apply these principles
- Learn how to plan and effectively implement security projects
- Analyze a suitable cyber protection programme to protect Power sector intellectual property
- Improve the professionalism and reputation of the Security team
- Understand how to mitigate the full range of risks facing the Energy sector

Electricity Power Transmission and Distribution

CODE NPE05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	14/02/2022 13/11/2023
Abuja	31/10/2022 08/02/2023
Port Harcourt	13/06/2022 17/07/2023

COURSE OVERVIEW

This training course will examine electricity power transmission and distribution principles, more focus will be placed on the technical specifications, operation, and behaviour of power system main equipment such as power transformers, distribution transformers, switchgears, circuit breakers, earthing switches, auto-reclosers, transmission lines, busbars, protection and control systems.

This course will also help participants understand why maintaining power performance criteria such as reliability, voltage stability, and frequency stability would be of utmost importance in a reliable power system.

WHO SHOULD ATTEND?

This course will benefit Electrical Engineers / Technicians, System Operators and Design Engineers.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Protection coordination, selectivity, sensitivity, and stability
- Develop a structured approach to selection of voltage levels and loadability of transmission systems
- Determine minimum technical requirements to achieve transmission reliability & stability
- Learn about the effects of major power disturbances on transmission systems and their solutions
- Mathematical approach to the interpretation and analysis of system disturbances
- Design, operation, and protection of distribution and transmission systems

Monitoring and Evaluation of Electrical Projects and Installations

CODE NPE06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	19/09/2022 17/04/2023
Abuja	28/11/2022 25/09/2023
Port Harcourt	30/05/2022 03/07/2023

COURSE OVERVIEW

This comprehensive training course will equip delegates with advanced electrical Project Monitoring and evaluation skills including developing an appreciation of the components of an effective Monitoring & Evaluation Plan - including data collections methods & tools as well as ethical considerations when working with data during installations and maintenance.

WHO SHOULD ATTEND?

This course will benefit Project Decision Makers, Project Managers and other Project Management Professionals.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Apply fundamental principles of project management to an electrical project
- Assessing and managing M & E Processes of an electrical project

- Identify & learn how to utilise the tools and techniques of best-practice project management
- Describe & understand the procurement process and the importance of contract management
- Development of a Monitoring and Evaluation Framework
- Evaluation of project and task levels / activities that could cause cost and/or schedule overruns
- Identify what is important for start-up management & introducing the project deliverable into operations
- Develop Cost and Schedule recovery plans
- Identify risks that affect project scope, time & schedule, cost and quality
- Update and maintain plans to allow project cost and schedule control
- Apply useful techniques to respond to findings for action and accountability

Reliability and Operational Performance of Electricity Power Systems

CODE NPE07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	04/04/2022 04/09/2023
Abuja	24/10/2022 27/03/2023
Port Harcourt	15/08/2022 29/05/2023

COURSE OVERVIEW

This comprehensive course on reliability and operational performance of power systems aims to educate delegates on the need of modern power systems to increase competition in order to achieve better performance and efficiency in electricity production, transmission and distribution.

The reliability performance of power systems together with the reliability indices of service supplied to system customers constitute major aspects that are taken into account in the system planning and operating phases.

WHO SHOULD ATTEND?

This course will benefit staff of electricity regulatory agencies, power system consultants, Professionals of electric power utilities and system operators.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Carry out practical reliability assessment studies
- Compare and justify alternative schemes for power system reinforcement
- Determine the most important areas of power systems that need probabilistic modelling and evaluation assessment
- Understand the main features of the computational methods that are available for the reliability modelling
- Understand the main reliability indices that need be calculated for the quantification of load point and system performance

► Technical Courses

Construction and Mining

- 57 > Project Management for Construction Projects.....
- 57 > Construction Management: Site Supervision and
Materials Handling.....
- 58 > Managing and Financing Construction Projects.....
- 58 > Economic Evaluation and Optimization of Mineral Projects.....
- 58 > Risk Based Decision Making in Mining and Exploration.....

Project Management for Construction Projects

CODE NCM01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	28/02/2022 05/12/2022 11/12/2023
Abuja	23/01/2023
Port Harcourt	04/07/2022 05/06/2023

COURSE OVERVIEW

Most construction projects exhibit cost overruns, time extensions and conflicts among parties. This strategic construction management course will provide delegates with sound project management principles to effectively manage construction projects.

WHO SHOULD ATTEND?

The course is suitable for project managers, site managers and people involved in managing construction projects.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the latest commonly accepted professional standards of project management including the PMI's PMBOK guide
- Appreciate the challenges in managing construction projects
- Communicate effectively with different stakeholders including clients, suppliers, subcontractors, etc
- Gain knowledge of techniques used in construction project planning and control
- Understand the concepts and fundamentals of project management techniques required for managing construction projects

Construction Management: Site Supervision and Materials Handling

CODE NCM02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos	14/03/2022 16/10/2023
Abuja	24/07/2022 26/06/2023
Port Harcourt	03/10/2022 27/02/2023

COURSE OVERVIEW

Construction supervisors are responsible for on-site management, safety and logistics and other issues in one of the most challenging work environments. This Quality construction site supervision and material handling training will help delegates hone their skills and understand current best practices to keep their sites safe and efficient.

WHO SHOULD ATTEND?

This course is suitable for Construction Managers, Supervisors and those interested in gaining general knowledge in construction management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Using organizational skills to build successful teams for completion of project tasks
- Understanding building codes, safety guidelines and regulations addressing construction projects
- Coordinating and supervising construction workers
- Understanding how construction equipment works for inspection, operation and maintenance of these equipment
- Supervising and overseeing the direction of projects and ensuring that the client's specifications and requirements are met
- Manage sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
- Reviewing progress and liaising with quantity surveyors to monitor costs

Managing and Financing Construction Projects

CODE NCM03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 25/04/2022

18/09/2023

Abuja 06/06/2022

10/07/2023

Port Harcourt 15/08/2022

22/05/2023

COURSE OVERVIEW

A project cannot proceed without adequate financing, and the cost of providing adequate financing can be quite large. For these reasons, attention to project finance is an important aspect of project management. This comprehensive course aims to educate delegates on how to obtain funds to finance construction projects. Based on the conceptual plan, the cost estimate and the construction plan, the cash flow of costs and receipts for a project can be estimated.

WHO SHOULD ATTEND?

This course will benefit Construction Managers, Finance experts and those interested in having deep knowledge about construction project finance.

COURSE OUTCOME

Delegates will gain knowledge and skills on:

- The use of corporate equity and retained earnings to finance construction projects
- Construction loan and long-term mortgage
- Evaluation of Alternative Financing Plans
- Preparation of the technical report and the implementation plan
- Negotiating and concluding contractual agreements for suppliers, works and services, construction or modernization of
- Projects (design, construction, installation, commissioning of plant and process equipment).
- Ways to obtain permission for spatial development and performance and operation of facility
- Management of the performance of the project, including the supervision, control and coordination of performance of the facility during this stage

Economic Evaluation and Optimization of Mineral Projects

CODE NCM05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 17/02/2022

08/11/2023

Abuja 02/11/2022

01/02/2023

Port Harcourt 25/05/2022

23/08/2023

COURSE OVERVIEW

This comprehensive course examines the predominant economic evaluation technique for a mineral project, from pre-feasibility study stage to operating mine. This course also examines the requirements, practice, and application of discounted cash flow methodology, as well as insights into the potential pitfalls to be found in such evaluations.

WHO SHOULD ATTEND?

This course will benefit mining professionals and managers who require a practical understanding of economic evaluation and financial analysis methods and their application to mineral projects.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand the discounted cash flow method, net present value, internal rate of return and their application to mineral projects.
- Understand the application of DCF methodology to optimization of mineral projects.
- Understand the application of DCF methodology to selection of mineral project alternatives.
- Apply the knowledge gained to practical economic evaluation and financial analysis of mineral projects.

Risk Based Decision Making in Mining and Exploration

CODE NCM04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 11/07/2022

03/10/2022

Abuja 12/06/2023

27/02/2023

Port Harcourt 16/05/2022

14/08/2023

COURSE OVERVIEW

Effective risk management is integral to the success of any exploration project, mining operation, or corporate function. This course is intended for anyone wanting to learn about practical, best practice enterprise risk management techniques to identify, understand, and manage risk in mining.

WHO SHOULD ATTEND?

This course is suitable for Risk Managers, Supervisors and those interested in having an in-depth knowledge of risk-based decision making in mining and exploration.

COURSE OUTCOME

Delegates will gain knowledge and skills on:

- Adaptive risk management, proactive versus reactive risk management and risk-based decision making
- Different methodologies through which risk management is becoming truly valuable to the mining Industry
- The context and scope of risk assessments—the extended enterprise model;
- Risk identification and evaluation techniques
- Risk owners versus control owners—how do we really manage our risks
- Monitoring the status of mining risks: key risk indicators and leading indicators
- Communication and consultation—interfacing with the decision makers.



► Technical Courses

Project Management

61	► Effective Management of Projects and Contracts
62	► Project Management Strategies
62	► Compliance and Risk Management in Projects
62	► Monitoring and Evaluation of Projects
63	► Project Analysis and Execution: A Practical Approach
63	► Project Financial Management
63	► Advanced Project Quality Management

Effective Management of Projects and Contracts

CODE NPM02

DURATION 5 days

LOCATION **DATES**

Lagos 07/02/2022
16/04/2022
18/09/2023
04/12/2023

Abuja 03/10/2022
12/12/2022
23/01/2023
29/02/2023

Port Harcourt 08/08/2022
15/05/2023

COURSE OVERVIEW

This comprehensive course will significantly enhance the skills and knowledge of delegates and improve their ability to plan, manage, supervise and deliver projects and contracts. This course will also provide delegates with proven sets of critical methods, processes, tools and techniques for effective project and contract management.

WHO SHOULD ATTEND?

This is a PMP Certification training and maintenance course. This course is ideal for delegates aiming to acquire PDUs towards earning a PMP certification or renewing their existing PMP certification. Delegates will earn ten (10) PDUs from attending this course. The course is also ideal for project managers and anyone seeking to update or upgrade their knowledge of project management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Integrate project progress, resources and risk strategies into a dynamic, manageable plan
- Maintain continuous project performance and delivery control
- Measure, forecast and control project performance by employing earned value techniques
- Produce clear and concise project progress reports
- Identify the consequences of risk and uncertainty on the project
- Contract Creation and the entire procedure involved
- Contract Performance Management
- Contract Management detailing technique
- Effectively manage project teams, stakeholders, and groups of people

National Engineering and
Technical Company Limited
(NETCO) Nigeria



Project Management Strategies

CODE NPM03

DURATION 5 days

LOCATION **DATES**

Lagos	28/02/2022 16/05/2022
14/08/2023	02/10/2023
Abuja	11/07/2022 12/06/2023
21/11/2022	
25/09/2023	
Port Harcourt	19/09/2022 17/04/2023

COURSE OVERVIEW

This comprehensive course provides a framework for successfully managing projects based on extensive research into project performance across all forms of enterprise. This course is designed to equip those involved in project management with the essential skills needed to fulfill their responsibilities in a professional way. The concepts, methods and techniques presented include both well established and latest thinking to provide the essential knowledge, skills and toolkit to ensure a more successful project planning, coordination and Management.

WHO SHOULD ATTEND?

This is a PMP Certification training and maintenance course. This course is ideal for delegates aiming to acquire PDUs towards earning a PMP certification or renewing their existing PMP certification. Delegates will earn ten (10) PDUs from attending this course. The course is also ideal for project managers and anyone seeking to update or upgrade their knowledge of project management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- The Key Project Management Skills needed to maximize Project Performance
- Methods for Identifying, Engaging and Managing Project Stakeholders
- Techniques for Establishing the Full Scope of the Project and Prioritizing Deliverables
- How to Create Realistic Plans, Pro-actively Manage Risks and Exploit Opportunities
- The Use of Tools and Techniques for Tracking and Managing Project Performance
- The Leadership and Teamwork Skills needed to Promote Collaboration throughout the Project
- Produce realistic project plans, determine the critical path and manage project risks
- Mobilize resources, create a true picture of project performance and maintain control of the programme
- Recognize team dynamics within the project, play to strengths and manage weaknesses

Compliance and Risk Management in Projects

CODE NPM04

DURATION 5 days

LOCATION **DATES**

Lagos	21/03/2022 13/06/2022 24/07/2023 23/10/2023
Abuja	21/02/2022 26/09/2022 20/11/2023 04/12/2023
Port Harcourt	12/09/2022 10/04/2023

COURSE OVERVIEW

Risk management is too often treated as a reactive process. This Compliance and Project Risk Management course will work delegates through the proactive approach to both sides of risk: threats and opportunities. The approach is based on a clear understanding of both qualitative and quantitative approaches to risk management and compliance.

WHO SHOULD ATTEND?

This is a PMP Certification training and maintenance course. This course is ideal for delegates aiming to acquire PDUs towards earning a PMP certification or renewing their existing PMP certification. Delegates will earn ten (10) PDUs from attending this course. The course is also ideal for project managers and anyone seeking to update or upgrade their knowledge of project management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Proactive identification of risk sources and minimization of their impact
- Understanding the relationship between Risk, Scope, Cost & Time
- Evaluating alternative risk strategies and modifying project plans accordingly
- Risk Management Framework and Planning
- Knowledge of Risk Compliance issues and practices
- Generally accepted project management techniques to establish an integrated project management baseline
- Produce realistic project plans, determine the critical path and manage project risks

Monitoring and Evaluation of Projects

CODE NPM05

DURATION 5 days

LOCATION **DATES**

Lagos	21/02/2022 12/12/2022 28/08/2023 04/12/2023
Abuja	06/06/2022 26/09/2022 24/04/2023 10/07/2023
Port Harcourt	04/04/2022 04/09/2023

COURSE OVERVIEW

This course is the very cornerstone of reporting requirements under many projects being implemented across the globe. This monitoring and evaluation course will help delegates understand the concept of project monitoring and evaluation, knowledge and techniques required to design and implement monitoring and evaluation systems as well as ensure the effectiveness/impact of programs and project will be critically examined.

WHO SHOULD ATTEND?

