

2023 Training Calendar



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OUR MISSION

"To provide exceptional consultancy services to our client through highly motivated employees and up-to-date technological innovations thereby satisfying all stakeholders."

CORE VALUE

Our core value is competence combined with honesty and integrity with the main focus on the customers and their satisfaction.

OUR PARTNERS

Learning Path International, USA
Institute of Supply Chain Management, UK
London School of Business and Finance, UK

OUR FACULTIES

- Marketing & Sales Management
- Human Resources Management
- Project Management
- Leadership Training
- General Management
- Production Management
- Health & Safety
- Strategic Positioning
- Business Communication
- Purchasing & Inventory Management
- Estate Management
- Accounting & Finance
- Insurance Training
- Pension Training
- Logistics & Transport

RESOURCE PERSONS

DU&T Consulting works in alliance with senior professionals in various business establishments. These professionals as facilitators in our courses and share their up-to-date experiences.

OPEN TRAINING COURSES

Our open Courses offer you the opportunity to benefit from the wide ranging expertise of our extensive pool of experienced trainers in addition to learning, meeting and networking with other delegates.

TAILORED TRAININGS

By running the training course on-site at your location, you will make good cost savings. Not only will the client benefit from an overall reduced training fee, money will be saved on travel expenses, hotel and other expenses. Programmes are delivered at a time, location and pace that fit in with the business schedule.

PROFESSIONAL DEVELOPMENT TRAINING

We believe that the distinguishing factors between a large and small scale organization are customers and knowledge base. Both are extraneous factors. While the customers include both the external and internal customers, knowledge is the skills require to achieve the strategic goals of the organization. It, therefore, becomes pertinent to develop the knowledge base of our internal customer because their inputs aggregate into corporate competitive performance in the industry.

We love to partner with you to achieve your strategic objectives and ensure that your talents management drives contribute to short and long term return on investment. To achieve this you need to assess corporate goals vis-à-vis individual contributions and development plan to ensure training achieve goals.

Other Benefits

We provide free pre-training needs and post training impact assessments to achieve strategic-alliance with activities. That is why we are unique- our interest is ensuring that our programme yields the expected returns on your investment.

Our Clients

Our clients include: Dangote Cement Plc, Evan Nigeria, Seplat Petroleum Plc, Nigeria LNG, I.H.S Nigeria Plc, Union Bank Plc, Springserve Ltd, Presco Plc, Cleanserve Ltd, Josepdam Port Services Ltd, E-Stream Networks Ltd, Boulous Nigeria Ltd, SIL Chemicals Ltd, Anchor telecoms Ltd, Sarsoli Industrial Company Ltd, NAHCO Aviance Plc, Golden Sugar Company Limited, Lagos State Judicial Services Commission, Seven Up Bottling Company Plc, Second Adams Oil and Gas Ltd, Siemens Nig Ltd, among others.

If your goal is to outperform and surpass previous year's achievements by transforming the core aspect of your organization- the process, culture and the people- we are the right consultants to talk to. Call us now; let us discuss how we can address your training needs.

We thank you in advance for your thoughtful consideration.

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TRAINING SCHEDULE OF COURSES

S/N	COURSE TITLE	LOCATION	FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	MARKETING AND SALES MANAGEMENT														
1.	Strategic sales techniques	LA	120,000	16-17				4-5			7-8			6-7	
2.	Strategic customer service	LA	120,000		6-7			8-9			14-15			13-14	
3.	Effective selling strategies	LA	120,000			6-7			5-6				2-3		
4.	Advanced sales management	LA	120,000	23-24			3-4			3-4			9-10		
5.	Making professional presentation	LA	120,000		12-13			15-16						20-21	
6.	Sales and distribution management	LA	120,000			13-14				10-11					4-5
7.	Negotiation skills, data analysis and report Writing	LA	120,000		20-21				13-14			4-5			
	HUMAN RESOURCES MANAGEMENT														
8.	Human resource management	LA & AB	120,000				11-12			17-18				27-28	
9.	How to hire, train and keep winners	LA	120,000					22-23				11-12			
10.	Train the trainer	PH	120,000			20-21					21-22				
11.	Effective skills for policy development and Communication	AB	120,000				17-18			24-25			9-10		
	PROJECT MANAGEMENT														
12.	Project scheduling controlling the project Timeline	LA & PH	150,000			22-24						18-20			
13.	Strategic project management	LA, PH & AB	150,000				24-26						16-18		
14.	Project management principles and methods for use in business	LA & PH	150,000					29-31				20-22			
15.	Project Management For Non-Project Managers	LA & PH	150,000						19-21				23-25		
	LEADERSHIP TRAINING														
16.	Effective leadership	LA & AB	120,000	30-31					26-27			25-26			
17.	Effective team building	LA	120,000		27-28						28-29				
18.	All Round Leadership	LA	120,000				24 -25					18-19			
19.	Problem solving and decision making Techniques	LA	120,000		20-21						24-25				
20.	Leadership and change management	LA	120,000				24-25							20-21	
21.	Inter-personal skills development	LA	120,000					15-16							11-12

S/N	COURSE TITLE		FEE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	GENERAL MANAGEMENT														
22.	Professional Office Management	LA	120,000				3-4			3-4					
23.	Managing for performance	LA	120,000					8-9				11-12			
24.	Management skills for personal advisers (pa's)	LA	120,000			27-28							2-3		
25.	Management skills for supervisors and managers	LA	120,000		6-7				5-6						11-12
26.	Developing senior management capacity	LA	120,000	23-24				15-16						6-7	
27.	Effective delegation and time management	LA	120,000								14-15				4-5
28.	Business ethics and professionalism	LA	120,000		20-21					10-11			9-10		
29.	Business management	LA	120,000	23-24					13-14					6-7	
	BANKING TRAINING					16-17									
30.	Effective branch management	LA	150,000		6-8				20-22						
31.	Basic banking operations	LA	150,000		13-15						3-4				
32.	Investment banking	LA	150,000			8-10							4-6		
33.	Fundamentals of credit analysis	LA	150,000								14-16				
34.	Portfolio management	LA	150,000		20-22										
35.	Elementary banking training	LA	150,000		22-24				7-9					1-3	
36.	Intermediate banking training	LA	150,000							12-14					6-8
37.	Advanced banking training	LA	150,000						14-16				9-11		
38.	Fundamentals Of Fund Management	LA	150,000				11-13								13-15
	PRODUCTION MANAGEMENT														
39.	Advanced maintenance management	LA&PH	150,000			6-8					21-23				
40.	Basic petroleum economics	LA&PH	150,000	23-25					21-23						
41.	Operations management course	LA&PH	150,000					15-17				18-20			
42.	Production planning, scheduling and activity control workshop	LA&PH	150,000				17-19			17-19				222	
	HEALTH AND SAFETY MANAGEMENT														
43.	Risk based auditing	LA&PH	150,000		6-8		12-14						16-18		
44.	Basics of HSE management	LA&PH	150,000			20-22			26-28						
	STRATEGIC POSITIONING TRAINING		150,000												
45.	Modeling business processes	LA&AB	150,000			1-3				24-26			9-11		
46.	Strategic planning	LA	150,000	9-11		13-15						18-20			
47.	Business continuity and disaster	LA	150,000							19-21					