This is a PMP Certification training and maintenance course. This course is ideal for delegates aiming to acquire PDUs towards earning a PMP certification or renewing their existing PMP certification. Delegates will earn ten (10) PDUs from attending this course. The course is also ideal for project managers and anyone seeking to update or upgrade their knowledge of project management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Monitoring and Evaluation of the Project Cycle Management
- Know how to write an effective Monitoring and Evaluation report
- Design and implement a Monitoring and Evaluation system
- Using evaluations to appraise the long-term value and worth of a project
- Output Monitoring Tools and Design

Project Analysis and Execution: A Practical Approach

CODE NPM01

DURATION 5 days

LOCATION **DATES**

Lagos	01/08/2022 02/05/2022
Abuja	02/05/2022 03/10/2022 28/02/2022 28/08/2023
Port Harcourt	14/03/2022 16/10/2023

COURSE OVERVIEW

This course provides proven strategies and practical tools for analyzing, planning, executing, and controlling a variety of projects. It also offers detailed and sophisticated instruction in the critical areas of scheduling key events, controlling costs, and managing risks. Delegates will also learn how to identify and sequence tasks, estimate durations of tasks, schedule events and activities, plan for delays, control variances, manage costs, and utilize resources. Participants will also learn qualitative and quantitative techniques for identifying, analyzing, and mitigating risk, as well as the best ways and times to apply these techniques to the project environment.

WHO SHOULD ATTEND?

This is a PMP Certification training and maintenance course. This course is ideal for delegates aiming to acquire PDUs towards earning a PMP certification or renewing their existing PMP certification. Delegates will earn ten (10) PDUs from attending this course. The course is also ideal for project managers and anyone seeking to update or upgrade their knowledge of project management.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Describe the roles and responsibilities of project managers across the project life cycle
- Define and develop the foundations of a project management plan, including project requirements, work breakdown structure, schedule, resources, and other cost estimates
- Describe project risk identification, risk assessment, and risk mitigation strategies
- Monitoring and Evaluation of the Project Cycle Management
- Know how to write an effective Monitoring and Evaluation report
- Design and implement a Monitoring and Evaluation system
- Determine how forecasting and tracking project expenses is an indicator of project success.
- Incorporate sound quality management processes into all of your projects going forward.
- Control the project by managing against the baseline
- Close out a project effectively

Project Financial Management

CODE NPM06

DURATION 5 days

LOCATION **DATES**

Lagos	21/02/2022 02/05/2022 05/12/2022 31/07/2022 14/11/2022
Abuja	26/09/2022 16/01/2023 25/04/2022
Port Harcourt	20/06/2022 26/06/2023

COURSE OVERVIEW

No matter what projects you're overseeing, strengthening your financial skills can help you become more effective in your current role. This comprehensive course encompasses planning, budgeting, accounting, financial reporting, internal control, auditing, procurement, disbursement and the physical performance of projects with the aim of managing project resources properly and achieving the project's objectives efficiently.

WHO SHOULD ATTEND?

This is a PMP Certification training and maintenance course. This course is ideal for delegates aiming to acquire PDUs towards earning a PMP certification or renewing their existing PMP certification. Delegates will earn ten (10) PDUs from attending this course. The course is also ideal for project managers and anyone seeking to update or upgrade their knowledge of project management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Understand how budgets and estimates are used to plan and control costs
- Utilize ratios and measures to gain insight into profitability and performance
- Determine how forecasting and tracking project expenses is an indicator of project success
- Employ Earned Value analysis and forecasting for planning, scheduling and resource management
- Commercial Project Objects: the Risk and Reward Relationship.
- Using Financial Criteria to Measure Project Success
- Identifying Critical Success Factors and Developing Key Performance Indicators (KPIs)

Advanced Project Quality Management

CODE NPM07

DURATION 5 days

LOCATION **DATES**

Lagos	25/04/2022 24/10/2022 12/12/2022 24/01/2022 18/09/2023
Abuja	18/07/2022 20/03/2023 18/06/2023
Port Harcourt	06/03/2023 09/10/2022

COURSE OVERVIEW

In project management, staying within budget and meeting every deadline is of no value if the outputs are poor quality. Adopting sound project quality management gives you, your organisation and your client a high degree of confidence that you will succeed in meeting expectations. This comprehensive course demystifies project quality management by introducing participants to the processes and ways of integrating quality management concepts with project management program to support project success.

WHO SHOULD ATTEND?

This course will benefit Project managers, Project team leaders and team members, Any practitioners intending to move into project management or leadership roles and Anyone involved in planning and managing projects.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Integrate project quality management into the entire project life cycle
- Use five steps to plan effectively for project quality management
- Use five steps to assess and improve your organization's current quality capabilities to ensure that projects will meet specified quality standards
- Ensure client satisfaction by monitoring results using project quality control tools
- Apply project quality management tools and techniques to "real world" project management situations
- Incorporate sound quality management processes into all of your projects going forward.

► Technical Courses

Health Administration

65 > Healthcare Performance Improvement and Management

65 > Healthcare Planning, Decision Making and Leadership

66 > Strategic Leadership in Healthcare

66 > Strategic Healthcare Policy Analysis and Evaluation

66 > Healthcare Financing and Strategic Management

Healthcare Performance Improvement and Management

CODE NHA01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 25/04/2022

18/09/2023

Abuja 15/08/2022

22/05/2023

COURSE OVERVIEW

This comprehensive course on Healthcare performance improvement presents a strategy for managing bottlenecks, eliminating waste, reducing errors, and containing costs in healthcare organizations, as well as sustaining the gains achieved. This course will also cover case studies illustrating successful performance improvement initiatives in the health sector some important issues such as Leading Change with Lean, Six Sigma, and Constraints Management will also be examined.

WHO SHOULD ATTEND?

This programme has been designed for anyone who leads or manages quality or performance improvements in healthcare and who wants to deepen or refresh their knowledge and maximise their impact.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Develop both small and fundamental changes that can result in genuine improvements to the quality of healthcare services.

- Design a quality improvement dashboard and select quality indicators that will provide a real time, or near real time, measure of quality.
- Coach and lead effective improvement teams, facilitate productive meetings, allocate roles and responsibilities to others, and communicate effectively.
- Assess the organization's readiness for adopting a best-of-breed performance improvement strategy.
- Deploy an integrated performance improvement program and get far better results than with traditional methods
- Use Constraints Management to identify leverage points and break constraints that exist in all healthcare organizations
- Build a program that consistently meets milestones on time and on budget.
- Illustrate how to begin thinking at the system-level of complex healthcare organizations and target high-impact opportunities.
- Know how to prevent common issues with sustaining improvement initiatives.

Healthcare Planning, Decision Making and Leadership

CODE NHA05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 17/01/2022

13/11/2023

Abuja 12/12/2022

12/06/2023

COURSE OVERVIEW

This course covers the role of leaders' job to communicate strategy, negotiate skillfully, influenced team behaviors and deliver results. This course will also equip delegates with the technical know-how and strategic ways of using evidence to make better-informed decisions, it provides delegates with a natural inclination towards leadership interpersonal skills and analytical ability to run an internal healthcare system and lead the organization to success.

WHO SHOULD ATTEND?

This course is beneficial to technicians, medical personnel and staffs transitioning into administrative management, directors or executive leadership roles, healthcare professionals, senior-level care professionals, hospital board members and those who want to learn more about healthcare planning and decision-making.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Critically analyze, compare and reflect on different national approaches to health care management
- Utilize principles of decision-making and competitive analysis to support development of healthcare organizations
- Find ways to develop effective agenda for change
- Establish responsibilities and accountabilities to ensure effective follow through on decision made
- Create strategic vision for health institution.
- Evaluate initiative for their applicability in reaching target
- Monitor progress and refine the strategic plan based results

Strategic Leadership in Healthcare

CODE NHA03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 16/05/2022

14/08/2023

Abuja 04/07/2022

12/06/2023

COURSE OVERVIEW

This course will enable participants to refine their strategic personal leadership skills in healthcare that can transform and impact the sector based on best available research evidence on the leadership practices that are proven to deliver high quality, safe, patient-centred care.

This healthcare leadership course will also provide both established and emerging leaders with insights through which they can better understand themselves, their organization, the people they lead and the services they deliver.

WHO SHOULD ATTEND?

This course will benefit both established and emerging healthcare leaders at all levels, including those who are working in positions of professional or clinical leadership as well as staff who are leading managerial or administrative functions in healthcare services and organizations.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Inspire shared purpose among team members: motivating and engaging them in their work while simultaneously holding them to account for the outcomes they achieve.
- Nurture a genuine sense of shared purpose, commitment and engagement among all staff
- Develop the talents of individuals and teams while addressing poor performance
- Analyze, display and communicate performance data using a variety of methods
- Understanding the strategic leadership competencies – intellect, management and behaviours
- Generate and support effective strategic thinking down at all levels in the organisation
- Understand the five deadly leadership behaviors and six winning strategies in managing a crisis
- Sustain long term high performance

Strategic Healthcare Policy Analysis and Evaluation

CODE NHA07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 07/03/2022

10/10/2022

Abuja 17/10/2022

20/03/2023

COURSE OVERVIEW

This comprehensive course describes the use of strategic healthcare policy analysis to evaluate, explain and manage the alignment between policy statements and intended outcomes of principal policy analysis and evaluation. In doing so, it demonstrates the utility of a set of predefined criteria for use in retrospective policy analysis and potential for use in reviewing policy proposals and making future health policies.

WHO SHOULD ATTEND?

This course will benefit senior officials involved in healthcare policies.

COURSE OUTCOME

Delegates will gain knowledge and skills on:

- The objectives of using strategic management tools for health Policy-making

- The impacts of different healthcare policies from an organizational, financial, cultural and public perspective
- How to effectively participate in healthcare policy-making
- Different approaches to engagement with policy-makers from a corporate perspective
- In-depth knowledge on Policy analysis and evaluation
- The ability to convey messages effectively to the right stakeholders
- Increased skillsets in stakeholder management
- Strategies to effectively leverage on healthcare policy
- The ability to contribute to the organisation's strategic objectives

Healthcare Financing and Strategic Management

CODE NHA06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 18/07/2022

07/08/2023

Abuja 02/05/2022

27/11/2023

COURSE OVERVIEW

This programme provides comprehensive coverage of the fundamental concepts, strategic financial models and methods required by both non-financial and financial managers in all types of healthcare organization or service, this course will give participants the working knowledge to make sound decisions that help deliver financial sustainability and profitability.

WHO SHOULD ATTEND?

This programme will benefit Strategic Managers, anyone who manages money or controls budgets in a healthcare organisation, service or departmental heads and anybody that wants to gain more knowledge on healthcare financing and strategic management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Factors that drive healthcare costs and affect the financial performance and sustainability of healthcare organisations.

- Read the basic financial statements common to all healthcare organisations: income statements, balance sheets and cash flow statements.
- Key Performance Indicators (KPIs) used to analyse financial performance and sustainability in healthcare, and use them to analyse the financial 'health' of your healthcare service or organisation.
- Understand working capital management strategies
- Understand what 'value' in healthcare means and learn how to dramatically improve it by using resources more efficiently and productively.
- Revenue, expenditure and cash flow forecasting
- The Concepts, Tools, and Techniques of 'Strategy' and 'Strategic Planning'
- Identify strategic opportunities including finding leverage points



► Technical Courses

Manufacturing

- 69 > Business Process Management.....
- 69 > Warehousing and Logistics Operations in Manufacturing.....
- 69 > Market Entry and Retail Strategies.....
- 71 > Distribution, Retail and Expansion Strategies.....
- 71 > Data-Driven Quality Management.....
- 71 > Business Analytics Strategy.....

Business Process Management

CODE NMA01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 15/08/2022

22/05/2023

Abuja 31/10/2022

06/02/2023

Port Harcourt 25/04/2022

27/11/2023

COURSE OVERVIEW

This course will help delegates acquire the knowledge and skills necessary to map and model business processes at enterprise level as well as detailed workflow level. This course also provides a step-by-step approach to effectively analyze processes to ensure that business process models accurately reflect reality and includes stakeholder requirements.

WHO SHOULD ATTEND?

This course will benefit business owners, Business and Systems Analysts and Managers.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Understand business processes and their components
- Apply process analysis concepts and techniques
- Define processes using Business Process Modelling Notation (BPMN)
- Develop business process architecture
- Analyze process customer requirements
- Specify measures of business process performance
- Use process improve techniques to transform business processes
- Confidently contribute to business process improvement initiatives
- Contribute to the achievement of breakthrough organizational performance

Warehousing and Logistics Operations in Manufacturing

CODE NMA02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 18/04/2022

11/09/2023

Abuja 07/11/2022

13/02/2023

Port Harcourt 08/08/2022

08/05/2023

COURSE OVERVIEW

This course will develop the competency of personnel in the warehouse, inventory and logistics functions of an organization by improving their skills, knowledge and understanding. Effective management of warehouse and logistics function is essential to the dynamic support of an organization's operations. This course will also cover the overview of the key drivers involved when viewing supply chains from a logistics / demand point of view and participants will appreciate what logistics and supply chain management are fundamentally about.

WHO SHOULD ATTEND?

This course will benefit those with warehouse, inventory and logistics functions.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Gather new insights into developing logistics and supply chain to achieve competitive advantage
- Understand the impact of logistics and supply chain management on costs and financial performance
- Appreciate approaches and frameworks that can be applied to different market segments
- The latest thinking on supply chain strategy, planning and execution
- Key techniques to control lead time in the movement of goods and materials to customers and users
- The impact of enhanced logistics and supply chain performance on the overall profitability of the organization
- Address the management of supply chain risks
- Enable improved logistics and supply chain performance

Market Entry and Retail Strategies

CODE NMA04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 05/09/2022

03/04/2023

Abuja 14/03/2022

16/10/2023

Port Harcourt 13/06/2022

17/07/2023

COURSE OVERVIEW

This course will help delegates understand why successful organisations understand the importance of strategic market entry and positioning, and how accessing new markets will allow them to broaden their reach and increase potential to sell to more customers. This market entry and retail course is a highly participative training course that will equip participants with the tools required to accurately assess and identify market development opportunities.

WHO SHOULD ATTEND?

This course is designed for business development managers, sales managers and anyone involved in defining the sales and entry strategy.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Developing regional interfaces with cross border customers. Mapping the right resources to the right stakeholders.
- Understand different market entry strategies, how to enter and grow market share. Which Blue or Red oceans to enter and why?

- Enter competitive markets by applying Lanchester Strategy – one of the better methods in determining market entry for business.
- Put strategies, plans and tactics into action and demonstrate how to develop a winning market development strategy
- Understand the link between diffusion theory and the product life-cycle – what are the different stages and how should your strategy differ?
- Understand the principles of competition using Porter's Five Forces Model to evaluate the competitive attractiveness of a market.
- Understand that Not all customers are created equal. Who are the "ideal customers" for your organisation and why? Using a customer segmentation matrix to define ideal customers.
- Sales Planning 101 – how to manage a sales platform, identify key accounts and prioritise sales opportunities. Where should resources be allocated and why?



> Distribution, Retail and Expansion Strategies

CODE NMA03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 04/07/2022

05/06/2023

Abuja 10/10/2022

06/03/2023

Port Harcourt 09/05/2022

14/08/2023

COURSE OVERVIEW

This comprehensive course on Distribution, Retail and Expansion Strategies will take participants through how to design, develop, maintain and manage productive go-to-market relationships that optimize the customer experience. This course delivers high value content on how Strategic business channel management and retailing can improve the performance of your business regardless of your business model.

WHO SHOULD ATTEND?

This course will benefit all individuals who have a stake in the Supply Chain and all Logistics, Materials, Inventory, Stock, Warehouse and Distribution Professionals.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- > Improve the effectiveness and efficiency of channel activities by leveraging emerging technologies

- > Build symbiotic win-win-win channel and customer relationships
- > Examine distribution operations and activities
- > Analyze the key areas of retail operations
- > Identify and Understand key performance indicators
- > Succeed in improving business operations
- > Improve personal productivity
- > Make needed changes to methods to improve customer service whilst achieving reductions in inventory
- > Eliminate wasteful costs
- > Avoid those internal problems that limit performance
- > Obtain added value for money
- > Understand and implement the essential tools for managing and expanding warehouses and inventory in the supply chain

> Data-Driven Quality Management

CODE NMA07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 20/06/2022

24/07/2023

Abuja 17/10/2022

20/03/2023

Uyo 07/03/2022

09/10/2023

COURSE OVERVIEW

This comprehensive data-driven quality management course will enhance delegates knowledge on systematic collection and analysis of quality-related historical and real-time data of products and machinery of a business. Introduction to Data Analytics, its framework and its role in business decisions will also be examined and delegates will understand why data-driven quality management is important and how it has evolved.

WHO SHOULD ATTEND?

This course will benefit line and project managers in the area of data management, data stewards, data managers and data architects.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- > Data quality management and performance assessments
- > Understand data management roles and responsibilities and how they become operational in various organizational models.
- > Excellence drivers in data management
- > Framework for data strategy and roadmap development
- > Quality control processes
- > Design a purposeful data quality monitoring framework and use it for continual corrective and optimization measures.

> Business Analytics Strategy

CODE NMA06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 18/07/2022

19/06/2023

Abuja 24/10/2022

27/03/2023

Port Harcourt 02/05/2022

27/11/2023

COURSE OVERVIEW

This Business Analytics Strategy course was designed to provide the necessary strategic tools and mapping capabilities to achieve high levels of strategic alignment and consistency relative to both the external and internal business environment. In this way, strategy enables professionals to maximize internal efficiency while capturing the highest potential of opportunities in the external business environment and gain organizational and personal success.

WHO SHOULD ATTEND?

This course will benefit professionals who are required to make strategic business decisions.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- > Leading-edge Thinking in Strategic Analysis / Planning
- > Contribute to the achievement of strategic plans
- > Understand how to change from the current position to a desired future state
- > The Choices Faced in Developing Strategy
- > The Concepts, Tools, and Techniques of 'Strategy' and 'Strategic Planning'
- > Effective problem solving and decision making
- > Improved workforce relationships leading to greater loyalty and productivity
- > Extensive knowledge about the business environment, market and competitors

Functional Courses



Wonderful facilitators, good venue, course materials and others were sufficient.

Delegate

National Engineering & Technical Company Limited (NETCO), a Subsidiary of NNPC



74 > PPP & Procurement

78 > Agribusiness

82 > Health, Safety, Environment and Security (HSES)

➤ Functional Courses

PPP & Procurement

75 > Procurement and Vendor Management – Best Practices
for Sustainability

75 > Procurement Planning and Bid Management

76 > PPP Project Management

76 > Supply Chain and Logistics Management

➤ Procurement and Vendor Management – Best Practices for Sustainability

🔑 **CODE** NPP04

🕒 **DURATION** 3 days / 5 days

📍 **LOCATION** 📅 **DATES**

Lagos	05/09/2022 03/04/2023
Abuja	13/06/2022 20/11/2023
Port Harcourt	21/02/2022 17/07/2023

COURSE OVERVIEW

This comprehensive management course aims to provide participants with the necessary knowledge, skills and best practices to effectively and efficiently manage the vendor and procurement process. This course will also help delegates understand the importance of having a formalized system in place to track and evaluate supplier and vendor performance and why it is essential to the smooth operation and profitability of the company.

WHO SHOULD ATTEND?

This course is designed for Managers, senior managers and anybody that wants to gain a deeper understanding of best practices of procurement and vendor management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Overview of procurement and procurement cycle
- Know how to avoid combative relationship with their suppliers and vendors
- Establish the vital steps in a proper supplier evaluation
- Matching customer requirement with the correct supplier segmentation
- Develop meaningful performance measures
- The procurement management procedure
- Crafting procurement strategies, plans and programmes
- Managing vendor relations
- Common mistakes in Procurement Management and solutions
- Develop the proper procurement organisation, policies, systems and procedures
- Effective tender management

➤ Procurement Planning and Bid Management

🔑 **CODE** NPP07

🕒 **DURATION** 3 days / 5 days

📍 **LOCATION** 📅 **DATES**

Lagos	18/07/2022 24/10/2022 19/06/2023
Abuja	27/03/2023
Port Harcourt	07/03/2022 02/10/2023

COURSE OVERVIEW

When it comes to bid management, a sound procurement plan will help balance the often conflicting goals of generating savings and satisfying internal customers. This course provides a thorough explanation on how to approach the planning of procurement objectives and initiatives, different qualitative and quantitative forecasting techniques as they relate to inventory planning and how different vendor integration strategies can be applied to help sustain operations and projects will be discussed. The course also covers all critical aspects of procurement and bid management, which will equip participants with all possible knowledge and information to successfully win bids for their organisation.

WHO SHOULD ATTEND?

Purchasing and supply chain professionals at all levels of the organization who are involved in planning, sourcing, buying and bid selection activities, as well as personnel who are involved in the purchasing process.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Apply demand forecasting techniques to improve planning of procurement activities
- Generate vendor integration strategies to ensure supply security
- Evaluate vendor bids in a scientific manner to support selection decision making
- Understanding of all important concepts and practices related to procurement and bid management
- The various procurement processes to ensure continuous and seamless flow of raw materials and goods, thereby ensuring timely delivery to customers
- The necessary skills and capabilities to manage the bidding process for one's organization to get the best deals at the best prices and also to get the best contracts for one's organization



> PPP Project Management

CODE NPP03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 04/07/2022

05/06/2023

Abuja 07/11/2022

20/02/2023

Port Harcourt 09/05/2022

07/08/2023

COURSE OVERVIEW

This course will equip delegates with the skills needed to keep a PPP project on track by setting clear requirements for the partnership and monitoring of the performance of all parties in the project, and ensuring that the project is carried out according to the contract provision of the project.

WHO SHOULD ATTEND?

This course will benefit Project Officers in the private and public sector who are at a senior or strategic level and have experience of the PPP process or who may want to be involved in such initiative in the future.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- > Recognize and describe the case for regulation and monitoring PPP project processes
- > Manage the needs of all stakeholders, employers, service providers and consumers to deliver the best results

- > Utilize ratios and measures to gain insight into profitability and performance of projects.
- > Determine how forecasting and tracking project expenses is an indicator of project success
- > Employ Earned Value analysis and forecasting for planning, scheduling and resource management
- > Commercial Project Objects: the Risk and Reward Relationship
- > Using Financial Criteria to Measure Project Success
- > Identifying Critical Success Factors and Developing Key Performance Indicators (KPIs)
- > Review relevant policies and legislation to support regulation and monitoring of PPPs
- > Establish processes for an effective regulatory framework

> Supply Chain and Logistics Management

CODE NPP05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 17/01/2022

04/12/2023

Abuja 12/12/2022

23/01/2023

Port Harcourt 01/08/2022

01/05/2023

COURSE OVERVIEW

This course is aimed at enlightening delegates on supply and logistics management, it also analyses the key drivers involved when viewing supply chains from a logistics/demand point of view and appreciate what logistics and supply chain management are fundamentally about.

WHO SHOULD ATTEND?

This course is suitable for Senior and junior level supply chain executives and anybody that wants to refine his or her supply chain and logistics management skills.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- > Developing logistics and supply chain to achieve competitive advantage
- > Impact of logistics and supply chain management on costs and financial performance
- > Develop supply chain strategy, planning and execution
- > Understand the Impact of enhanced logistics and supply chain performance on the overall profitability of the organization
- > Understand performance, risk and warehouse management
- > Develop an action plan to enable improved logistics and supply chain performance
- > Understand the role of transportation in Logistics
- > Understanding Inventory status

Delegates from the Nigerian
Port Authority (NPA) , Nigeria,
on a GTC Course



➤ Functional Courses

Agribusiness

79 > Agricultural Product Processing and Export

81 > Agricultural Commodities Marketing

81 > Agribusiness for Aspiring Entrepreneurs

81 > Livestock Management and Export

Agricultural Product Processing and Export

CODE NAG01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 18/04/2022

11/09/2023

Abuja 14/11/2022

20/02/2023

Uyo 01/08/2022

01/05/2023

COURSE OVERVIEW

This comprehensive course prepares delegates to receive, inspect, store, process, package all agricultural products in the form of human food consumables, animal or plant food or other industrial products. This course also focuses on the methods for fine tuning the processing of various agricultural produce and new approaches and techniques for crop processing and export.

WHO SHOULD ATTEND?

Those interested in Agricultural processing and exporting, senior agricultural officials and policy makers.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Chemical and mechanical processing operations
- Understand means of handling agribusiness products to minimize post-harvest losses
- Packaging, safety and health requirements
- Business principles on how these products can be exported
- Farm income and investment analysis
- Agricultural product marketing and strategic ways to penetrate the market
- Nutrient and industrial properties of various agricultural products
- Agribusiness Logistics and storage procedures





Agricultural Commodities Marketing

CODE NAG03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 06/06/2022

17/07/2023

Abuja 07/02/2022

06/11/2023

Uyo 05/09/2022

03/04/2023

COURSE OVERVIEW

This comprehensive and practical course will expose participants to strategic and innovative agricultural commodities marketing. This course will develop participants ability to manage and analyse different Agricultural marketing techniques used in every corner of agribusiness, some of which includes small farms, corporate farms, and collectives; distributors; manufacturers of farm equipment, pesticides, and genetic enhancements for crops and livestock; feed and seed sellers; and more. This course will also help delegates understand the difference between good marketing and increase in sales, income and ultimately the viability of farm production.

WHO SHOULD ATTEND?

This course will benefit farmers seeking to be more effective at selling their produce and anybody that wants to gain in-depth understanding of Agricultural commodities marketing.

COURSE OUTCOMES

Delegates will gain knowledge and skills to:

- Explain the role of marketing in agribusiness and the importance of having a good business plan
- Assess the relative importance of marketing planning and determine marketing strategies in relation to agribusiness
- Identify target markets and select suitable marketing methods
- Explain the physical handling of products in the marketing process including packaging, labelling, presentation and transportation
- Maintain sound customer relations in an agricultural business
- Conduct market research into a product or service in the agricultural industry
- Strategically manage the promotional program for an agricultural product or business
- Develop strategies to manage the marketing of an agricultural enterprise

Agribusiness for Aspiring Entrepreneurs

CODE NAG02

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 04/07/2022

05/06/2023

Abuja 31/10/2022

30/01/2023

Uyo 09/05/2022

07/08/2023

COURSE OVERVIEW

A range of barriers must be addressed in order to create and maintain a favorable environment for agribusiness entrepreneurship. This course aims to tackle such barriers; one of which is the managerial skills needed to start and run a profitable farm business among others. This practical and innovative course will introduce participants to the framework needed to manage their businesses as long-term ventures with a view to making them sustainable.

WHO SHOULD ATTEND?

This course will benefit Aspiring entrepreneurs, start-ups and SMEs, professionals, students, consultants and NGOs operating or planning to start an enterprise in agribusiness domains such as food processing, poultry, aquaculture, floriculture, agri-biotechnology, digital agriculture, farm mechanization and agricultural supply chain management.

COURSE OUTCOME

Delegates will gain knowledge and skills on:

- Emerging trends on agribusiness opportunities
- Business modelling and Marketing constraint
- Identifying market gap and customer-product mapping models
- Crafting go-to-market strategies
- Business financials and regulatory compliances
- Managing partnerships
- Networks and team building

Livestock Management and Export

CODE NAG04

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 26/09/2022

24/04/2023

Abuja 28/02/2022

02/10/2023

Uyo 06/06/2022

10/07/2023

COURSE OVERVIEW

Livestock management and export requires strong business sense and a firm understanding of how farms and ranches operate. This course will expose participants to in-depth knowledge on the roles and responsibilities of livestock managers and how they can effectively manage and run profitable livestock businesses. Participants will also learn new approaches and techniques for livestock processing and export.

WHO SHOULD ATTEND?

This course will be of immense benefit to those who are in or looking to start a livestock business.

COURSE OUTCOMES

Delegates will gain knowledge and skills on:

- Packaging, safety and health requirements
- Business principles on how these livestock products can be exported
- Livestock Farm income and investment analysis
- Livestock marketing and strategic ways to penetrate the market
- Traditional farming practices
- Disease Control and prevention

► Functional Courses

Health, Safety, Environment and Security (HSES)

83 > Strategic Risk and Security Management

83 > Threat Detection and Insecurity Management

84 > Safety Risk, Profiling and Information Analysis

84 > Contingency Planning, Crisis and Evacuation Strategies

84 > Conflict Resolution, Transformation And Peace Building

Strategic Risk and Security Management

CODE NHS06

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 31/01/2022

30/10/2023

Abuja 14/11/2022

22/02/2023

Uyo 20/06/2022

24/07/2023

COURSE OVERVIEW

This comprehensive course will help participants strategically address and effectively handle risk and security Vulnerabilities. Delegates will also gain an Improved understanding of their knowledge on risk management and understand how to prepare a risk assessment of the organization by correctly assessing and quantifying threat.

WHO SHOULD ATTEND?

Those involved or associated with Risk and Security Management, from senior decision makers to first line management.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Identify Hazards, threats and curb security uncertainties in the organization
- Identify areas of vulnerability within your organization
- Prepare a risk assessment for your organization
- Report and recommend countermeasures
- Develop a crisis management plan for your organization
- Improve your communication skills both internally and externally during a crisis
- Risk management structures and processes
- Key aspects of effective risk and security management.
- Effectively delineates the organization's security philosophies, strategies, goals, programs, and processes
- Devise an appropriate risk mitigation plan

Threat Detection and Insecurity Management

CODE NHS01

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 21/02/2022

20/11/2023

Abuja 26/09/2022

24/04/2023

Port Harcourt 16/05/2022

14/08/2023

COURSE OVERVIEW

Due to the increasing number of expatriations to developing countries, Expatriates' safety and security have become a major concern of international mobility not only in high risk locations of developing countries but all over the world, this intensive course addresses those concerns with strategic threat detection plan.

WHO SHOULD ATTEND?

This course is suitable for Middle and Senior Level Managers and all those interested in learning more about threat detection and planning.