	Recovery														
	BUSINESS COMMUNICATION SKILLS														
48.	Business communications	LA	120,000	23-24								11-12			
49.	Professional business writing skills	LA	120,000				24-25		19-20						
50.	Steps to effective persuasive business communication	LA	120,000					18-19					9-10		
	PURCHASING AND INVENTORY MANAGEMENT														
51.	Effective store and inventory management	LA&PH	120,000			6-7						11-12			
52.	Procurement and supply management	LA&PH	120,000				27-28						9-10		
53.	Generating value from procurement	LA&PH	120,000					22-23						13-14	
	ESTATE MANAGEMENT														
54.	Real estate finance and development	LA&AB	150,000			8-10			26-28						
55.	Real estate valuation	LA&AB	150,000			15-17					14-16				
56.	Facility management	LA&AB	150,000				17-19					18-20			
	ACCOUNTING/ FINANCE														
57.	Accounting skills improvement	LA&AB	120,000							13-14				13-14	
58.	Financial management	AB&PH	120,000			9-10							16-17		
59.	Auditing and internal control systems	LA	120,000			20-21						18-19			
60.	Business accounting technique	LA	120,000								21-22			13-14	
61.	Effective budgeting and operational cost control	LA	120,000					15-16					23-24		
62.	Implementing effective internal controls	LA	120,000							24-25				13-14	
	INSURANCE TRAINING														
63.	Risk management for underwriters	LA	120,000			6-7							16-17		
64.	Insurance fraud awareness	LA	120,000				24-25							20-21	
65.	Life settlements	LA	120,000			13-14						11-12			
66.	Reinsurance principles and practice	LA	120,000		6-8						28-29				
	PENSION											18-19			
67.	Pension planning and admin	LA	120,000			16-17				17-18					
68.	Financial aspect of pension	LA	120,000					22-23					16-17		
	LOGISTIC AND TRANSPORT MANAGEMENT														
69.	Shipping, clearing and forwarding	LA&PH	150,000			6-8						20-22			
70.	Logistics and transport management	LA&PH	150,000					22-24					11-13		
71.	Import management	LA&PH	150,000			22-24								20-22	
72.	Business Logistics Systems Analysis	LA&PH	150,000		13-15					24-26					

73.	Transportation, Logistics and the Law	LA&PH	150,000	23-25					19-21				23-25		
74.	Freight Claims Management	LA&PH	150,000			15-17					21-23			20-22	
75.	Preventive Driving and Safety Precautions	LA&PH	75,000			16-18					28-30				
	QUANTITTATIVE ANALYSIS														
76.	Strategic Enumeration Techniques	LA&AB	150,000			27-29						20-22			
77.	Monitoring and Evaluation Techniques	LA&AB	150,000					22-24						27-29	

MARKETING AND SALES MANAGEMENT

STRATEGIC SALES TECHNIQUES	
TARGET AUDIENCE	BUSINESS DEVELOPMENT/SALES/MARKETING OFFICERS, EXECUTIVES, MANAGERS ETC
OBJECTIVES	<p>This training offers four comprehensive modules focused on refining the prospecting and closing abilities of your sales teams.</p> <ul style="list-style-type: none"> • Using the telephone as a sales tool, • How to recognize buying signals and use the trial close, • How to turn cold, hard objections into soft, warm business and • How to close with greater confidence.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Turning phone calls into money calls • Sales planning and projection • Sales reporting • Taking the prospect's buying temperature • Asking effective sales questions and understanding the answers • Using progressive trial closes • Cushioning prospect's objections • Using powerful closing techniques • What you never forget to do before leaving the prospect's office.
FEES	N120,000 per participant, 10% discount for 2-4 or and 20% for more than 4 participants.

STRATEGIC CUSTOMER RELATIONSHIP MANAGEMENT	
TARGET AUDIENCE	CUSTOMER CARE EXECUTIVES, FRONT DESK OFFICERS, RELATIONSHIP MANAGERS
OBJECTIVES	<p>Offers comprehensive instruction on</p> <ul style="list-style-type: none"> • Delivering service excellence, • Creating customer loyalty • Fostering a service-oriented attitude.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Seven steps of dealing with difficult customers • Listen around the edges of complaints • Use the 'power tool' of customer service • The goals: amaze, astound and astonish • How to excel in the four circles of service • Six steps to recover customers • Hire the customer service attitude • The five keys of effective customer service training • Four strategies for rewarding service-oriented employees.
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

EFFECTIVE SELLING STRATEGIES	
COURSE TITLE	
TARGET AUDIENCE	Customer Service, Marketing, Sales and front desk executives
OBJECTIVES	<ul style="list-style-type: none"> • Identify strategies for increasing sales volume • Evolve and evaluate sales strategy. • Use information technology for sales management. • Write sales report
PROGRAM CONTENT	<ul style="list-style-type: none"> • Increasing sales through adaptability • Improving the sales skills and strategies.

	<ul style="list-style-type: none"> ☐☐The use of Information Technology in Sales management. ☐☐Sales reporting.
	☐Making professional Sales presentations

FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	ADVANCED SALES MANAGEMENT
TARGET AUDIENCE	Management Staff, Marketing, Sales and Accounting Executives
OBJECTIVES	<ul style="list-style-type: none"> ☐☐Identify and utilize both direct and indirect marketing options. ☐☐Manage Sales team and territories. ☐☐Relationship building and quality branding ☐☐Design an effective compensation package for the sales force. ☐☐Organize the Sales Force architecture. ☐☐Forecast sales at the territory level and evolve plans to realize the forecast. ☐☐Motivate Sales people. ☐☐Design and implement a performance evaluation system for the sales persons.
PROGRAM CONTENT	<ul style="list-style-type: none"> ☐☐Improving Sales returns through direct and indirect marketing ☐☐Recruiting and training the sales force ☐☐Managing Sales Compensation. <ul style="list-style-type: none"> ☐Product planning strategies. ☐Sales forecasting and planning strategies ☐Sales reporting and pipeline management ☐Implement a performance evaluation system for the sales persons

FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	MAKING PROFESSIONAL PRESENTATION
TARGET AUDIENCE	Customer Service, Marketing and Sales executives
OBJECTIVES	The objective of a good presentation is to inform your client of the results of the assignment, make recommendations that will benefit your client and confirm that you have done a good job so that you would be retained in the future. Participant would at the end of the seminar, equipped with these skills.
PROGRAM CONTENT	<ul style="list-style-type: none"> Professional Enthusiasm Organizing a Logical Presentation How to make your meaning clear Managing your audience Spring Board Motivator Mental mapping Simulation Approach to Presentation <ul style="list-style-type: none"> Visual Aids

FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	SALES AND DISTRIBUTION MANAGEMENT
TARGET AUDIENCE	Sales Executives, Sales Managers, and others dealing with Wholesalers
OBJECTIVES	<ul style="list-style-type: none"> ?? Analyze and understand the process objective setting and programme ?? Manage sales team effectively ?? Develop the sales force ?? Identify and utilize various prospective channels of effective distribution.
PROGRAM CONTENT	<ul style="list-style-type: none"> ?? Sales objectives, forecasting and programme ?? Developing the sales force structure ?? Sales planning, monitoring and evaluation ?? Sales territory development ?? Marketing segmentation and distribution processes ?? Efficient management of the distribution channel ?? Transport management in sales delivery

FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	<i>NEGOTIATION SKILLS, DATA ANALYSIS AND REPORT WRITING</i>
TARGET AUDIENCE	Project managers and coordinators, managers and administrators as well as officers in the procurement function.
OBJECTIVES	<ul style="list-style-type: none"> • Greater confidence to negotiate at all levels. • Knowledge of strategic negotiation. • Understand how to make the most effective use of time available for negotiation preparation. • Appreciate the benefits of a wide range of persuasion techniques. • Basic skills needed to assemble datasets. • Acquire methods of analyzing data. • Ability to assess data analysis strategies. • Able to identify interesting results and move towards presenting them in reports.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Practical models and strategies to negotiation. • The benefits and use of effective negotiation. • Analyzing leading negotiation models. • Separating interests and positions. • Blending options as pathways to agreement. • Review of Practical Data Analysis. • How to assess data analysis strategies. • Concepts and Tools in data analysis. • Multiple comparisons, cross-tabulation and the comparison of means. • Presentation of results and report writing.

FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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HUMAN RESOURCES MANAGEMENT

COURSE TITLE	HUMAN RESOURCES MANAGEMENT
TARGET AUDIENCE	Admin/HRM executives and managers
OBJECTIVES	<ul style="list-style-type: none"> ☐ Advise top management on management of funds and taxation ☐ Manage resources most effectively and exercise necessary control resources. ☐ Contribute to the development overall strategic plan for their organization ☐ Minimize the level of crisis ☐ Recruit and retain arrow heads ☐ Manage a performance driven pay structure
PROGRAM CONTENT	<ul style="list-style-type: none"> ☐ Manpower planning ☐ Wages and salary administration ☐ Personnel selection and placement ☐ Managing employer-employee relation in labour union environment ☐ Performance Evaluation ☐ Job Analysis and description ☐ Performance management.
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	HOW TO HIRE, TRAIN & KEEP WINNERS
TARGET AUDIENCE	HR OFFICERS, PERSONNEL DEPT. STAFF, DEPARTMENTAL HEADS
OBJECTIVES	<p>Participants are exposed to</p> <ul style="list-style-type: none"> • Innovative strategies for prospecting for new recruits, • Qualifying candidates, • Overcoming objections and • Closing the recruiting sale. • How to find & identify winners, • How to interview & recruit winners and • How to keep & train winners.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Four-category referral prospecting • Develop recruiting ads that work • Win at recruiting by playing the odds • Asking effective questions • The 'we sell you/you sell us' philosophy • Win at recruiting sale • Helping new employees start fast • The five R's of retention • Field training strategies
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	TRAIN THE TRAINER
TARGET AUDIENCE	Training, HR and Admin Executive/ Manager
OBJECTIVES	<ul style="list-style-type: none"> • Identify the latest training techniques. • Learn to identify training solutions and adopt an effective training

	<p>strategy.</p> <ul style="list-style-type: none"> • Understand the significance of the training cycle. • Learn how to handle difficult situations and trainees. • Learn how to develop a process for designing, implementing and evaluating training techniques. • Develop a personal training style and delivery approach.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Training needs assessment. • The different training methods. • The various learning styles and the implications for the trainer. • Objectives and expectations. • Preparing and planning the training programme. • Maximizing the use of visual aids and other resource materials. • Producing support materials. • The trainer's checklist. • Presentation techniques. • Course Evaluation: When and How? • Developing individual and group action plans.
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
Residential and Non- residential	

COURSE TITLE	EFFECTIVE SKILLS FOR POLICY DEVELOPMENT AND COMMUNICATION
TARGET AUDIENCE	Policy makers as well as officers and managers responsible for communicating policies to stakeholders.
OBJECTIVES	The participants will gain skills in effectively communicating policy issues with its stakeholders. Organisations will also gain the advantage of learning how to glean and utilise public awareness and opinions relating to policies and their reviews.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Strategic Policy Formulation Process. • Communication: Techniques and Uses • Communicating Changes • Internal and External Communication • Discussing technical topics with a non-technical audience • Pure Feedback and Active Listening • Role of Networking Technology in Policy Making
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

PROJECT MANAGEMENT

COURSE TITLE	PROJECT SCHEDULING: CONTROLLING THE PROJECT TIMELINE
TARGET AUDIENCE	Project and Site Managers, Engineers
OBJECTIVES	<p>You Will Learn How To</p> <ul style="list-style-type: none"> • Develop realistic schedules to achieve timely project delivery • Construct project network diagrams to identify the sequence of work • Calculate Critical Path to determine the project duration • Effectively assign resources to build a realistic baseline schedule • Perform schedule analysis and recommend corrective actions to keep the project on track • Build readable and reliable project reports to keep stakeholders informed on progress
PROGRAM CONTENT	<ul style="list-style-type: none"> • Building a WBS • Constructing PDM diagrams • Determining your task durations using three-point estimates • Calculating the Critical Path • Identifying key issues in successful scheduling • Dealing with uncertainty • Schedules that make sense • Maintaining the Schedule • Developing scheduling procedures • Updating and maintaining the plan • Communicating with Stakeholders • Generating schedule reports • Measuring and Improving Performance • Performing schedule-based Earned Value Analysis (EVA) • Responding to change
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	STRATEGIC PROJECT MANAGEMENT
TARGET AUDIENCE	Project and Site Managers, Engineers
OBJECTIVES	<p>You Will Learn How To</p> <ul style="list-style-type: none"> • Manage complex projects involving substantial budgets, strategic risks and aggressive time scales • Determine key business benefits and project financial feasibility • Align your cross-functional projects with organizational strategy and life cycles • Communicate effectively with key stakeholders to ensure project success • Monitor and report project progress using Earned Value Management • Design an effective change management process that delivers and supports strategic business projects
PROGRAM CONTENT	<ul style="list-style-type: none"> • Identifying and managing stakeholders • Analyzing project feasibility • Preparing a communication plan

	<ul style="list-style-type: none"> • Identifying and analyzing strategic risk • Assessing suppliers against established standards • Evaluating project progress using EVM • Responding to project change • Measuring and presenting results • Applying best practice leadership skills • Creating lessons learned for organizational improvement
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FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	PROJECT MANAGEMENT PRINCIPLES AND METHODS
TARGET AUDIENCE	CAPM/ PMP Candidates
OBJECTIVES	<p>You Will Learn How To</p> <p>Understand the nature and scope of projects and the need for project management</p> <ul style="list-style-type: none"> • List the main objectives of project management and appreciate the information needs of project managers • Organise and lead an effective team to undertake a project or projects • Plan and undertake the implementation of a project • Use some of the basic methods of project management to effectively control all aspects of the project • Communicate effectively with people with respect to the planning and control of a project • Perform effectively as project managers • Improve the management of projects within their organisations
PROGRAM CONTENT	<ul style="list-style-type: none"> • The need for, principles and objectives of project management, strategic project leadership, the project life cycle, • Organising for project management, human resource management and leadership/team motivation, • competency and accreditation of project managers. • feasibility studies - technical, financial and operational • scope and integration management • planning and initiating a project • special requirements of it projects • managing project time, network programming and scheduling • multiple time estimates, learning effects, resource allocation, the golden chain, calendar setting, progress reporting • managing project costs, estimating, budgeting, cost control, cost accounting, time value of money, network costing, time-cost trade off, earned value, flush curve • managing project quality - specification and conformance, project commissioning • risk and hazard analysis • contract law and contractual arrangements, mandating, forms of contract, tendering • procurement and expediting • organisational and interpersonal communications, controlling meetings, conflict management, • controlling and reporting, • information systems

FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4
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participants.

COURSE TITLE	PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS
TARGET AUDIENCE	Project and Site Managers, Architects,
OBJECTIVES	<p>The art of effective project management requires a new type of skill base. Project Management adds value to the organisation in a different way. It offers a deadline driven, objective based approach. It will help you and your company complete tasks and projects across all functions more efficiently and effectively.</p>
PROGRAM CONTENT	<p>What is Project Management?</p> <ul style="list-style-type: none">* Why is Project Management Important?* Project Planning* Project Scope Definition* Project Monitoring & Control* Fundamental Project Management Skills* Scheduling & Estimating* Risk Identification & Mitigation* Project Costing & Budgeting* Working with a Project Team & Getting Commitment* Team Leadership and Managing Conflict* Critical Path Planning* Work Breakdown Structures (WBS)* Project Tracking & Status Reports* Using Project Tools for Maximum Efficiency* Hands-on Practical Exercises
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

LEADERSHIP TRAINING

EFFECTIVE LEADERSHIP	
TARGET AUDIENCE	MIDDLE – TOP LEVEL MANAGERS
OBJECTIVES	Practical exercise sessions that will equip the manager with the needed skills to lead himself, subordinates and achieve the set objectives.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Situational leadership • Managing the velocity factor • Using your iq to increase your eq • Effective interpersonal skills: decision making, coaching, feedback • Managing people • Conflict handling • Effective delegation diagnosis and techniques
FEES	N55, 000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

EFFECTIVE TEAM BUILDING	
TARGET AUDIENCE	EXECUTIVES, OFFICERS, PROJECT TEAMS, ETC
OBJECTIVES	To Equip your team to engage tasks with better problem-solving approaches and enhanced cooperation. Position team members to maximize their strengths in order to generate peak team performance. Implementing the behaviors of successful teambuilding
PROGRAM CONTENT	<ul style="list-style-type: none"> • Qualities of a sound team player • Challenges of teamwork • The best team structure • Team SWOT analysis • Leadership: quality to lead effective teams • Completion vs. Competition • Key ingredients of teamwork • Coaching your team • Overcoming team challenges
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

ALLROUND LEADERSHIP	
TARGET AUDIENCE	MIDDLE – TOP LEVEL MANAGERS
OBJECTIVES	Learn principles to enable you gain influence with superiors, earn respect from colleagues, and inspire excellence from followers through personal leadership.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Fallacies on leadership • Challenges of leadership • Personal leadership • Leading your Subordinates • Leading your colleagues • Leading superiors • Practical application