COURSE OUTCOME

Delegates will gain knowledge and skills to:

- Risk mapping and assessment
- Analysis of existing protection measures
- Vulnerability audits
- Conduction of route surveys and development of street awareness
- Residential audits and setting up of security measures such as video surveillance
- Vehicle protection measures
- Attack and surveillance recognition
- Emergency planning
- Safety and security awareness trainings for expatriates

Delegates from the National Commission for Civic Education, Ghana, on a GTC Course in London



Safety Risk, Profiling and Information Analysis

CODE NHS05

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 07/03/2022
09/10/2023
Abuja 19/09/2022
17/04/2023
Port Harcourt 30/05/2022
10/07/2023

COURSE OVERVIEW

To conquer new markets and expand abroad, companies sometimes need to send staff to high risk areas. Identification and analysis of the risks employees will be exposed to while travelling, living and working in a specific country is the key to building a successful prevention program. This strategic course is going to examine the risk involved in sending expatriates to such areas and how to profile and mitigate such risk.

WHO SHOULD ATTEND?

This course is suitable for people that want to develop a deep understanding of safety and risk assessment.

COURSE OUTCOME

- Delegates will gain knowledge and skills on:
- Implementing security procedures on arrival
 - Preventing and managing risks: building a health and safety policy
 - Accommodation, neighborhood and workplace security audits
 - Medical check-ups and vaccination verification
 - Country features and the local customs and codes they need to respect
 - Strategic ransom negotiation

Contingency Planning, Crisis and Evacuation Strategies

CODE NHS03

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 12/09/2022
10/04/2023
Abuja 14/03/2022
16/10/2023
Port Harcourt 20/06/2022
24/07/2023

COURSE OVERVIEW

This highly interactive contingency, crisis and evacuation planning course is an information dissemination course specifically designed to tutor delegates on how to effectively respond in the case of a major emergency/ evacuation that might occur in the workplace or their place of assignment. This course also presents current and emerging evacuation planning tools, methodologies and trends as well as offering insight into special considerations that evacuation planning stakeholders should consider when designing, reviewing, or contributing to evacuation planning efforts.

WHO SHOULD ATTEND?

This course will be of interest to a variety of professionals with an interest in evacuation and contingency planning.

COURSE OUTCOMES

- Delegates will gain knowledge and skills to:
- Develop strategic plans to mitigate the impact of threats and risks
 - Identify tools and methods for coordination and collaboration
 - Identify current and emerging evacuation planning practices
 - Describe effective emergency evacuation planning practices
 - Know the major components of contingency planning
 - Understand the need for contingency planning
 - Understand the unified contingency plan approach

Conflict Resolution, Transformation And Peace Building

CODE NHS07

DURATION 3 days / 5 days

LOCATION **DATES**

Lagos 06/06/2022
17/10/2022
10/07/2023
Abuja 13/03/2023
Port Harcourt 28/02/2022
02/10/2023

COURSE OVERVIEW

This course provides participants involved in peace and security issues or those that work in conflict environments with a clear understanding of the principles and processes necessary to prevent, manage and resolve conflict in a sustainable manner. Participants will also gain a conceptual framework in conflict resolution in violent contexts and gain skills in dialogue, negotiation and mediations. This comprehensive course will also include Practical exercises, role plays and case studies.

WHO SHOULD ATTEND?

This course will benefit those involved in conflict resolution, transformation and peace building.

COURSE OUTCOMES

- Delegates will gain knowledge and skills to:
- Key principles of conflict prevention, management and resolution to help transform conflict and build peace.
 - Improve organizational impact on conflict resolution and peace-building objectives
 - Engage stakeholders and mobilize support to promote sustainable peace
 - Analyze, enhance and evaluate performance
 - Understanding sources of conflict, conflict escalation & conflict mapping
 - Principles on the prevention of armed conflict, peacemaking and peace-building
 - Comparative advantage of various conflict prevention actors and Multi track diplomacy.
 - Skills training in Dialogue, Negotiation and Mediation skills to use in conflict environments



Courses Calendar 2022

January

Category	Sub-Category	Code	Course	Location	Start Date
Functional	PPP & Procurement	NPP01	Supply Chain and Logistics Management	Lagos	17/01/2022
Technical	Manufacturing	NMA05	Manufacturing Requirements, Regulations & Standards	Lagos	17/01/2022
Technical	Health Administration	NHA05	Healthcare Planning, Decision Making and Leadership	Lagos	17/01/2022
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Lagos	17/01/2022
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Abuja	17/01/2022
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Lagos	17/01/2022
Management	Marketing and PR	NMP03	Strategic Digital and Innovative Social Media Marketing	Lagos	24/01/2022
Management	Human Resource Management	NHR04	Employee Relations: Motivation, Grievances and Discipline	Lagos	24/01/2022
Management	Business & Office Administration	NBA03	Strategic Effective Communication and influencing skills	Lagos	24/01/2022
Technical	Construction and Mining	NCM07	Empirical Methods of Mineral Resource Estimation	Lagos	24/01/2022
Technical	Construction and Mining	NCM01	Project Management for Construction Projects	Lagos	24/01/2022
Technical	Project Management	NPM01	Project Analysis and Execution	Lagos	24/01/2022
Management	Finance, Banking and Insurance	NFB05	Risk Management in Electronic Banking	Lagos	24/01/2022

February

Category	Sub-Category	Code	Course	Location	Start Date
Management	Human Resource Management	NHR07	Strategic Performance Improvement and Talent Management Strategy	Lagos	07/02/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS06	Strategic Risk and Security Management	Lagos	07/02/2022
Management	Marketing and PR	NMP02	Public Relations: Impact of Technology and Social Change	Lagos	07/02/2022
Technical	Information Technology	NIT04	AWS Cloud Solutions: Storage and Management Tools	Lagos	07/02/2022
Functional	Agribusiness	NAG05	Identifying and Attracting Agribusiness Investors	Lagos	07/02/2022
Functional	Agribusiness	NAG03	Agricultural Commodities Marketing	Abuja	07/02/2022
Technical	Power and Electricity	NPE03	Transformer Operational Principles, Selection and Troubleshooting	Lagos	07/02/2022
Functional	PPP & Procurement	NPP06	Advanced Strategic Procurement	Lagos	07/02/2022
Management	Marketing and PR	NMP07	Strategic Market Analysis and Brand Management	Lagos	14/02/2022
Technical	Information Technology	NIT01	Corporate IT Strategy and Business Frameworks	Lagos	14/02/2022
Technical	Construction and Mining	NCM05	Economic Evaluation and Optimisation of Mineral Projects	Lagos	14/02/2022
Technical	Power and Electricity	NPE05	Electricity Power Transmission and Distribution	Lagos	14/02/2022
Technical	Information Technology	NIT03	Data Analysis and Presentation Skills	Lagos	14/02/2022
Technical	Oil and Gas	NOG05	Best Practices in Multishift Operations	Lagos	14/02/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS04	Hostile Environment Security Awareness	Lagos	21/02/2022
Technical	Project Management	NPM06	Project Financial Management	Lagos	21/02/2022
Management	Leadership and Management Skills	NLM02	Critical Thinking: Strategic and Effective Decision Making	Uyo	21/02/2022
Management	Marketing and PR	NMP01	Media Relations for PR Professionals	Lagos	21/02/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS01	Threat Detection and Insecurity Management	Lagos	21/02/2022
Technical	Oil and Gas	NOG06	Corporate Social Responsibility in the Oil & Gas Industry	Abuja	21/02/2022
Functional	Ppp & Procurement	NPP04	Procurement and Vendor Management: Best Practices for Sustainability	Abuja	21/02/2022

March

Category	Sub-Category	Code	Course	Location	Start Date
Management	Business & Office Administration	NBA02	Electronic Office Management: The Modern Office	Lagos	07/03/2022
Functional	Agribusiness	NAG04	Livestock Management and Export	Abuja	07/03/2022
Management	Finance, Banking and Insurance	NFB01	Financial Planning, Analysis, Reporting and Control	Lagos	07/03/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS07	Conflict Resolution, Transformation and Peace Building	Port Harcourt	07/03/2022
Functional	Agribusiness	NAG07	Post Harvest Management: Innovation & Technology	Uyo	07/03/2022
Technical	Project Management	NPM03	Project Management Strategies	Lagos	07/03/2022
Management	Marketing and PR	NMP06	Advanced Marketing and Relationship Management Skills	Lagos	07/03/2022
Functional	PPP & Procurement	NPP07	Procurement Planning and Bid Management	Port Harcourt	07/03/2022
Technical	Manufacturing	NMA07	Data-Driven Quality Management	Uyo	07/03/2022
Technical	Health Administration	NHA07	Strategic Healthcare Policy Analysis and Evaluation	Lagos	07/03/2022
Technical	Project Management	NPM07	Advanced Project Quality Management	Port Harcourt	07/03/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS05	Safety Risk, Profiling and Information Analysis	Lagos	07/03/2022
Technical	Information Technology	NIT05	Cybersecurity: Developing a Cybersecurity Plan	Port Harcourt	79/03/2022
Management	Human Resource Management	NHR05	Objective Personnel Performance Management	Uyo	07/03/2022
Technical	Oil and Gas	NOG01	Strategic Risk Assessment and Management for Oil & Gas Projects	Lagos	14/03/2022
Management	Leadership and Management Skills	NLM01	High Performance Strategic Leadership: Creating and Delivering Value	Lagos	14/03/2022
Technical	Construction and Mining	NCM02	Construction Management: Site Supervision and Materials Handling	Lagos	14/03/2022
Functional	PPP & Procurement	NPP01	PPP: Strategies, Methods & Structuring	Lagos	14/03/2022
Technical	Manufacturing	NMA04	Market Entry and Retail Strategies	Abuja	14/03/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS03	Contingency Planning, Crisis and Evacuation Strategies	Abuja	14/03/2022
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Port Harcourt	14/03/2022
Management	Finance, Banking and Insurance	NFB03	Insurance Claims: Administration and Management	Lagos	21/03/2022
Management	Leadership and Management Skills	NLM05	Effective Workplace Coaching and Mentoring	Lagos	21/03/2022
Management	Human Resource Management	NHR06	Strategic Talent management and Workforce planning	Uyo	21/03/2022
Technical	Information Technology	NIT02	Information Technology Project Management	Port Harcourt	21/03/2022
Technical	Oil and Gas	NOG04	Clastic Reservoir Characterization	Port Harcourt	21/03/2022
Functional	Agribusiness	NAG06	Data-Driven Agribusiness Marketing	Uyo	21/03/2022
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Lagos	21/03/2022
Management	Public Governance, Compliance and Transparency	NPG06	Managing and Improving Public Sector Performance in the 21st Century	Lagos	21/03/2022

April

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Power and Electricity	NPE07	Reliability and Operational Performance of Electricity power systems	Lagos	04/04/2022
Management	Leadership and Management Skills	NLM03	Emotional Intelligence: Managing and Leading the Workforce	Uyo	04/04/2022
Management	Leadership and Management Skills	NLM07	Strategic People Management and Team Leadership	Lagos	04/04/2022
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Port Harcourt	04/04/2022
Management	Finance, Banking and Insurance	NFB02	Strategic Financial Management and Planning	Lagos	04/04/2022
Technical	Oil and Gas	NOG07	Environmental Impact Assessment of Oil and Gas Projects	Port Harcourt	04/04/2022
Management	Leadership and Management Skills	NLM04	Strategic Management and Supervisory Skills	Lagos	11/04/2022
Technical	Information Technology	NIT07	Cisco Networking: Router Configuration, Troubleshooting and Security	Port Harcourt	11/04/2022
Management	Business & Office Administration	NBA07	Strategic Business Analysis	Lagos	11/04/2022

Category	Sub-Category	Code	Course	Location	Start Date
Management	Leadership and Management Skills	NLM06	Advanced Leadership in Practice	Uyo	11/04/2022
Management	Finance, Banking and Insurance	NFB06	Payment Fraud: Prevention and Containment	Lagos	11/04/2022
Management	Human Resource Management	NHR03	Advanced Personnel Management Strategies	Lagos	18/04/2022
Functional	Agribusiness	NAG01	Agricultural Product Processing and Export	Lagos	18/04/2022
Technical	Manufacturing	NMA02	Warehousing and Logistics Operations in Manufacturing	Lagos	18/04/2022
Technical	Power and Electricity	NPE04	Managing Security Risk in the Power Sector	Lagos	18/04/2022
Technical	Health Administration	NHA02	Healthcare Insurance: Innovation and Management	Lagos	18/04/2022
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Lagos	18/04/2022
Management	Business & Office Administration	NBA05	Analytical Business Decision Modeling	Lagos	25/04/2022
Technical	Construction and Mining	NCM03	Managing and Financing Construction Projects	Lagos	25/04/2022
Functional	PPP & Procurement	NPP02	PPP Cost Benefit Analysis & ROI	Port Harcourt	25/04/2022
Technical	Manufacturing	NMA01	Business Process Management	Port Harcourt	25/04/2022
Technical	Health Administration	NHA01	Healthcare Performance Improvement and Management	Lagos	25/04/2022
Technical	Project Management	NPM07	Advanced Project Quality Management	Lagos	25/04/2022

May

Category	Sub-Category	Code	Course	Location	Start Date
Management	Finance, Banking and Insurance	NFB07	Strategic Retail Banking: Best Practices	Lagos	02/05/2022
Technical	Manufacturing	NMA06	Business Analytics Strategy	Port Harcourt	02/05/2022
Management	Marketing and PR	NMP05	Developing and Implementing Strategic Marketing Plans	Lagos	02/05/2022
Management	Public Governance, Compliance and Transparency	NPG06	Managing and Improving Public Sector Performance in the 21st Century	Uyo	02/05/2022
Technical	Health Administration	NHA06	Healthcare Financing and Strategic Management	Lagos	02/05/2022
Technical	Project Management	NPM06	Project Financial Management	Lagos	02/05/2022
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Abuja	02/05/2022
Management	Human Resource Management	NHR01	Improving Productivity and Employee Engagement	Lagos	09/05/2022
Technical	Construction and Mining	NCM06	Strategic Mining Project Evaluation	Port Harcourt	09/05/2022
Technical	Oil and Gas	NOG02	Oil and Gas Project Management	Port Harcourt	09/05/2022
Functional	Agribusiness	NAG02	Agribusiness for Aspiring Entrepreneurs	Uyo	09/05/2022
Functional	PPP & Procurement	NPP03	PPP Project Management	Port Harcourt	09/05/2022
Management	Finance, Banking and Insurance	NFB04	Risk Analysis and Insurance Planning	Lagos	09/05/2022
Technical	Manufacturing	NMA03	Distribution, Retail and Expansion Strategies	Port Harcourt	09/05/2022
Technical	Health Administration	NHA03	Strategic Leadership in Healthcare	Lagos	16/05/2022
Technical	Power and Electricity	NPE02	Electrical Distribution Equipment Operation and Maintenance	Lagos	16/05/2022
Technical	Project Management	NPM03	Project Management Strategies	Lagos	16/05/2022
Technical	Construction and Mining	NCM04	Risk Based Decision Making in Mining and Exploration	Port Harcourt	16/05/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS01	Threat Detection and Insecurity Management	Port Harcourt	16/05/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS02	Fundamentals of Organizational Security Infrastructure	Port Harcourt	16/05/2022
Management	Business & Office Administration	NBA04	Advanced Dynamic Office Management & Administration	Lagos	23/05/2022
Technical	Information Technology	NIT06	Essential Cloud Infrastructure	Port Harcourt	23/05/2022
Management	Public Governance, Compliance and Transparency	NPG01	Leading with Ethics and Compliance	Lagos	23/05/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS04	Hostile Environment Security Awareness	Port Harcourt	23/05/2022
Functional	PPP & Procurement	NPP01	PPP: Strategies, Methods and Structuring	Port Harcourt	23/05/2022
Management	Human Resource Management	NHR07	Strategic Performance Improvement and Talent Management Strategy	Uyo	23/05/2022
Technical	Construction and Mining	NCM05	Economic Evaluation and Optimisation of Mineral Projects	Port Harcourt	23/05/2022