FEES	N55, 000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	PROBLEM SOLVING & DECISION MAKING TECHNIQUES
TARGET AUDIENCE	Managers and team Leaders
OBJECTIVES	<ul style="list-style-type: none"> ☐☐Organize his thinking process ☐☐Help solve problems ☐☐Logically present his analysis, conclusion and recommendation ☐☐Present a professional reports
PROGRAM CONTENT	<ul style="list-style-type: none"> ☐Defining central problems ☐Factors and analysis in decision making ☐Making logical decision, conclusions and recommendation. ☐Types of Organisational Decision ☐Methods of Decision Making ☐Introduction to Business Strategies

FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	LEADERSHIP AND CHANGE MANAGEMENT
TARGET AUDIENCE	Senior Managers and Middle Managers that are in unique positions with prospects to introduce and facilitate change
OBJECTIVES	<p>Be systematic and methodical in your attempt to achieving change.</p> <ul style="list-style-type: none"> • Plan the key stages of a change process, using appropriate tools. • Determine priorities within an integrated programme of actions. • Engage others to build their commitment to the required changes. • Track progress, measure and communicate results.
PROGRAM CONTENT	<ul style="list-style-type: none"> • The critical role of leadership throughout the change cycle. • Initiating teamwork in a change environment • Understanding the nature and dynamics of change, different types of change, managing through uncertainty, planned versus emergent change. • Performance management; sustaining and reviewing performance. • Stakeholder analysis - mapping the supporters and potential blockers. • Communications plan - how to engage the stakeholders. Planning and project management techniques - how to manage the transition. • Change progress review - reporting and tracking progress. Post implementation review - for continuous improvement.
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	INTER-PERSONAL SKILLS DEVELOPMENT
TARGET AUDIENCE	Managers, team leaders and officers, secretaries and Pas
OBJECTIVES	<ul style="list-style-type: none"> ☐ Discuss the basic concept of human relations ☐ Conflict Handling ☐ Goal Setting

PROGRAM CONTENT	☐	Effective communication
	☐	Team Building
	☐	Negotiation
	☐	Meeting and committee management skills
	☐	Coaching skills
	☐	Giving Feedback
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.	

GENERAL MANAGEMENT

COURSE TITLE	PROFESSIONAL OFFICE MANAGEMENT
TARGET AUDIENCE	ADMIN. STAFF, PERSONAL ASSISTANTS, PR DEPT.STAFF
OBJECTIVES	Participants learn important skills in managing priorities, delegation, presenting a professional image, communication, and bringing innovation to their daily work.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Five system of time management success • Putting power in planning • Adapting to changing priorities • The three dimensions of professionalism • Dealing with conflict and confrontation • Presenting a professional telephone image • Using the seven partnership strategies • Becoming a communications link • Getting things done on any budget and any deadline
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	MANAGING FOR PERFORMANCE
TARGET AUDIENCE	MIDDLE – TOP LEVEL MANAGERS
OBJECTIVES	This programme will help to boost post-training performance of the organization. It will also help to redefine goals, set targets and derive customers' and employees' feedback to guide and direct future actions as well share and break corporate vision into practicable action units.
PROGRAM CONTENT	<ol style="list-style-type: none"> 1. Refining the key decisions 2. Refining corporate objectives, 3. Refining corporate culture 4. Refining corporate processes 5. Strategic decision 6. Job design and planning 7. Managing the velocity factor 8. Motivating for peak performance 9. Interactive session
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	MANAGEMENT SKILLS FOR PERSONAL ADVISERS (PA'S)
TARGET AUDIENCE	This course has been carefully prepared for top-level secretaries, PA's and administrators to company directors and senior managers
OBJECTIVES	<p>You will be able to:</p> <ul style="list-style-type: none"> • Develop the interpersonal and professional skills required by office administrators and personal assistants. • Provide a practical overview of the managerial duties, responsibilities and the essential knowledge required to fulfill various roles successfully. • Learn how to develop managerial skills and update your knowledge of the latest office technology. • Understand how to motivate others and achieve the organization's long term objectives. • Learn the concepts of effective team building and accept the challenges of increased responsibility.

	<ul style="list-style-type: none"> • Learn how to make strong presentations and face the challenges and opportunities of the office manager. • Anticipating the impact and implication of pressure on executives, and exploring ways to implement action plans to remove or reduce the causes.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Role of the Director's Secretary. • Personal Presentation Skills. • Management techniques – practical guide looking at decision making, problem solving techniques, motivational techniques and effective delegating. • Influencing and Persuading Skills, Personal Effectiveness and Time Management. • Learn the most effective styles of management. • Problems related to change and overcoming barriers. • Information Technology. • Effective Team Building. • Tools and techniques for creative thinking. • Managing difficult people and resolving conflict. • Forecasting, establishing objectives, setting and meeting targets. • Developing Individual and Group • Action Plan
FEES	N120,000 per participant, 20% discount for 4 or and 30% for more than 4 participants.

COURSE TITLE	MANAGEMENT SKILLS FOR SUPERVISORS AND MANAGERS
TARGET AUDIENCE	Team Leaders, Head of Departments, Line Managers, Branch, Senior Managers, Project Coordinators and Managers.
OBJECTIVES	<ul style="list-style-type: none"> • Clearly define your new role as supervisor. • Delegate to maximize your time as you develop your staff. • Establish and communicate performance standards. • Coach employees for maximum performance. • Instill cooperation and esprit de corps within your team. • Manage your team positively through change.
PROGRAM CONTENTO	Management Styles Team Dynamics/Managing Diversity- Leading Across Leading Change <ul style="list-style-type: none"> • Leading and Communicating Change – Influencing others to translate vision into action. • Cultivating Strategic Thinking - • Leading Up and Down • Service Motivation Monitoring Performance • Streamlining performance to the organizational vision. • Setting performance target. • Performance Evaluation Action Planning
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BASIC MANAGEMENT / INDUCTION COURSE
TARGET AUDIENCE	Management Trainees and other fresh employees
OBJECTIVES	Communicate effectively on the job - Develop effective marketing skills - Understand basics principles of accounting - Develop their relational skills

	to work effectively within group(s) among other things
PROGRAM CONTENT	<p>??Orientation for the employees about your mission, cultures, processes, and structure</p> <p>??Communication skills</p> <p>??Basic Introduction to Accounting</p> <p>??Principles of Banking (optional)</p> <p>??Marketing and Selling Strategies</p> <p>??Job Ethics</p> <p>??Customer-Centred Relationship Building</p> <p>??Basic Introduction to Management</p> <p>??Basic Computer Appreciation- MS Windows, Word, Excel, PowerPoint and Access</p>
DATES	2 Weeks Customized In-house Orientation programme for fresh staff.
FEES	250,000 per day for maximum of 50 employees

COURSE TITLE	DEVELOPING SENIOR MANAGEMENT CAPACITY
TARGET AUDIENCE	Managers who wish to enhance their ability to plan and act more Strategically
OBJECTIVES	<p>Understand and use strategic planning tools.</p> <ul style="list-style-type: none"> • Initiate a strategic planning process. • Constantly anticipate and react speedily to changes within your organisation. • Develop appropriate strategies for greater personal, team and organisational effectiveness. • Have the ability to work with your people to bring about improved efficiency.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Strategic planning and management. • Initiating the strategic planning process. • Clarifying and implementing organisational mandates. • Situational analysis techniques and stakeholder analysis. • Exploring the role of leadership and management to ensure achievement of objectives. • Developing business plans; monitoring and evaluating for results. • Analysing external and internal factors driving change; developing readiness for change. • Analysing the current state of the organisation, developing appropriate strategies for change, managing staff through change. • Building and managing dynamic teams. • Coaching and mentoring skills. • Situational leadership styles. • Ongoing performance management. • Developing greater customer and output focus. • Time management, priority setting.
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	EFFECTIVE DELEGATION AND TIME MANAGEMENT
TARGET AUDIENCE	Managers and team Leaders
OBJECTIVES	<ul style="list-style-type: none"> • Reduce stress and improve well-being by being more in control of your life