June

Category	Sub-Category	Code	Course	Location	Start Date
Management	Human Resource Management	NHR02	Managing the Recruitment Process	Lagos	06/06/2022
Technical	Power and Electricity	NPE06	Monitoring and Evaluation of Electrical Projects and Installations	Port Harcourt	06/06/2022
Functional	Agribusiness	NAG06	Data-Driven Agribusiness Marketing	Lagos	06/06/2022
Management	Public Governance, Compliance and Transparency	NPG02	Transparency and Effective Public Sector Administration	Lagos	06/06/2022
Technical	Oil and Gas	NOG06	Corporate Social Responsibility in the Oil & Gas Industry	Port Harcourt	06/06/2022
Management	Business & Office Administration	NBA06	Strategic Management Skills for Administrators	Lagos	06/06/2022
Technical	Information Technology	NIT02	Information Technology Project Management	Lagos	06/06/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS05	Safety Risk, Profiling and Information Analysis	Port Harcourt	06/06/2022
Management	Leadership and Management Skills	NLM02	Critical Thinking: Strategic and Effective Decision Making	Abuja	13/06/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS07	Conflict Resolution, Transformation and Peace Building	Lagos	13/06/2022
Management	Business & Office Administration	NBA01	Advanced Secretarial And Administrative Assistant Training	Lagos	13/06/2022
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Abuja	13/06/2022
Technical	Construction and Mining	NCM03	Managing and Financing Construction Projects	Abuja	13/06/2022
Functional	Agribusiness	NAG04	Livestock Management and Export	Uyo	13/06/2022
Functional	Agribusiness	NAG03	Agricultural Commodities Marketing	Lagos	13/06/2022
Management	Marketing and PR	NMP04	Effective Marketing Communication	Lagos	13/06/2022
Technical	Oil and Gas	NOG01	Strategic Risk Analysis and Decision Making for Oil and Gas Projects	Port Harcourt	13/06/2022
Functional	PPP & Procurement	NPP04	Procurement and Vendor Management: Best Practices for Sustainability	Port Harcourt	13/06/2022
Technical	Manufacturing	NMA04	Market Entry and Retail Strategies	Port Harcourt	13/06/2022
Technical	Oil and Gas	NOG03	Strategic Risk Assessment and Management for Oil & Gas Projects	Port Harcourt	13/06/2022
Technical	Power and Electricity	NPE05	Electricity Power Transmission and Distribution	Port Harcourt	13/06/2022
Technical	Health Administration	NHA04	Strategic Management Tools for Health Policy Makers and Managers	Lagos	13/06/2022
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Lagos	13/06/2022
Technical	Power and Electricity	NPE01	Testing, Inspection, Commissioning and Maintenance of Electrical Systems	Port Harcourt	13/06/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS03	Contingency Planning, Crisis and Evacuation Strategies	Port Harcourt	20/06/2022
Management	Human Resource Management	NHR05	Objective Personnel Performance Management	Abuja	20/06/2022
Functional	Agribusiness	NAG07	Post Harvest Management: Innovation & Technology	Lagos	20/06/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS06	Strategic Risk and Security Management	Uyo	20/06/2022
Management	Public Governance, Compliance and Transparency	NPG07	Public sector Efficiency and Reform	Lagos	20/06/2022
Technical	Manufacturing	NMA07	Data-Driven Quality Management	Lagos	20/06/2022
Technical	Oil and Gas	NOG05	Best Practices in Multishift Operations	Port Harcourt	20/06/2022

July

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG02	Agribusiness for Aspiring Entrepreneurs	Lagos	04/07/2022
Functional	PPP & Procurement	NPP03	PPP Project Management	Lagos	04/07/2022
Management	Finance, Banking and Insurance	NFB04	Risk Analysis and Insurance Planning	Abuja	04/07/2022
Technical	Information Technology	NIT03	Data Analysis and Presentation Skills	Port Harcourt	04/07/2022
Technical	Construction and Mining	NCM01	Project Management for Construction Projects	Port Harcourt	04/07/2022
Technical	Oil and Gas	NOG04	Clastic Reservoir Characterization	Lagos	04/07/2022

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Manufacturing	NMA03	Distribution, Retail and Expansion Strategies	Lagos	04/07/2022
Technical	Information Technology	NIT01	Corporate IT Strategy and Business Frameworks	Port Harcourt	04/07/2022
Management	Public Governance, Compliance and Transparency	NPG04	Managing Compliance in the Workplace	Lagos	11/07/2022
Technical	Health Administration	NHA03	Strategic Leadership in Healthcare	Abuja	11/07/2022
Technical	Power and Electricity	NPE02	Electrical Distribution Equipment Operation and Maintenance	Port Harcourt	11/07/2022
Technical	Project Management	NPM03	Project Management Strategies	Abuja	11/07/2022
Technical	Construction and Mining	NCM04	Risk Based Decision Making in Mining and Exploration	Lagos	11/07/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS02	Fundamentals of Organizational Security Infrastructure	Lagos	11/07/2022
Management	Business & Office Administration	NBA04	Advanced Dynamic Office Management & Administration	Abuja	11/07/2022
Management	Finance, Banking And Insurance	NFB07	Strategic Retail Banking: Best Practices	Abuja	11/07/2022
Technical	Manufacturing	NMA06	Business Analytics Strategy	Lagos	18/07/2022
Functional	PPP & Procurement	NPP07	Procurement Planning and Bid Management	Lagos	18/07/2022
Technical	Project Management	NPM07	Advanced Project Quality Management	Abuja	18/07/2022
Management	Marketing and PR	NMP05	Developing and Implementing Strategic Marketing Plans	Abuja	18/07/2022
Technical	Health Administration	NHA06	Healthcare Financing and Strategic Management	Abuja	18/07/2022
Technical	Project Management	NPM06	Project Financial Management	Port Harcourt	18/07/2022
Management	Human Resource Management	NHR01	Improving Productivity and Employee Engagement	Abuja	18/07/2022
Technical	Construction and Mining	NCM06	Strategic Mining Project Evaluation	Lagos	18/07/2022
Management	Human Resource Management	NHR06	Strategic Talent management and Workforce planning	Lagos	25/07/2022
Technical	Oil and Gas	NOG02	Oil and Gas Project Management	Lagos	25/07/2022
Technical	Construction and Mining	NCM02	Construction Management: Site Supervision and Materials Handling	Abuja	25/07/2022
Technical	Information Technology	NIT05	Cybersecurity: Developing a Cybersecurity Plan	Lagos	25/07/2022
Management	Public Governance, Compliance and Transparency	NPG05	Strategic Public Governance and Workplace Innovation	Lagos	25/07/2022
Management	Leadership and Management Skills	NLM05	Effective workplace coaching and mentoring	Uyo	25/07/2022

August

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG01	Agricultural Product Processing and Export	Uyo	01/08/2022
Technical	Construction and Mining	NCM07	Empirical Methods of Mineral Resource Estimation	Port Harcourt	01/08/2022
Functional	PPP & Procurement	NPP05	Supply Chain and Logistics Management	Port Harcourt	01/08/2022
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Lagos	01/08/2022
Technical	Power and Electricity	NPE03	Transformer Operational Principles, Selection and Troubleshooting	Port Harcourt	01/08/2022
Functional	PPP & Procurement	NPP06	Advanced Strategic Procurement	Port Harcourt	01/08/2022
Technical	Information Technology	NIT04	AWS Cloud Solutions: Storage and Management Tools	Port Harcourt	01/08/2022
Functional	Agribusiness	NAG05	Identifying and Attracting Agribusiness Investors	Uyo	01/08/2022
Technical	Manufacturing	NMA02	Warehousing and Logistics Operations in Manufacturing	Port Harcourt	08/08/2022
Management	Leadership and Management Skills	NLM07	Strategic People Management and Team Leadership	Uyo	08/08/2022
Technical	Power and Electricity	NPE04	Managing Security Risk in the Power Sector	Port Harcourt	08/08/2022
Technical	Health Administration	NHA02	Healthcare Insurance: Innovation and Management	Abuja	08/08/2022
Technical	Information Technology	NIT06	Essential Cloud Infrastructure	Lagos	08/08/2022
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Port Harcourt	08/08/2022
Management	Public Governance, Compliance and Transparency	NPG05	Strategic Public Governance and Workplace Innovation	Abuja	08/08/2022
Management	Business & Office Administration	NBA05	Analytical Business Decision Modelling	Abuja	08/08/2022
Technical	Construction and Mining	NCM03	Managing and Financing Construction Projects	Port Harcourt	15/08/2022

Category	Sub-Category	Code	Course	Location	Start Date
Functional	PPP & Procurement	NPP02	PPP Cost Benefit Analysis & ROI	Lagos	15/08/2022
Technical	Manufacturing	NMA01	Business Process Management	Lagos	15/08/2022
Technical	Health Administration	NHA01	Healthcare Performance Improvement and Management	Abuja	15/08/2022
Technical	Power and Electricity	NPE07	Reliability and Operational Performance of Electricity power systems	Port Harcourt	15/08/2022
Management	Leadership and Management Skills	NLM03	Emotional Intelligence: Managing and Leading the Workforce	Lagos	15/08/2022
Management	Finance, Banking and Insurance	NFB02	Strategic Financial Management and Planning	Abuja	15/08/2022
Technical	Oil and Gas	NOG07	Environmental Impact Assessment of Oil and Gas Projects	Lagos	15/08/2022
Management	Leadership and Management Skills	NLM04	Strategic Management and Supervisory Skills	Uyo	24/08/2022
Technical	Information Technology	NIT07	Cisco Networking: Router Configuration, Troubleshooting and Security	Lagos	22/08/2022
Management	Business & Office Administration	NBA07	Strategic Business Analysis	Abuja	22/08/2022
Management	Leadership and Management Skills	NLM06	Advanced Leadership in Practice	Lagos	22/08/2022
Management	Finance, Banking and Insurance	NFB06	Payment Fraud: Prevention and Containment	Abuja	29/08/2022
Management	Human Resource Management	NHR03	Advanced Personnel Management Strategies	Abuja	29/08/2022
Technical	Manufacturing	NMA05	Manufacturing Requirements, Regulations and Standards	Port Harcourt	29/08/2022

September

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG03	Agricultural Commodities Marketing	Uyo	05/09/2022
Management	Marketing and PR	NMP04	Effective Marketing Communication	Abuja	05/09/2022
Technical	Oil and Gas	NOG01	Strategic Risk Analysis and Decision Making for Oil and Gas Projects	Lagos	05/09/2022
Management	Public Governance, Compliance and Transparency	NPG03	Forensic Auditing: Detection and Prevention	Lagos	05/09/2022
Functional	PPP & Procurement	NPP04	Procurement and Vendor Management: Best Practices for Sustainability	Lagos	05/09/2022
Technical	Manufacturing	NMA04	Market Entry and Retail Strategies	Lagos	05/09/2022
Technical	Health Administration	NHA04	Strategic Management Tools for Health Policy Makers and Managers	Abuja	12/09/2022
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Port Harcourt	12/09/2022
Technical	Power and Electricity	NPE01	Testing, Inspection, Commissioning and Maintenance of Electrical Systems	Lagos	12/09/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS03	Contingency Planning, Crisis and Evacuation Strategies	Lagos	12/09/2022
Management	Human Resource Management	NHR05	Objective Personnel Performance Management	Lagos	12/09/2022
Management	Human Resource Management	NHR02	Managing the Recruitment Process	Abuja	19/09/2022
Technical	Project Management	NPM03	Project Management Strategies	Port Harcourt	19/09/2022
Technical	Power and Electricity	NPE06	Monitoring and Evaluation of Electrical Projects and Installations	Lagos	19/09/2022
Technical	Oil and Gas	NOG06	Corporate Social Responsibility in the Oil & Gas Industry Essential Cloud Infrastructure	Lagos	19/09/2022
Management	Business & Office Administration	NBA06	Strategic Management Skills for Administrators	Abuja	19/09/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS05	Safety Risk, Profiling and Information Analysis	Abuja	19/09/2022
Management	Leadership And Management Skills	NLM02	Critical Thinking: Strategic and Effective Decision Making	Lagos	26/09/2022
Management	Business & Office Administration	NBA01	Advanced Secretarial And Administrative Assistant Training	Abuja	26/09/2022
Functional	Agribusiness	NAG04	Livestock Management and Export	Lagos	26/09/2022
Technical	Project Management	NPM06	Project Financial Management	Abuja	26/09/2022
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Abuja	26/09/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS01	Threat Detection and Insecurity Management	Abuja	26/09/2022

October

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Construction and Mining	NCM02	Construction Management: Site Supervision and Materials Handling	Port Harcourt	03/10/2022
Functional	PPP & Procurement	NPP01	PPP: Strategies, Methods & Structuring	Abuja	03/10/2022
Technical	Construction and Mining	NCM04	Risk Based Decision Making in Mining and Exploration	Lagos	03/10/2022
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Abuja	03/10/2022
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Abuja	03/10/2022
Management	Public Governance, Compliance and Transparency	NPG06	Managing and Improving Public Sector Performance in the 21st Century	Lagos	03/10/2022
Management	Finance, Banking and Insurance	NFB03	Insurance Claims: Administration and Management	Abuja	10/10/2022
Management	Leadership and Management Skills	NLM05	Effective Workplace Coaching and Mentoring	Abuja	10/10/2022
Technical	Manufacturing	NMA03	Distribution, Retail and Expansion Strategies	Abuja	10/10/2022
Management	Human Resource Management	NHR06	Strategic Talent management and Workforce planning	Lagos	10/10/2022
Technical	Information Technology	NIT02	Information Technology Project Management	Abuja	10/10/2022
Technical	Oil and Gas	NOG04	Clastic Reservoir Characterization	Abuja	10/10/2022
Management	Business & Office Administration	NBA02	Electronic Office Management: The Modern Office	Lagos	17/10/2022
Management	Finance, Banking And Insurance	NFB01	Financial Planning, Analysis, Reporting and Control	Abuja	17/10/2022
Functional	Agribusiness	NAG06	Data-Driven Agribusiness Marketing	Abuja	17/10/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS07	Conflict Resolution, Transformation and Peace Building	Lagos	17/10/2022
Functional	Agribusiness	NAG07	Post Harvest Management: Innovation & Technology	Abuja	17/10/2022
Management	Marketing and PR	NMP06	Advanced Marketing and Relationship Management Skills	Abuja	17/10/2022
Technical	Manufacturing	NMA07	Data-Driven Quality Management	Abuja	17/10/2022
Technical	Health Administration	NHA07	Strategic Healthcare Policy Analysis and Evaluation	Abuja	17/10/2022
Functional	Project Management	NPM07	Advanced Project Quality Management	Lagos	24/10/2022
Technical	Information Technology	NIT05	Cybersecurity: Developing a Cybersecurity Plan	Abuja	24/10/2022
Management	Leadership and Management Skills	NLM01	High Performance Strategic Leadership: Creating and Delivering Value	Abuja	24/10/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS02	Fundamentals of Organizational Security Infrastructure	Abuja	24/10/2022
Technical	Power And Electricity	NPE02	Electrical Distribution Equipment Operation and Maintenance	Abuja	24/10/2022
Functional	PPP & Procurement	NPP07	Procurement Planning and Bid Management	Lagos	24/10/2022
Technical	Manufacturing	NMA06	Business Analytics Strategy	Abuja	24/10/2022
Technical	Power and Electricity	NPE07	Reliability and Operational Performance of Electricity power systems	Abuja	24/10/2022

November

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Information Technology	NIT01	Corporate IT Strategy and Business Frameworks	Abuja	07/11/2022
Management	Public Governance, Compliance and Transparency	NPG04	Managing Compliance in the Workplace	Abuja	07/11/2022
Functional	Agribusiness	NAG02	Agribusiness for Aspiring Entrepreneurs	Abuja	02/11/2022
Technical	Construction and Mining	NCM05	Economic Evaluation and Optimisation of Mineral Projects	Abuja	07/11/2022
Management	Leadership and Management Skills	NLM03	Emotional Intelligence: Managing and Leading the Workforce	Lagos	07/11/2022
Technical	Power and Electricity	NPE05	Electricity Power Transmission and Distribution	Abuja	07/11/2022
Technical	Manufacturing	NMA01	Business Process Management	Abuja	07/11/2022
Technical	Information Technology	NIT03	Data Analysis and Presentation Skills	Abuja	07/11/2022
Technical	Oil and Gas	NOG05	Best Practices in Multishift Operations	Abuja	07/11/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS04	Hostile Environment Security Awareness	Abuja	07/11/2022
Management	Human Resource Management	NHR07	Strategic Performance Improvement and Talent Management Strategy	Lagos	07/11/2022

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Construction and Mining	NCM06	Strategic Mining Project Evaluation	Abuja	07/11/2022
Technical	Manufacturing	NMA02	Warehousing and Logistics Operations in Manufacturing	Abuja	07/11/2022
Technical	Oil and Gas	NOG01	Strategic Risk Assessment and Management for Oil & Gas Projects	Lagos	07/11/2022
Management	Leadership and Management Skills	NLM07	Strategic People Management and Team Leadership	Abuja	07/11/2022
Functional	PPP & Procurement	NPP03	PPP Project Management	Abuja	07/11/2022
Management	Marketing and PR	NMP07	Strategic Market Analysis and Brand Management	Lagos	07/11/2022
Technical	Power and Electricity	NPE04	Managing Security Risk in the Power Sector	Abuja	14/11/2022
Functional	Agribusiness	NAG01	Agricultural Product Processing and Export	Abuja	14/11/2022
Technical	Oil and Gas	NOG02	Oil and Gas Project Management	Abuja	14/11/2022
Functional	Health, Safety, Environment & Security (HSES)	NHS06	Strategic Risk and Security Management	Abuja	14/11/2022
Management	Public Governance, Compliance and Transparency	NPG07	Public sector Efficiency and Reform	Abuja	14/11/2022
Management	Marketing and PR	NMP02	Public Relations: Impact of Technology and Social Change	Lagos	14/11/2022
Functional	PPP & Procurement	NPP02	PPP Cost Benefit Analysis & ROI	Abuja	14/11/2022
Technical	Information Technology	NIT06	Essential Cloud Infrastructure	Abuja	14/11/2022
Technical	Information Technology	NIT04	AWS Cloud Solutions: Storage and Management Tools	Abuja	21/11/2022
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Abuja	21/11/2022
Functional	Agribusiness	NAG05	Identifying and Attracting Agribusiness Investors	Abuja	21/11/2022
Technical	Power and Electricity	NPE03	Transformer Operational Principles, Selection and Troubleshooting	Lagos	21/11/2022
Functional	PPP & Procurement	NPP06	Advanced Strategic Procurement	Abuja	21/11/2022
Technical	Project Management	NPM03	Project Management Strategies	Abuja	21/11/2022
Management	Leadership and Management Skills	NLM04	Strategic Management and Supervisory Skills	Lagos	21/11/2022
Management	Public Governance, Compliance and Transparency	NPG02	Transparency and Effective Public Sector Administration	Abuja	21/11/2022
Technical	Power and Electricity	NPE06	Monitoring and Evaluation of Electrical Projects and Installations	Abuja	28/11/2022
Management	Leadership and Management Skills	NLM06	Advanced Leadership in Practice	Abuja	28/11/2022
Technical	Information Technology	NIT07	Cisco Networking: Router Configuration, Troubleshooting and Security	Lagos	28/11/2022

December

Category	Sub-Category	Code	Course	Location	Start Date
Management	Business & Office Administration	NBA03	Strategic Effective Communication and influencing skills	Abuja	05/12/2022
Management	Public Governance, Compliance and Transparency	NPG03	Forensic Auditing: Detection and Prevention	Abuja	05/12/2022
Technical	Project Management	NPM06	Project Financial Management	Lagos	05/12/2022
Technical	Oil and Gas	NOG07	Environmental Impact Assessment of Oil and Gas Projects	Abuja	05/12/2022
Technical	Construction and Mining	NCM07	Empirical Methods of Mineral Resource Estimation	Abuja	05/12/2022
Technical	Power and Electricity	NPE01	Testing, Inspection, Commissioning and Maintenance of Electrical Systems	Abuja	05/12/2022
Management	Marketing and PR	NMP01	Media Relations for PR Professionals	Abuja	05/12/2022
Technical	Construction and Mining	NCM01	Project Management for Construction Projects	Lagos	05/12/2022
Management	Finance, Banking and Insurance	NFB05	Risk Management in Electronic Banking	Abuja	05/12/2022
Functional	PPP & Procurement	NPP05	Supply Chain and Logistics Management	Abuja	12/12/2022
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Abuja	12/12/2022
Technical	Project Management	NPM07	Advanced Project Quality Management	Lagos	12/12/2022
Technical	Manufacturing	NMA05	Manufacturing Requirements, Regulations & Standards	Abuja	12/12/2022
Technical	Health Administration	NHA05	Healthcare Planning, Decision Making and Leadership	Abuja	12/12/2022
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Lagos	12/12/2022
Management	Marketing and PR	NMP03	Strategic Digital and Innovative Social Media Marketing	Abuja	12/12/2022
Management	Human Resource Management	NHR04	Employee Relations: Motivation, Grievances and Discipline	Abuja	12/12/2022
Management	Public Governance, Compliance and Transparency	NPG01	Leading with Ethics and Compliance	Abuja	12/12/2022

Courses Calendar 2023

January

Category	Sub-Category	Code	Course	Location	Start Date
Management	Business & Office Administration	NBA03	Strategic Effective Communication and Influencing Skills	Abuja	16/01/2023
Management	Public Governance, Compliance and Transparency	NPG03	Forensic Auditing: Detection and Prevention	Abuja	16/01/2023
Technical	Project Management	NPM06	Project Financial Management	Abuja	16/01/2023
Technical	Oil and Gas	NOG07	Environmental Impact Assessment of Oil and Gas Projects	Abuja	16/01/2023
Technical	Construction and Mining	NCM07	Empirical Methods of Mineral Resource Estimation	Abuja	16/01/2023
Technical	Power and Electricity	NPE01	Testing, Inspection, Commissioning and Maintenance of Electrical Systems	Abuja	16/01/2023
Management	Marketing and PR	NMP01	Media Relations for PR Professionals	Abuja	16/01/2023
Technical	Construction and Mining	NCM01	Project Management for Construction Projects	Abuja	23/01/2023
Management	Finance, Banking and Insurance	NFB05	Risk Management in Electronic Banking	Abuja	23/01/2023
Functional	PPP & Procurement	NPP05	Supply Chain and Logistics Management	Abuja	23/01/2023
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Abuja	23/01/2023
Technical	Project Management	NPM07	Advanced Project Quality Management	Lagos	23/01/2023
Technical	Manufacturing	NMA05	Manufacturing Requirements, Regulations & Standards	Abuja	23/01/2023
Technical	Health Administration	NHA05	Healthcare Planning, Decision Making and Leadership	Abuja	23/01/2023
Technical	Information Technology	NIT04	AWS Cloud Solutions: Storage and Management Tools	Lagos	23/01/2023
Technical	Information Technology	NIT07	Cisco Networking: Router Configuration, Troubleshooting and Security	Port Harcourt	23/01/2023

February

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Information Technology	NIT01	Corporate IT Strategy and Business Frameworks	Abuja	06/02/2023
Management	Public Governance, Compliance And Transparency	NPG04	Managing Compliance in the Workplace	Abuja	06/02/2023
Functional	Agribusiness	NAG02	Agribusiness for Aspiring Entrepreneurs	Abuja	06/02/2023
Technical	Construction and Mining	NCM05	Economic Evaluation and Optimisation of Mineral Projects	Abuja	06/02/2023
Management	Leadership and Management Skills	NLM03	Emotional Intelligence: Managing and Leading the Workforce	Abuja	06/02/2023
Technical	Power And Electricity	NPE05	Electricity Power Transmission and Distribution	Abuja	06/02/2023
Technical	Manufacturing	NMA01	Business Process Management	Abuja	06/02/2023
Technical	Information Technology	NIT03	Data Analysis and Presentation Skills	Abuja	06/02/2023
Technical	Oil and Gas	NOG05	Best Practices in Multishift Operations	Abuja	06/02/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS04	Hostile Environment Security Awareness	Abuja	06/02/2023
Management	Human Resource Management	NHR07	Strategic Performance Improvement and Talent Management Strategy	Abuja	13/02/2023
Technical	Construction And Mining	NCM06	Strategic Mining Project Evaluation	Abuja	13/02/2023
Technical	Manufacturing	NMA02	Warehousing and Logistics Operations in Manufacturing	Abuja	13/02/2023
Technical	Oil and Gas	NOG01	Strategic Risk Assessment and Management for Oil & Gas Projects	Abuja	13/02/2023
Management	Leadership And Management Skills	NLM07	Strategic People Management and Team Leadership	Abuja	13/02/2023
Functional	PPP & Procurement	NPP03	PPP Project Management	Abuja	20/02/2023
Management	Marketing and PR	NMP07	Strategic Market Analysis and Brand Management	Abuja	20/02/2023
Technical	Power and Electricity	NPE04	Managing Security Risk in the Power Sector	Abuja	20/02/2023

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG01	Agricultural Product Processing and Export	Abuja	20/02/2023
Technical	Oil And Gas	NOG02	Oil and Gas Project Management	Abuja	20/02/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS06	Strategic Risk and Security Management	Abuja	20/02/2023
Management	Public Governance, Compliance and Transparency	NPG07	Public sector Efficiency and Reform	Abuja	20/02/2023
Management	Finance, Banking And Insurance	NFB07	Strategic Retail Banking: Best Practices	Abuja	20/02/2023

March

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Construction and Mining	NCM02	Construction Management: Site Supervision and Materials Handling	Port Harcourt	06/03/2023
Functional	PPP & Procurement	NPP01	PPP: Strategies, Methods & Structuring	Abuja	06/03/2023
Technical	Construction And Mining	NCM04	Risk Based Decision Making in Mining and Exploration	Abuja	06/03/2023
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Abuja	06/03/2023
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Abuja	06/03/2023
Management	Public Governance, Compliance and Transparency	NPG06	Managing and Improving Public Sector Performance in the 21st Century	Abuja	06/03/2023
Management	Finance, Banking and Insurance	NFB03	Insurance Claims: Administration and Management	Abuja	06/03/2023
Management	Leadership and Management Skills	NLM05	Effective Workplace Coaching and Mentoring	Abuja	06/03/2023
Technical	Manufacturing	NMA03	Distribution, Retail and Expansion Strategies	Abuja	06/03/2023
Management	Human Resource Management	NHR06	Strategic Talent management and Workforce planning	Abuja	06/03/2023
Technical	Information Technology	NIT02	Information Technology Project Management	Abuja	06/03/2023
Technical	Oil and Gas	NOG04	Clastic Reservoir Characterization	Abuja	06/03/2023
Management	Business & Office Administration	NBA02	Electronic Office Management: The Modern Office	Abuja	13/03/2023
Management	Finance, Banking and Insurance	NFB01	Financial Planning, Analysis, Reporting and Control	Abuja	13/03/2023
Functional	Agribusiness	NAG06	Data-Driven Agribusiness Marketing	Abuja	13/03/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS07	Conflict Resolution, Transformation and Peace Building	Abuja	13/03/2023
Functional	Agribusiness	NAG07	Post Harvest Management: Innovation & Technology	Abuja	13/03/2023
Management	Marketing and PR	NMP06	Advanced Marketing and Relationship Management Skills	Abuja	13/03/2023
Technical	Manufacturing	NMA07	Data-Driven Quality Management	Abuja	20/03/2023
Technical	Health Administration	NHA07	Strategic Healthcare Policy Analysis and Evaluation	Abuja	20/03/2023
Functional	Project Management	NPM07	Advanced Project Quality Management	Abuja	20/03/2023
Technical	Information Technology	NIT05	Cybersecurity: Developing a Cybersecurity Plan	Abuja	20/03/2023
Management	Leadership and Management Skills	NLM01	High Performance Strategic Leadership: Creating and Delivering Value	Abuja	20/03/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS02	Fundamentals of Organizational Security Infrastructure	Abuja	20/03/2023
Technical	Power and Electricity	NPE02	Electrical Distribution Equipment Operation and Maintenance	Abuja	27/03/2023
Functional	PPP & Procurement	NPP07	Procurement Planning and Bid Management	Abuja	27/03/2023
Technical	Manufacturing	NMA06	Business Analytics Strategy	Abuja	27/03/2023
Technical	Power and Electricity	NPE07	Reliability and Operational Performance of Electricity power systems	Abuja	27/03/2023
Management	Finance, Banking And Insurance	NFB04	Risk Analysis and Insurance Planning	Abuja	27/03/2023
Management	Marketing And PR	NMP02	Public Relations: Impact of Technology and Social Change	Lagos	27/03/2023