	<ul style="list-style-type: none"> • Gain insights from others on the course by sharing problems and developing practical solutions • Troubleshoot delegation problems • Identify barriers to delegation • Plan delegation processes and Delegate effectively to the right employees
PROGRAM CONTENT	<ul style="list-style-type: none"> • Tackling unpleasant jobs and dealing with problems • Working with others - effective communication • Handling meetings • Avoiding interruptions • Working with your environment • Making instant changes • Time Management: the best and worst practices • Barriers to delegation • Planned delegation processes • Personal delegation assessment and troubleshooting
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BUSINESS ETHICS AND PROFESSIONALISM
TARGET AUDIENCE	All cadre of employee
OBJECTIVES	<ul style="list-style-type: none"> • Define ethics and emphasize on the various principles involved. • Discuss the ways in which we can incorporate ethical values in our personal and professional lives. • Briefly define the major themes in ethical philosophy. • Fully understand the core ethical principles and values and the use of rationalization. • Define the key elements of a conflict of interest • Enumerate the benefits of ethics in business
PROGRAM CONTENT	<ul style="list-style-type: none"> • How We Live • Role of Ethics • Ethics Philosophy • Ethics VS Values • Rationalization • Ethical Decision-Making • Ethics and Conflict of Interest • Business Etiquettes
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BUSINESS MANAGEMENT
TARGET AUDIENCE	Admin and Other Managers or team leaders
OBJECTIVES	<ul style="list-style-type: none"> • Competent business managers able to effectively interpret and implement company strategy • Managers increasingly able to contribute to strategic development • Managers committed to continuing professional development <p>In addition, there are immediate measurable benefits from an in-company Management Project aimed at improving business performance within the sponsoring organization.</p>
PROGRAM CONTENT	<ul style="list-style-type: none"> • Business planning • Finance for business decision making

	<ul style="list-style-type: none"> • Internal and external marketing and communications • Team performance • SWOT Analysis • Skills for Administrators • Individuals Within Organizations • Organizational Skills
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

BANKING TRAINING

EFFECTIVE BRANCH MANAGEMENT	
TARGET AUDIENCE	Branch Managers and Branch Accountants in Retail Banking Institutions
OBJECTIVES	<p>Participants would be able to:</p> <ul style="list-style-type: none"> • Obtain comprehensive knowledge of current developments in the Economic and Banking Environment in order to enable them better appreciate the framework within which they operate • Develop the requisite knowledge and skills needed to re-evaluate the functions and responsibilities of branch manager • Understand the basic principles of managing the branch of a bank – retail or wholesale • Gain the appropriate knowledge needed to identify problems of branch management and proffer solutions to them • Acquire the requisite knowledge for handling customer; and enhancing customer service excellence • Understand the modern techniques of management so as to improve personal and operational effectiveness.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Introduction and Overview of Banking policies and Branch Networks. • Understanding the strategic vision of the Bank <ul style="list-style-type: none"> -Definition of terms -Branch network -Bank Policies -Budgets <ul style="list-style-type: none"> • Customer relationship • The overview of the economy, opportunities and threats in the Banking industry • Branch Management and associated problems • Branch organisation and workflow Structure • Preparation and Monitoring of Branch budgets • Analysis of the banks credit policy and risk acceptance criteria • Legal aspect of Bank - customer relationships • Branch fraud detection and control mechanism
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

BASIC BANKING OPERATIONS	
TARGET AUDIENCE	Trainees, Assistant Banking Officers and banking Officers of Commercial Bank in the category of tellers, customer services and operations staff
OBJECTIVES	<p>Participants would be able to understand:</p> <ul style="list-style-type: none"> • Law relating to Banking Operations • Banking instruments and products • Dynamics of banking operations • Developing efficient customer relationship • Acquiring skills in marketing and relationship management • Understanding various sources of operational Risk • New trends and Technology to facilitate customer services • Security and fraud Detection in Banking Operations

	<ul style="list-style-type: none"> Developing the right Attitude and Psychology required for operating staff
PROGRAM CONTENT	<ul style="list-style-type: none"> The business of banking and structure of the bank Overview of banking products and services Teller Operations – Process and procedures Guidelines for teller operations Negotiable instruments The use of technology and tools to facilitate the teller's role Accounts opening, operation and closing Know your customer (KYC) Innovation in cash transfers and processing services Security awareness, Fraud control and detection The front office/operations staff, corporate image of the Bank and ethics in the banking business <ul style="list-style-type: none"> Delivering quality services
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

INVESTMENT BANKING	
TARGET AUDIENCE	Investment Analysts and managers.
OBJECTIVES	Participants would be able to: <ul style="list-style-type: none"> Understand the fundamental of merger and acquisition Understand the rudiment of debts and equity trading Adapt easily to the core of banking activities Work effectively in major departments of the banking sector.
PROGRAM CONTENT	<ul style="list-style-type: none"> Merger and acquisition Corporate Restructuring Divestitures and spin Off Equity capital Market Debt Capital markets Public& private Issuances Proprietary trading of debt and equity
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

FUNDAMENTALS OF CREDIT ANALYSIS	
TARGET AUDIENCE	Branch Managers and Branch Accountants in Retail Banking Institutions
OBJECTIVES	Participants would be able to: <ul style="list-style-type: none"> Apply a structured framework to the credit analysis process Assess the role of management in the financial performance of a company Understanding financial statements, their structure and composition, as well as basic accounting concepts and principles Calculate and interpret key ratios used to evaluate the repayment prospects of a company Understand the basic principles of accrual versus cash accounting Determine cash movement dynamics and ascertain its

	<p>importance in the analysis process</p> <ul style="list-style-type: none"> Summarize a borrower's request's key risk and communicate them effectively.
PROGRAM CONTENT	<ul style="list-style-type: none"> Conceptual Framework and logic of credit analysis Financial Statement Analysis Review of Company's History / Present Overview of Credit Products <ul style="list-style-type: none"> ✓ Term Loan ✓ Overdraft ✓ Bridge Finance ✓ Trade Finance Products ✓ Bonds, Indemnities and Securities Industry Review Market Review Risk Analysis Liquidity Analysis 5Cs of Credit The Credit Decision Process.
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

PORTFOLIO MANAGEMENT	
TARGET AUDIENCE	Executives of private banks and Wealth Management Companies
OBJECTIVES	<p>By the end of the course you will be able to:</p> <ul style="list-style-type: none"> Have a sound practical understanding of the portfolio creation and the implementation of different investment instruments Explain how to determine where to place resources where they matter reducing wasteful spending Be able to apply day to day investment strategies by assessing the value of different investment instruments as well as estimate and manage risk Gain awareness of how your bank can differentiate from the competitors and apply technical analysis to investment strategy Explain how to collect and present the essential information needed to continually align and balance your portfolio Assess your project portfolio performance using earned value analysis
PROGRAM CONTENT	<ul style="list-style-type: none"> Conditions for Successful Portfolio Management Describe benefits of portfolio management Describe the components of effective portfolio management Explain the role of leadership in portfolio management Monitoring Portfolio Performance Identify quantitative and qualitative metrics used to monitor performance Identifying and applying various tools for portfolio projects traditional and alternative investment instruments and their role in the investment portfolio
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

ELEMENTARY BANKING TRAINING

TARGET AUDIENCE	Graduate trainees and banking officers
OBJECTIVES	Participants would be able to: <ul style="list-style-type: none"> • Understand the basic principles and practice of banking • Understand the credit and loan management • Assess potential creditors with the goal of minimizing credit risks • Adapt easily to the core of banking activities • Work effectively in major departments of the banking sector.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Basic Banking Operations • Introduction to Banking Laws and Practice • Fundamental of Financial Analysis • Fundamental of Business Planning • Effective Credit Risk Administration and Management • Introduction to Delinquency Management and Interest Rate Setting • Introduction to Operational Risk Management • Basic Product Development Strategies • Fundamentals of Branch Management • Introduction to relationship management
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

INTERMEDIATE BANKING TRAINING	
TARGET AUDIENCE	Executives and team leaders
OBJECTIVES	Participants would be able to: <ul style="list-style-type: none"> • Understand the basic principles and practice of banking • Understand the credit and loan management • Work effectively in major departments of the banking sector. • Lead a team of bankers • Develop the requisite skills to operate from the management level. • Make certain critical decisions regarding their core functions
PROGRAM CONTENT	<ul style="list-style-type: none"> • Intermediate Banking Operations • Intermediate Banking Laws and Practice • Fundamental of Financial Analysis • Fundamental of Business Planning • Effective Credit Risk Administration and Management • Intermediate Operational Risk Management • Effective Product Development Strategies • Intermediate Course in Branch Management • Effective Team Building Techniques • Effective Customer Relationship Management • Introduction to foreign exchange management
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

ADVANCED BANKING TRAINING	
TARGET AUDIENCE	Senior Banking Executives and Managers
OBJECTIVES	Participants would be able to: <ul style="list-style-type: none"> • Understand the basic principles and practice of banking

	<ul style="list-style-type: none"> • Understand the credit and loan management • Work effectively in major departments of the banking sector. • Lead a team of bankers, develop the requisite skills to operate from the management level • Develop the skills to manage activities and employees in any branch office of the bank • Manage profitable portfolio as branch managers
PROGRAM CONTENT	<ul style="list-style-type: none"> • Advanced Banking Operations • Advanced Banking Laws and Practice • Strategic Financial Analysis • Strategic Planning • Effective Credit Risk Administration and Management • Advanced Operational Risk Management • Strategic Product Development and Marketing • Branch Management for Performance • Effective Leadership Techniques • Effective Customer Relationship Management • Advanced foreign exchange management
ORIGINAL FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

COURSE TITLE	FUNDAMENTALS OF FUND MANAGEMENT
TARGET AUDIENCE	Executives of Stock Brokering, Fund Managers, PFAs and
OBJECTIVES	<ul style="list-style-type: none"> • Understand the effect of risk and inflation on investment • Identify various types of funds and investment products • Understand the different fund management styles • Utilise both strategic and tactical assets allocation in investment decision making process • Conduct investment performance evaluation • Benchmark on investment result for profitability
PROGRAM CONTENT	<ul style="list-style-type: none"> • Understanding the fundamentals of investment • Examining types of funds and investment products • Understanding the fund management process • Linkage between economic activity and investment markets • Analysing fund management styles • Fixed income fund management • Equity fund management • Examining other types of fund management • Asset allocation within the investment decision making process • Understanding modern portfolio theory • Investment performance evaluation
FEES	N150,000 per participant (to cover material, training, gift items, lunch and certificate)

PRODUCTION MANAGEMENT

COURSE TITLE	ADVANCED MAINTENANCE MANAGEMENT
TARGET AUDIENCE	Senior and Middle Managers, Engineers from Production, Maintenance, Engineering, Design and related Departments.
OBJECTIVES	<p>Relate Maintenance to the overall Corporate objective and use some of the latest concepts to achieve best asset performance</p> <p>Understand various Predictive Maintenance Practices for reducing downtime and increasing productivity by understanding different Condition Monitoring Techniques and identifying and implementing the right technique.</p>
PROGRAM CONTENT	<p>Asset Management concepts</p> <p>Maintenance Strategies</p> <p>Condition Based Maintenance (CBM)</p> <p>Vibration, Thermography and WDA</p> <p>Total Productive Maintenance (TPM)</p> <p>Reliability Centered Maintenance (RCM)</p> <p>Vibration Measurement, Monitoring and Analysis</p> <p>Condition Monitoring of Bearings</p> <p>Wear Debris Analysis & Lubricant Monitoring</p> <p>Infra-red Thermography</p> <p>Integration of various technique for early warning.</p>
FEES	₦150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BASIC PETROLEUM ECONOMICS
TARGET AUDIENCE	Managers, engineers, explorationists, field accounting supervisors and other personnel who need to develop or improve their skill and understanding of basic economic analysis
OBJECTIVES	<ul style="list-style-type: none"> • How to evaluate the economic viability of a project • Cash flow techniques applicable in economic evaluations • How to use economic criteria to choose investments • Models to weigh risk and uncertainty
PROGRAM CONTENT	<ul style="list-style-type: none"> • Forecasting oil production • Defining: "reserves", operating expenses, capital expenditures, inflation, factors effecting oil and gas prices • Cash flow techniques • Economic criteria: interest, hurdle rate, time value of money, selection, ranking criteria • Risk, uncertainty: types of risk, mathematical techniques, probabilistic models, uncertainty in economic analysis • Tips on economic factors in computer spreadsheet analysis • Ethics in economic analyses
FEES	₦150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	OPERATIONS MANAGEMENT COURSE
TARGET AUDIENCE	COO's Team: Operations Managers, Procurement Managers, Supply Chain Managers, Production Managers, Manufacturing Managers, Warehousing Managers, Inventory Managers, Quality Managers, R&D Managers, Innovation Managers, Project Managers
OBJECTIVES	<ul style="list-style-type: none"> • Provides an understanding of operations management framework • Offers experiential analysis to understand the challenges of COOs and Operations Managers • Provides an understanding of the functions and practices of production and operation managers • Training topics include supply chain management, research and development (R&D), manufacturing, project management and quality management • Provides insights on how to develop strategies, initiatives and programs to introduce and sustain competitive operations in organizations • Focuses on lean six sigma best practices, tools and models to develop and implement an effective operations management system • This course emphasizes operations management decision-making. It does not cover engineering, technical or mathematical topics
PROGRAM CONTENT	<ul style="list-style-type: none"> • Operations Management: • Process Management: • Lean Operations Management decision areas such as cost, quality, time, flexibility and capacity • Lean Production Management: Innovation management, research and development (R&D), methods of production, cost of production, breakeven analysis, process control, production planning and scheduling • Lean Facilities Management: Facilities planning and automations and smart buildings • Lean Project Management: Project selection and initiation, planning, financing, scheduling and resource allocation, risk, communication, control, evaluation and termination • Lean Quality Management: The frameworks, tools and techniques necessary to implement product development and operations improvements such as Total Quality Management (TQM), Capability Maturity Model (CMM), Six Sigma, ISO 9000, and Kaizen • Lean Supply Chain Management (SCM): Covers current issues in business logistics and information systems for coordinating operations • Outsourcing, off-shoring and supply chain integration
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	PRODUCTION PLANNING, SCHEDULING AND ACTIVITY CONTROL WORKSHOP
TARGET AUDIENCE	<ul style="list-style-type: none"> • Production, plan, logistics, materials and operations managers, as well as plant superintendents, inventory planners, master planners, master schedulers, production supervisors and maintenance professionals
OBJECTIVES	<ul style="list-style-type: none"> • Organize production operations to meet customer needs • Reduce lead and cycle times • Build products that can be effectively scheduled in varying environments • Manage an information infrastructure that smoothly converts to your manufacturing management
PROGRAM CONTENT	<ul style="list-style-type: none"> • The relationship between production planning and activity • Capacity resource planning and master production scheduling • Manufacturing planning and control systems • Managing work order priorities and schedule changes; production capacity, routings and lead times • Eliminating the production bottlenecks
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

HEALTH AND SAFETY MANAGEMENT

COURSE TITLE	RISK BASED AUDITING
TARGET AUDIENCE	HSE Professionals, HSE Managers and all line Managers who wants to participate in HSE Management
OBJECTIVES	<ul style="list-style-type: none"> • Participate effectively in an audit or review team • Audit in line with the standards of the internal audit profession • Relate auditing to the essential principles of Corporate Governance, Risk Management, Business Control and Management Systems • Add value for senior management from the audit process • Demonstrate the skills necessary to conduct an effective audit, including: <ul style="list-style-type: none"> - Familiarising with the auditee's business environment and objectives - Developing a risk-based work plan - Effective interviewing and verifying techniques - Recording, analysing and assessing audit findings - Evaluating the auditee's HSE MS - Summarising, presenting and reporting the audit results to management
PROGRAM CONTENT	<ul style="list-style-type: none"> • Risk-based HSE Auditing • Risk Management, Business Control and Management Systems • Audit and Review Processes • Planning • Review and testing • Findings and Recommendations • Audit Conclusion • Effective Interviewing • Auditor's Control Framework and legal liability • Case Study (preparation, work plan, interviews, evaluation, reporting)
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BASICS OF HSE MANAGEMENT
TARGET AUDIENCE	Operations, Engineers, Supervisors, Project managers and aspiring HSE professionals.
OBJECTIVES	<ul style="list-style-type: none"> • The principle elements of a health and safety management system, and how these interact to promote continual improvement in HSE management • About ISO 14001, OHSAS 18001 and other commonly used HSE management systems • Key tools associated with risk assessment, risk control and active/reactive monitoring • The roles and responsibilities of individuals within the management system and how they can effect the safety culture of the organization
PROGRAM CONTENT	<ul style="list-style-type: none"> • Leadership & Commitment • Policy & Strategic Objectives • Legislation & Regulation • Organisation, Responsibilities & Resources • Professional Training & Behaviours • Risk Assessment & Management