April

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG03	Agricultural Commodities Marketing	Uyo	03/04/2023
Management	Marketing and PR	NMP04	Effective Marketing Communication	Abuja	03/04/2023
Technical	Oil and Gas	NOG01	Strategic Risk Analysis and Decision Making for Oil and Gas Projects	Lagos	03/04/2023

Category	Sub-Category	Code	Course	Location	Start Date
Management	Public Governance, Compliance and Transparency	NPG03	Forensic Auditing: Detection and Prevention	Lagos	03/04/2023
Functional	PPP & Procurement	NPP04	Procurement and Vendor Management: Best Practices for Sustainability	Lagos	03/04/2023
Technical	Manufacturing	NMA04	Market Entry and Retail Strategies	Lagos	03/04/2023
Technical	Health Administration	NHA04	Strategic Management Tools for Health Policy Makers and Managers	Abuja	10/04/2023
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Port Harcourt	10/04/2023
Technical	Power and Electricity	NPE01	Testing, Inspection, Commissioning and Maintenance of Electrical Systems	Lagos	10/04/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS03	Contingency Planning, Crises and Evacuation Strategies	Lagos	10/04/2023
Management	Human Resource Management	NHR05	Objective Personnel Performance Management	Lagos	10/04/2023
Management	Human Resource Management	NHR02	Managing the Recruitment Process	Abuja	10/04/2023
Technical	Project Management	NPM03	Project Management Strategies	Port Harcourt	17/04/2023
Technical	Power and Electricity	NPE06	Monitoring and Evaluation of Electrical Projects and Installations	Lagos	17/04/2023
Technical	Oil and Gas	NOG06	Corporate Social Responsibility in the Oil & Gas Industry	Lagos	17/04/2023
Management	Business & Office Administration	NBA06	Strategic Management Skills for Administrators	Abuja	17/04/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS05	Safety Risk, Profiling and Information Analysis	Abuja	17/04/2023
Management	Leadership and Management Skills	NLM02	Critical Thinking: Strategic and Effective Decision Making	Lagos	17/04/2023
Management	Business & Office Administration	NBA01	Advanced Secretarial And Administrative Assistant Training	Abuja	24/04/2023
Functional	Agribusiness	NAG04	Livestock Management and Export	Lagos	24/04/2023
Technical	Project Management	NPM06	Project Financial Management	Abuja	24/04/2023
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Abuja	24/04/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS01	Threat Detection and Insecurity Management	Abuja	24/04/2023

May

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG01	Agricultural Product Processing and Export	Uyo	01/05/2023
Technical	Construction and Mining	NCM07	Empirical Methods of Mineral Resource Estimation	Port Harcourt	01/05/2023
Functional	PPP & Procurement	NPP05	Supply Chain and Logistics Management	Port Harcourt	01/05/2023
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Lagos	01/05/2023
Technical	Power and Electricity	NPE03	Transformer Operational Principles, Selection and Troubleshooting	Port Harcourt	01/05/2023
Functional	PPP & Procurement	NPP06	Advanced Strategic Procurement	Port Harcourt	08/05/2023
Technical	Information Technology	NIT04	AWS Cloud Solutions: Storage and Management Tools	Port Harcourt	08/05/2023
Functional	Agribusiness	NAG05	Identifying and Attracting Agribusiness Investors	Uyo	08/05/2023
Technical	Manufacturing	NMA02	Warehousing and Logistics Operations in Manufacturing	Port Harcourt	08/05/2023
Management	Leadership and Management Skills	NLM07	Strategic People Management and Team Leadership	Uyo	08/05/2023
Technical	Power And Electricity	NPE04	Managing Security Risk in the Power Sector	Port Harcourt	15/05/2023
Technical	Health Administration	NHA02	Healthcare Insurance: Innovation and Management	Abuja	15/05/2023
Technical	Information Technology	NIT06	Essential Cloud Infrastructure	Lagos	15/05/2023
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Port Harcourt	15/05/2023
Management	Public Governance, Compliance and Transparency	NPG05	Strategic Public Governance and Workplace Innovation	Abuja	15/05/2023
Management	Business & Office Administration	NBA05	Analytical Business Decision Modeling	Abuja	22/05/2023
Technical	Construction and Mining	NCM03	Managing and Financing Construction Projects	Port Harcourt	22/05/2023
Functional	PPP & Procurement	NPP02	PPP Cost Benefit Analysis & ROI	Lagos	22/05/2023
Technical	Manufacturing	NMA01	Business Process Management	Lagos	22/05/2023
Technical	Health Administration	NHA01	Healthcare Performance Improvement and Management	Abuja	22/05/2023

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Power and Electricity	NPE07	Reliability and Operational Performance of Electricity power systems	Port Harcourt	29/05/2023
Management	Leadership and Management Skills	NLM03	Emotional Intelligence: Managing and Leading the Workforce	Lagos	29/05/2023
Management	Finance, Banking And Insurance	NFB02	Strategic Financial Management and Planning	Abuja	29/05/2023
Technical	Oil and Gas	NOG07	Environmental Impact Assessment of Oil and Gas Projects	Lagos	29/05/2023
Management	Leadership and Management Skills	NLM04	Strategic Management and Supervisory Skills	Uyo	29/05/2023
Technical	Information Technology	NIT07	Cisco Networking: Router Configuration, Troubleshooting and Security	Lagos	29/05/2023

June

Category	Sub-Category	Code	Course	Location	Start Date
Functional	Agribusiness	NAG02	Agribusiness for Aspiring Entrepreneurs	Lagos	05/06/2023
Functional	PPP & Procurement	NPP03	PPP Project Management	Lagos	05/06/2023
Technical	Information Technology	NIT03	Data Analysis and Presentation Skills	Port Harcourt	05/06/2023
Technical	Construction And Mining	NCM01	Project Management for Construction Projects	Port Harcourt	05/06/2023
Technical	Oil And Gas	NOG04	Clastic Reservoir Characterization	Lagos	05/06/2023
Technical	Manufacturing	NMA03	Distribution, Retail and Expansion Strategies	Lagos	05/06/2023
Technical	Information Technology	NIT01	Corporate IT Strategy and Business Frameworks	Port Harcourt	12/06/2023
Management	Public Governance, Compliance and Transparency	NPG04	Managing Compliance in the Workplace	Lagos	12/06/2023
Technical	Health Administration	NHA03	Strategic Leadership in Healthcare	Abuja	12/06/2023
Technical	Power and Electricity	NPE02	Electrical Distribution Equipment Operation and Maintenance	Port Harcourt	12/06/2023
Technical	Project Management	NPM03	Project Management Strategies	Abuja	12/06/2023
Technical	Construction And Mining	NCM04	Risk Based Decision Making in Mining and Exploration	Lagos	12/06/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS02	Fundamentals of Organizational Security Infrastructure	Lagos	12/06/2023
Technical	Health Administration	NHA05	Healthcare Planning, Decision Making and Leadership	Abuja	12/06/2023
Management	Business & Office Administration	NBA04	Advanced Dynamic Office Management & Administration	Abuja	19/06/2023
Technical	Manufacturing	NMA06	Business Analytics Strategy	Lagos	19/06/2023
Functional	PPP & Procurement	NPP07	Procurement Planning and Bid Management	Lagos	19/06/2023
Technical	Project Management	NPM07	Advanced Project Quality Management	Abuja	19/06/2023
Management	Marketing and PR	NMP05	Developing and Implementing Strategic Marketing Plans	Abuja	19/06/2023
Technical	Project Management	NPM06	Project Financial Management	Port Harcourt	26/06/2023
Management	Human Resource Management	NHR01	Improving Productivity and Employee Engagement	Abuja	26/06/2023
Technical	Construction and Mining	NCM06	Strategic Mining Project Evaluation	Lagos	26/06/2023
Management	Human Resource Management	NHR06	Strategic Talent management and Workforce planning	Lagos	26/06/2023
Technical	Oil And Gas	NOG02	Oil and Gas Project Management	Lagos	26/06/2023
Technical	Construction and Mining	NCM02	Construction Management: Site Supervision and Materials Handling	Abuja	26/06/2023
Technical	Information Technology	NIT05	Cybersecurity: Developing a Cybersecurity Plan	Lagos	26/06/2023
Management	Public Governance, Compliance and Transparency	NPG05	Strategic Public Governance and Workplace Innovation	Lagos	26/06/2023
Management	Leadership and Management Skills	NLM05	Effective workplace coaching and mentoring	Uyo	26/06/2023

July

Category	Sub-Category	Code	Course	Location	Start Date
Management	Human Resource Management	NHR02	Managing the Recruitment Process	Lagos	03/07/2023
Technical	Power and Electricity	NPE06	Monitoring and Evaluation of Electrical Projects and Installations	Port Harcourt	03/07/2023
Functional	Agribusiness	NAG06	Data-Driven Agribusiness Marketing	Lagos	03/07/2023
Management	Public Governance, Compliance and Transparency	NPG02	Transparency and Effective Public Sector Administration	Lagos	03/07/2023
Technical	Oil and Gas	NOG06	Corporate Social Responsibility in the Oil & Gas Industry	Port Harcourt	03/07/2023

Category	Sub-Category	Code	Course	Location	Start Date
Management	Business & Office Administration	NBA06	Strategic Management Skills for Administrators	Lagos	03/07/2023
Technical	Information Technology	NIT02	Information Technology Project Management	Lagos	03/07/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS05	Safety Risk, Profiling and Information Analysis	Port Harcourt	10/07/2023
Management	Leadership and Management Skills	NLM02	Critical Thinking: Strategic and Effective Decision Making	Abuja	10/07/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS07	Conflict Resolution, Transformation and Peace Building	Lagos	10/07/2023
Management	Business & Office Administration	NBA01	Advanced Secretarial And Administrative Assistant Training	Lagos	10/07/2023
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Abuja	10/07/2023
Technical	Construction and Mining	NCM03	Managing and Financing Construction Projects	Abuja	10/07/2023
Functional	Agribusiness	NAG04	Livestock Management and Export	Uyo	10/07/2023
Functional	Agribusiness	NAG03	Agricultural Commodities Marketing	Lagos	17/07/2023
Management	Marketing and PR	NMP04	Effective Marketing Communication	Lagos	17/07/2023
Technical	Oil And Gas	NOG01	Strategic Risk Analysis and Decision Making for Oil and Gas Projects	Port Harcourt	17/07/2023
Functional	PPP & Procurement	NPP04	Procurement and Vendor Management: Best Practices for Sustainability	Port Harcourt	17/07/2023
Technical	Manufacturing	NMA04	Market Entry and Retail Strategies	Port Harcourt	17/07/2023
Technical	Oil and Gas	NOG03	Strategic Risk Assessment and Management for Oil & Gas Projects	Port Harcourt	17/07/2023
Technical	Power and Electricity	NPE05	Electricity Power Transmission and Distribution	Port Harcourt	17/07/2023
Technical	Health Administration	NHA04	Strategic Management Tools for Health Policy Makers and Managers	Lagos	24/07/2023
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Lagos	24/07/2023
Technical	Power and Electricity	NPE01	Testing, Inspection, Commissioning and Maintenance of Electrical Systems	Port Harcourt	24/07/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS03	Contingency Planning, Crises and Evacuation Strategies	Port Harcourt	24/07/2023
Management	Human Resource Management	NHR05	Objective Personnel Performance Management	Abuja	24/07/2023
Functional	Agribusiness	NAG07	Post Harvest Management: Innovation & Technology	Lagos	24/07/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS06	Strategic Risk and Security Management	Uyo	24/07/2023
Management	Public Governance, Compliance and Transparency	NPG07	Public sector Efficiency and Reform	Lagos	24/07/2023
Technical	Manufacturing	NMA07	Data-Driven Quality Management	Lagos	24/07/2023
Technical	Oil and Gas	NOG05	Best Practices in Multishift Operations	Port Harcourt	24/07/2023

August

Category	Sub-Category	Code	Course	Location	Start Date
Management	Finance, Banking and Insurance	NFB07	Strategic Retail Banking: Best Practices	Lagos	07/08/2023
Management	Public Governance, Compliance and Transparency	NPG06	Managing and Improving Public Sector Performance in the 21st Century	Uyo	07/08/2023
Technical	Health Administration	NHA06	Healthcare Financing and Strategic Management	Lagos	07/08/2023
Technical	Project Management	NPM06	Project Financial Management	Lagos	07/08/2023
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Abuja	07/08/2023
Technical	Construction and Mining	NCM06	Strategic Mining Project Evaluation	Port Harcourt	07/08/2023
Technical	Oil and Gas	NOG02	Oil and Gas Project Management	Port Harcourt	07/08/2023
Functional	Agribusiness	NAG02	Agribusiness for Aspiring Entrepreneurs	Uyo	07/08/2023
Functional	PPP & Procurement	NPP03	PPP Project Management	Port Harcourt	07/08/2023
Management	Finance, Banking And Insurance	NFB04	Risk Analysis and Insurance Planning	Lagos	07/08/2023
Technical	Manufacturing	NMA03	Distribution, Retail and Expansion Strategies	Port Harcourt	14/08/2023
Technical	Health Administration	NHA03	Strategic Leadership in Healthcare	Lagos	14/08/2023
Technical	Power and Electricity	NPE02	Electrical Distribution Equipment Operation and Maintenance	Lagos	14/08/2023
Technical	Project Management	NPM03	Project Management Strategies	Lagos	14/08/2023