- Planning & Procedures
- Contractor Controls
- Security
- Emergency Response
- Performance Management
- Incident Reporting & Investigation
- Audit
- Management Review

FEES N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

STRATEGIC POSITIONING TRAINING

COURSE TITLE	MODELING BUSINESS PROCESSES
TARGET AUDIENCE	Admin Manager, Process Managers, Production, Marketing and other managers.
OBJECTIVES	<p>Business functions effective on the foundation of processes and procedure. Any break in the business processes may affect the effectiveness and efficiency of the productivity of the organization. Hence understanding the business process is very essential. Participants from the training would understand how to:</p> <ul style="list-style-type: none"> • Set the process rule • Handle the problems of inherent in the business process • Detect inappropriate workflows • Identify I.T system requirement
PROGRAM CONTENT	<ul style="list-style-type: none"> • Definition of a business process • Identifying processes • Modelling business processes • Documenting processes • Identifying process steps • Overview of different modelling techniques • Detailed modelling - rules and guidelines • Process modelling problems - handling detail • Supporting documentation • Evaluating and improving business process • Problem analysis • Identifying inappropriate workflows • Identifying inappropriate IT support • Documenting IT systems requirements
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	STRATEGIC PLANNING
TARGET AUDIENCE	Executives Directors, CEO, General Managers and Head of Departments
OBJECTIVES	Understand the definition of the corporate objectives, ethos, and targets as well as develop the strategies to achieve these targets by review the past performance to project into the future.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Defining the Objectives and Targets • Forecast and Gaps • Company Appraisal • Business Environment Appraisal • Evaluation of Selected Strategies • Developing the Action Plan
FEES	N55,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BUSINESS CONTINUITY AND DISASTER RECOVERY
TARGET AUDIENCE	Board, CEOs, GMs, AGMs and those in the public sector in equivalent senior posts. Members
OBJECTIVES	This one-day course gives a strategic overview of the principles and practices of Business Continuity Management. It will enable delegates to develop a Business Continuity policy, monitor its performance and

	understand the BC implications of Board decisions on the organization's resilience.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Understanding the responsibilities of the Board and senior staff with respect to Business Continuity & Risk Management • Appreciate the need for Business Continuity planning • Understand the language of Business Continuity • How to define continuity requirements and recovery strategies • Understand the key elements of a Continuity Strategy • Assess the effectiveness of BCM within your organisation • Monitor the effectiveness of the Business Continuity Team • Understand resourcing requirements for Business Continuity
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

BUSINESS COMMUNICATION SKILLS

COURSE TITLE	BUSINESS COMMUNICATIONS
TARGET AUDIENCE	Managers and team Leaders
OBJECTIVES	<ul style="list-style-type: none"> • Upgrade their written and oral communication skills • Develop their interpersonal skills • Make logical and sound analysis • Develop their marketing communications
PROGRAM CONTENT	<ul style="list-style-type: none"> • Oral and Written Communication Skills • Marketing Communications • Critical Thinking Skills • Communicating Changes • Internal and External Communications • Interpersonal Skills
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	PROFESSIONAL BUSINESS WRITING SKILLS
TARGET AUDIENCE	Marketers, managers and others involved in your business writings
OBJECTIVES	Writing, as a form of communication, is a permanent form of expression, which 'speaks' before we are heard. Many business write-ups are void of meaning or purpose because the writer is not conscious of the fact that the reader is mindful of some facts and only considers "What's In It For Me (WIIFM)". This programme will help participants develop their business writing skills. The ultimate goal is to improve communication effectiveness by improving the writing skill of the participant thereby maximizing your Return on Investment.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Planning your Writing for Success: begin with the client in mind • Opening and Closing Effectively • Using Punctuation Marks to vary the Phrases, Clauses and Sentences • Speed reading: a useful business writing skill • Using the Email Effectively • Business writing: get to the point fast • Essential Flaws in Business Writings. • Packaging a Professional Business Write-ups
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	STEPS TO EFFECTIVE PERSUASIVE BUSINESS COMMUNICATION
TARGET AUDIENCE	Public Relations Executives
OBJECTIVES	<ul style="list-style-type: none"> • Learn how to develop a persuasive writing strategy that can then be generalized to a wide range of written and oral communication • Demonstrate competency in writing persuasive communication content • Have the ability to instantly apply this new knowledge to any type or form of written communication
PROGRAM CONTENT	<ul style="list-style-type: none"> • Creation of a persuasively written baseline document • What makes an effective persuasive communicator? • Modes of communication

- Techniques of persuasion defined
- Application exercises
- Logical and emotional appeal
- Visualization as a form of persuasion
- Techniques of persuasion applied
- Getting the target to take action
- The importance of source credibility

FEES

N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

PURCHASING AND INVENTORY MANAGEMENT

COURSE TITLE	EFFECTIVE STORE AND INVENTORY MANAGEMENT
TARGET AUDIENCE	Store officers and managers, Sales team and managers
OBJECTIVES	<ul style="list-style-type: none"> ☑ Manage all tasks with regard to the storehouse as well as material handling to ensure safety, accountability, inventory management and security. ☑ Understand the importance of computer to the task of inventory management
PROGRAM CONTENT	<ul style="list-style-type: none"> ☑ Managing the Storehouse Operation ☑ Inventory Management Evaluation ☑ Material Handling: systems' precautions. ☑ Stock taking and spot checking ☑ Quality control in store management ☑ Computerization of store management
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	PROCUREMENT AND SUPPLY MANAGEMENT
TARGET AUDIENCE	Purchasing and Supply Officers, Managers and other executives engaged in procuring activities
OBJECTIVES	<p>You will be able to:</p> <ul style="list-style-type: none"> • Better administer the procurement process to meet expected objectives of stakeholders • Agree on objectives, requirements, plans and specifications. • Understand and apply quality standards both in negotiation and procurement services • Evaluate the current procurement system and offer options to aid effective procurement
PROGRAM CONTENT	<ul style="list-style-type: none"> • The role and objectives of procurement within an organization • Understanding the buying process • Sourcing of goods and services • Methods of buying • Laws and documentation processes • Understanding price and cost • Purchasing procedure for international orders • Basic negotiation skills
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	GENERATING VALUE FROM PROCUREMENT
TARGET AUDIENCE	Personnel involved in procurement of goods and services
OBJECTIVES	<p>By the end of the course you will be able to:</p> <ul style="list-style-type: none"> • Better administer the procurement process to meet the expected objectives of stakeholders • Agree on objectives, requirements, plans and specifications • Understand and apply quality standards both in negotiation and procurement of services • Evaluate the current procurement system and offer options to aid effective procurement

PROGRAM CONTENT	<ul style="list-style-type: none"> • Procurement of Professional Services: the Range of Different Tender Processes • Hiring Professional Services, Purchasing Goods and Works • Reviewing Best Practices, Cost and Value as a Selecting Factor • Pricing Methods • Selection Procedures, Local and National Preferred Supplier Capacity • Building a Supplier List, Buyer-Vendor Contracts for Long Term Engagement • Terms of Reference, Evaluation of Proposals • Negotiation and Communication Skills • Outsourcing • Contract Provisions, Procurement of Services, Monitoring and Supervision of Consultants • Elements of a Legally Enforceable Contract, Terms and Conditions, Interpreting Legal Provisions • Discussions and Exercises • Case Studies • Preparation and Presentation of Action Plans
ORIGINAL FEES	₦95, 500 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