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Construction And Mining	NCM04	Risk Based Decision Making in Mining and Exploration	Port Harcourt	14/08/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS01	Threat Detection and Insecurity Management	Port Harcourt	14/08/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS02	Fundamentals of Organizational Security Infrastructure	Port Harcourt	14/08/2023
Management	Business & Office Administration	NBA04	Advanced Dynamic Office Management & Administration	Lagos	21/08/2023
Technical	Information Technology	NIT06	Essential Cloud Infrastructure	Port Harcourt	21/08/2023
Management	Public Governance, Compliance and Transparency	NPG01	Leading with Ethics and Compliance	Lagos	21/08/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS04	Hostile Environment Security Awareness	Port Harcourt	21/08/2023
Functional	PPP & Procurement	NPP01	PPP: Strategies, Methods and Structuring	Port Harcourt	21/08/2023
Management	Human Resource Management	NHR07	Strategic Performance Improvement and Talent Management Strategy	Uyo	21/08/2023
Technical	Construction and Mining	NCM05	Economic Evaluation and Optimisation of Mineral Projects	Port Harcourt	21/08/2023
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Lagos	28/08/2023
Management	Marketing and PR	NMP03	Strategic Digital and Innovative Social Media Marketing	Abuja	28/08/2023
Management	Human Resource Management	NHR04	Employee Relations: Motivation, Grievances and Discipline	Abuja	28/08/2023
Management	Public Governance, Compliance and Transparency	NPG01	Leading with Ethics and Compliance	Abuja	28/08/2023

September

Category	Sub-Category	Code	Course	Location	Start Date
Technical	Power and Electricity	NPE07	Reliability and Operational Performance of Electricity power systems	Lagos	04/09/2023
Management	Leadership and Management Skills	NLM03	Emotional Intelligence: Managing and Leading the Workforce	Uyo	04/09/2023
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Port Harcourt	04/09/2023
Management	Finance, Banking and Insurance	NFB02	Strategic Financial Management and Planning	Lagos	04/09/2023
Technical	Oil and Gas	NOG07	Environmental Impact Assessment of Oil and Gas Projects	Port Harcourt	04/09/2023
Management	Leadership and Management Skills	NLM04	Strategic Management and Supervisory Skills	Lagos	04/09/2023
Management	Business & Office Administration	NBA07	Strategic Business Analysis	Lagos	11/09/2023
Management	Leadership and Management Skills	NLM06	Advanced Leadership in Practice	Uyo	11/09/2023
Management	Finance, Banking and Insurance	NFB06	Payment Fraud: Prevention and Containment	Lagos	11/09/2023
Management	Human Resource Management	NHR03	Advanced Personnel Management Strategies	Lagos	11/09/2023
Functional	Agribusiness	NAG01	Agricultural Product Processing and Export	Lagos	11/09/2023
Technical	Manufacturing	NMA02	Warehousing and Logistics Operations in Manufacturing	Lagos	11/09/2023
Technical	Power and Electricity	NPE04	Managing Security Risk in the Power Sector	Lagos	11/09/2023
Technical	Health Administration	NHA02	Healthcare Insurance: Innovation and Management	Lagos	18/09/2023
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Lagos	18/09/2023
Management	Business & Office Administration	NBA05	Analytical Business Decision Modeling	Lagos	18/09/2023
Technical	Construction and Mining	NCM03	Managing and Financing Construction Projects	Lagos	18/09/2023
Functional	PPP & Procurement	NPP02	PPP Cost Benefit Analysis & ROI	Port Harcourt	18/09/2023
Technical	Manufacturing	NMA01	Business Process Management	Port Harcourt	18/09/2023
Technical	Health Administration	NHA01	Healthcare Performance Improvement and Management	Lagos	18/09/2023
Technical	Project Management	NPM07	Advanced Project Quality Management	Lagos	18/09/2023
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Lagos	25/09/2023
Functional	Agribusiness	NAG05	Identifying and Attracting Agribusiness Investors	Abuja	25/09/2023
Technical	Power And Electricity	NPE03	Transformer Operational Principles, Selection and Troubleshooting	Abuja	25/09/2023
Functional	PPP & Procurement	NPP06	Advanced Strategic Procurement	Abuja	25/09/2023
Technical	Project Management	NPM03	Project Management Strategies	Abuja	25/09/2023

Category	Sub-Category	Code	Course	Location	Start Date
Management	Leadership and Management Skills	NLM04	Strategic Management and Supervisory Skills	Abuja	25/09/2023
Management	Public Governance, Compliance and Transparency	NPG02	Transparency and Effective Public Sector Administration	Abuja	25/09/2023
Technical	Power and Electricity	NPE06	Monitoring and Evaluation of Electrical Projects and Installations	Abuja	25/09/2023
Management	Leadership and Management Skills	NLM06	Advanced Leadership in Practice	Abuja	25/09/2023
Technical	Information Technology	NIT07	Cisco Networking: Router Configuration, Troubleshooting and Security	Abuja	25/09/2023

October

Category	Sub-Category	Code	Course	Location	Start Date
Management	Business & Office Administration	NBA02	Electronic Office Management: The Modern Office	Lagos	02/10/2023
Functional	Agribusiness	NAG04	Livestock Management and Export	Abuja	02/10/2023
Management	Finance, Banking and Insurance	NFB01	Financial Planning, Analysis, Reporting and Control	Lagos	02/10/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS07	Conflict Resolution, Transformation and Peace Building	Port Harcourt	02/10/2023
Functional	Agribusiness	NAG07	Post Harvest Management: Innovation & Technology	Uyo	02/10/2023
Technical	Project Management	NPM03	Project Management Strategies	Lagos	02/10/2023
Management	Marketing and PR	NMP06	Advanced Marketing and Relationship Management Skills	Lagos	02/10/2023
Functional	PPP & Procurement	NPP07	Procurement Planning and Bid Management	Port Harcourt	02/10/2023
Technical	Manufacturing	NMA07	Data-Driven Quality Management	Uyo	09/10/2023
Technical	Health Administration	NHA07	Strategic Healthcare Policy Analysis and Evaluation	Lagos	09/10/2023
Technical	Project Management	NPM07	Advanced Project Quality Management	Port Harcourt	09/10/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS05	Safety Risk, Profiling and Information Analysis	Lagos	09/10/2023
Technical	Information Technology	NIT05	Cybersecurity: Developing a Cybersecurity Plan	Port Harcourt	09/10/2023
Management	Human Resource Management	NHR05	Objective Personnel Performance Management	Uyo	09/10/2023
Technical	Oil and Gas	NOG01	Strategic Risk Assessment and Management for Oil & Gas Projects	Lagos	09/10/2023
Management	Leadership and Management Skills	NLM01	High Performance Strategic Leadership: Creating and Delivering Value	Lagos	16/10/2023
Technical	Construction and Mining	NCM02	Construction Management: Site Supervision and Materials Handling	Lagos	16/10/2023
Functional	PPP & Procurement	NPP01	PPP: Strategies, Methods & Structuring	Lagos	16/10/2023
Technical	Manufacturing	NMA04	Market Entry and Retail Strategies	Abuja	16/10/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS03	Contingency Planning, Crisis and Evacuation Strategies	Abuja	16/10/2023
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Port Harcourt	16/10/2023
Management	Finance, Banking and Insurance	NFB03	Insurance Claims: Administration and Management	Lagos	16/10/2023
Management	Leadership and Management Skills	NLM05	Effective Workplace Coaching and Mentoring	Lagos	23/10/2023
Management	Human Resource Management	NHR06	Strategic Talent management and Workforce planning	Uyo	23/10/2023
Technical	Information Technology	NIT02	Information Technology Project Management	Port Harcourt	23/10/2023
Technical	Oil and Gas	NOG04	Clastic Reservoir Characterization	Port Harcourt	23/10/2023
Functional	Agribusiness	NAG06	Data-Driven Agribusiness Marketing	Uyo	23/10/2023
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Lagos	23/10/2023
Management	Public Governance, Compliance And Transparency	NPG06	Managing and Improving Public Sector Performance in the 21st Century	Lagos	23/10/2023
Management	Marketing and PR	NMP02	Public Relations: Impact of Technology and Social Change	Abuja	23/10/2023
Functional	PPP & Procurement	NPP02	PPP Cost Benefit Analysis & ROI	Abuja	23/10/2023
Technical	Information Technology	NIT06	Essential Cloud Infrastructure	Abuja	23/10/2023
Technical	Information Technology	NIT04	AWS Cloud Solutions: Storage and Management Tools	Abuja	23/10/2023

November

Category	Sub-Category	Code	Course	Location	Start Date
Management	Human Resource Management	NHR07	Strategic Performance Improvement and Talent Management Strategy	Lagos	06/11/2023
Management	Marketing and PR	NMP07	Strategic Market Analysis and Brand Management	Lagos	06/11/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS06	Strategic Risk and Security Management	Lagos	06/11/2023
Technical	Project Management	NPM01	Project Analysis And Execution: A Practical Approach	Abuja	06/11/2023
Functional	Agribusiness	NAG05	Identifying and Attracting Agribusiness Investors	Lagos	06/11/2023
Functional	Agribusiness	NAG03	Agricultural Commodities Marketing	Abuja	06/11/2023
Functional	PPP & Procurement	NPP06	Advanced Strategic Procurement	Lagos	06/11/2023
Technical	Information Technology	NIT01	Corporate IT Strategy and Business Frameworks	Lagos	06/11/2023
Technical	Construction and Mining	NCM05	Economic Evaluation and Optimisation of Mineral Projects	Lagos	06/11/2023
Technical	Power and Electricity	NPE05	Electricity Power Transmission and Distribution	Lagos	13/11/2023
Technical	Information Technology	NIT03	Data Analysis and Presentation Skills	Lagos	13/11/2023
Technical	Oil and Gas	NOG05	Best Practices in Multishift Operations	Lagos	13/11/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS04	Hostile Environment Security Awareness	Lagos	13/11/2023
Technical	Project Management	NPM06	Project Financial Management	Lagos	13/11/2023
Management	Leadership and Management Skills	NLM02	Critical Thinking: Strategic and Effective Decision Making	Uyo	13/11/2023
Technical	Health Administration	NHA05	Healthcare Planning, Decision Making and Leadership	Lagos	13/11/2023
Functional	Health, Safety, Environment & Security (HSES)	NHS01	Threat Detection and Insecurity Management	Lagos	20/11/2023
Technical	Oil and Gas	NOG06	Corporate Social Responsibility in the Oil & Gas Industry	Abuja	20/11/2023
Functional	PPP & Procurement	NPP04	Procurement and Vendor Management: Best Practices for Sustainability	Abuja	20/11/2023
Management	Business & Office Administration	NBA07	Strategic Business Analysis	Abuja	20/11/2023
Management	Leadership and Management Skills	NLM06	Advanced Leadership in Practice	Lagos	20/11/2023
Management	Finance, Banking and Insurance	NFB06	Payment Fraud: Prevention and Containment	Abuja	20/11/2023
Management	Human Resource Management	NHR03	Advanced Personnel Management Strategies	Abuja	27/11/2023
Technical	Manufacturing	NMA05	Manufacturing Requirements, Regulations and Standards	Port Harcourt	27/11/2023
Management	Marketing and PR	NMP05	Developing and Implementing Strategic Marketing Plans	Lagos	27/11/2023
Management	Human Resource Management	NHR01	Improving Productivity and Employee Engagement	Lagos	27/11/2023
Technical	Manufacturing	NMA01	Business Process Management	Port Harcourt	27/11/2023
Technical	Manufacturing	NMA06	Business Analytics Strategy	Port Harcourt	27/11/2023
Technical	Health Administration	NHA06	Healthcare Financing and Strategic Management	Abuja	27/11/2023

December

Category	Sub-Category	Code	Course	Location	Start Date
Functional	PPP & Procurement	NPP01	Supply Chain and Logistics Management	Lagos	04/12/2023
Technical	Power and Electricity	NPE03	Transformer Operational Principles, Selection and Troubleshooting	Lagos	04/12/2023
Technical	Manufacturing	NMA05	Manufacturing Requirements, Regulations & Standards	Lagos	04/12/2023
Technical	Health Administration	NHA05	Healthcare Planning, Decision Making and Leadership	Lagos	04/12/2023
Technical	Project Management	NPM02	Effective Management of Projects and Contracts	Lagos	04/12/2023
Technical	Project Management	NPM04	Compliance and Risk Management in Projects	Abuja	04/12/2023
Technical	Project Management	NPM05	Monitoring and Evaluation of Projects	Lagos	04/12/2023
Management	Marketing and PR	NMP03	Strategic Digital and Innovative Social Media Marketing	Lagos	04/12/2023
Management	Human Resource Management	NHR04	Employee Relations: Motivation, Grievances and Discipline	Lagos	04/12/2023
Management	Business & Office Administration	NBA03	Strategic Effective Communication and influencing skills	Lagos	11/12/2023
Technical	Construction and Mining	NCM07	Empirical Methods of Mineral Resource Estimation	Lagos	11/12/2023
Management	Marketing and PR	NMP01	Media Relations for PR Professionals	Lagos	11/12/2023
Technical	Construction and Mining	NCM01	Project Management for Construction Projects	Lagos	11/12/2023
Technical	Project Management	NPM01	Project Analysis and Execution	Lagos	11/12/2023
Management	Finance, Banking and Insurance	NFB05	Risk Management in Electronic Banking	Lagos	11/12/2023

Booking Terms and Conditions

Transferring courses

Attendance on a course can be postponed once bookings have already been made. However, intention to postpone must be sent in writing (via email) 14 days prior to the start of the course concerned. Written notification is required to transfer a booking to another course. This can be applied without charge (if the course fees for both courses are identical). Only one transfer can be made. Should you transfer a booking to an alternative date/location/ course and then fail to attend or cancel, the full fees are due and no refund can be made.

Cancelling courses / Late attendance

A written notification of cancellation should be sent at least 14 days prior to the start of the course, should circumstances prevent the delegate from attending the course concerned.

Please Note: our cancellation fees.

14 days written notice – No cancellation fee (unless the course has been previously changed) Less than 14 days written notice – The full fee is due. GTC reserves the right to cancel or amend a course without penalty or compensation, providing that they provide you with 14 days' notice.

Where possible GTC will endeavour to provide you with either an alternative course/ date/location and will provide this course at the same fee as originally paid regardless of the published prices. Should the alternatives not be satisfactory you will be entitled to a full refund.

GTC will not be responsible for any losses incurred due to the cancellation of a course, such as flights, accommodation etc. in the event of a course being cancelled.

Other terms

GTC reserves the right to remove any delegate from their course should their behaviour be deemed inappropriate by GTC or its partners. This will result in no refund of course fees or other expenditure incurred.

Payment

All course fees must be paid in full no later than 14 days prior to the start of the course (or immediately for late bookings). Payments must be made in Naira. Foreign currency can be accepted provided we have an existing account arrangement in that currency. We will provide the rate of conversion at the time of payment.

Your course is NOT confirmed until payment has been received. GTC will not be responsible for any financial shortfall if fees are changed from another foreign currency.

Payment details

GTC will require payments in Naira before the course commences.

By Electronic Transfer:

Bank details for Naira Account

Account Name: GLOBAL TRAINING GTC SERVICES LTD

Bank: FCMB PLC

Account Number: 3549403012

Sort code: 30-65-41

Bank Address: Adeniran Ogunsaya Street, Surulere, Lagos, Nigeria

Currency: Naira

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Notes

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