EFFECTIVE BID MANAGEMENT	
TARGET AUDIENCE	Personnel involved in bidding
OBJECTIVES	<p>By the end of the course you will be able to:</p> <ul style="list-style-type: none"> • Clearly understand the client's requirements • Prepare a robust pricing model. • Develop ability to write a compelling bid document that systematically addresses all the award criteria • Understand necessary presentation skills to convince the client that your bid is clearly the best • Ensure your team are thoroughly prepared and well rehearsed.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Effective management of the bid process • Making the bid / no-bid decision • Setting your bid strategy • Tips and tactics for writing compelling bid documents • Sourcing & organizing content • Making Effective Bid Presentation • Assembling & managing bid teams • Managing the stages of the process • Learning from experience and feedback • Case Studies • Preparation and Presentation of Action Plans
FEES	N150,000 per participant. In-house: N45,000 per participant for a group of 2 participants

ESTATE MANAGEMENT

COURSE TITLE	REAL ESTATE FINANCE & DEVELOPMENT
TARGET AUDIENCE	Store officers and managers, Sales team and managers
OBJECTIVES	<p>This three day seminar provides a comprehensive coverage of technical issues in property financing and investment. It includes analysis and forecasting issues, as well as techniques in measuring property performance, property development and many aspects of property investment. The approach focuses on an international application of fundamental principles and methodologies, and the course is appropriate for executives needing to improve their understanding of the property sector and its analysis.</p>
PROGRAM CONTENT	<ul style="list-style-type: none"> • Discounted Cash Flow Measurement for Real Estate Valuing Property Assets Measuring Property Performance • Financing and Developing Property Mortgages and Bank Finance Legal Issues in Property Investment Developing Property • Investing in Property Ownership Vehicles Risk and Real Estate • Synthetic Property Portfolio Analysis
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	REAL ESTATE VALUATION
TARGET AUDIENCE	Executives of Stock Brokering, Fund Managers, PFAs and
OBJECTIVES	<p>The purpose of this seminar is to train participants in all of the important aspects of valuing property. It begins with a thorough review of the relevant techniques in appraising commercial property and then covers the methodology of assessing the capital value of residential property. Special emphasis is given to the underlying approaches, such as net operating income, the projection of cash flows, the assessment of the cost of capital, the cost and sales comparison approaches and the use of real options. The theoretical techniques are fully compared to the techniques that are deployed in practice.</p>
PROGRAM CONTENT	<p>Commercial Property - Assessing Income Residential Property - Assessing Capital Value Net Operating Income (NOI) Projecting Cash Flows Creating and using a detailed Discounted Cash Flow (DCF) model Cost of Capital for Real Estate Companies Real Options and the Real Estate process Land Prices The Cost Approach The Sales Comparison Approach Highest and Best Use Approach</p>

	Valuation in Practice
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	FACILITY MANAGEMENT
TARGET AUDIENCE	Premises and Facilities Managers
OBJECTIVES	To assist delegates in developing their skills and confidence in order that they may provide a quality service to their clients and occupiers.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Skills, Qualities, Duties <ul style="list-style-type: none"> ○ Attributes required for success as a Premises/Facilities Manager ○ The range of duties and responsibilities • Health and Safety Issues: <ul style="list-style-type: none"> ○ An overview of some of the Legislation ○ What is demanded of you and of others ○ Hazards, Risks, and the basics of Assessment • Contracts and Specifications: <ul style="list-style-type: none"> ○ Basic Contract Law: definitions/essential elements • Maintenance and Asset Management <ul style="list-style-type: none"> ○ Identifying/prioritizing/organizing maintenance ○ Contracting options for maintenance works • Space Planning: <ul style="list-style-type: none"> ○ The process/players/requirements for success - an overview ○ Corporate image/standards/guidelines • Furniture Selection and Procurement • Sources of Assistance <ul style="list-style-type: none"> ○ Training and development - including qualifications and accreditation ○ Using consultants and others ○ Outsourcing / selecting assistance
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	LAND, PROPERTY & DEVELOPMENT
TARGET AUDIENCE	Premises and Facilities Managers
OBJECTIVES	Traps every construction professional needs to know about land, property & development law
PROGRAM CONTENT	<p>OVERVIEW</p> <p>LAND LAW</p> <ul style="list-style-type: none"> · Pitfalls in “ownership” of land · Dangers of oral tenancies · Ongoing liability of tenants under leases <p>CONVEYANCING</p> <ul style="list-style-type: none"> · Over reliance on side-letters · Tips on adverse possession and squatters’ rights · Practical issues with boundaries, plans and the “general boundary rule” · Overcoming rights to light and party wall issues <p>DEVELOPMENT</p>

	<ul style="list-style-type: none"> · Problems within “enlargement” of easements · Releases of restrictive covenants against building · Strategic creation of ransom strips · Mitigating the risk of contaminated land · Development issues including planning, highways and service agreements <p>LEASES</p> <ul style="list-style-type: none"> · Liability and pitfalls (for the construction team) under agreements for leases · Salient points on the grant of and assignment of leases · Managing “statutory renewal” of business tenants
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

ACCOUNTING/ FINANCE

COURSE TITLE	ACCOUNTING SKILLS IMPROVEMENT
TARGET AUDIENCE	Cashiers; stock, purchasing and accounting officers.
OBJECTIVES	<ul style="list-style-type: none"> ?? Design and operate a simple Accounting system ?? Prepare financial records and statement ?? Analyze and interpreter financial statements ?? Develop the capability to identify, investigate and analyze accounting problems
PROGRAM CONTENT	<ul style="list-style-type: none"> ?? Principles of accounting ?? Books of account ?? Preparing financial statements ?? Analyses & interpretation of financial statement ?? Auditing Principles and Ethics
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	FINANCIAL MANAGEMENT
TARGET AUDIENCE	Financial executives and analyst.
OBJECTIVES	<ul style="list-style-type: none"> ? Advise top management on management of funds and taxation ? Manage resources most effectively and exercise necessary control resources. ? Develop financial plan for their organization ? Minimize the level of crisis associated with investment decision.
PROGRAM CONTENT	<ul style="list-style-type: none"> ? Financial planning and management of funds ? Financial management and business environment ? Cash flow statement preparation and reporting ? Financial policy formulation and implementation ? Budgetary control
FEES	N120,000 per participant, 5% discount for 5 or more participants and 10% for 10 or more participants.

COURSE TITLE	AUDITING AND INTERNAL CONTROL SYSTEMS
TARGET AUDIENCE	Accounting officers, store keepers/ managers, Admin. Officers and other Managers
OBJECTIVES	<ul style="list-style-type: none"> ?? Understand how to formulate safety and accountability internal control policies ?? Carry out basic auditing to ensure internal checks and balances ?? Investigate any suspected fraudulent situation.
PROGRAM CONTENT	<ul style="list-style-type: none"> ?? Internal control policy formulation processes ?? Audit planning and evidences ?? Auditing of final accounts and group accounts ?? Auditing the computer systems ?? Investigation and stock taking
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	BUSINESS ACCOUNTING TECHNIQUES
TARGET AUDIENCE	Accounting officers and managers
OBJECTIVES	<ul style="list-style-type: none"> • Learn the fundamentals of accounting. • Learn about current assets, long-term assets, and other types of assets. • Learn about the different types of liabilities. • Learn to calculate the time value of money. • Learn to calculate the present and future values of cash flows. • Learn the components of stockholders' equity. • Learn financial analysis ratios.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Accounting and business activities <ul style="list-style-type: none"> ○ Fundamentals of accounting ○ Accounting in business activities • Accounting for assets <ul style="list-style-type: none"> ○ Introduction to assets ○ Accounting for current assets ○ Accounting for noncurrent assets • Accounting for inventory <ul style="list-style-type: none"> ○ Fundamentals of the inventory system ○ Inventory management • Time value of money <ul style="list-style-type: none"> ○ Calculating time value of money ○ Calculating value of annuities ○ Calculating value of bonds ○ Interest rates and maturity dates • Accounting for stockholders' equity <ul style="list-style-type: none"> ○ Fundamentals of stock ○ Fundamentals of stockholders' equity ○ Fundamentals of ratio analysis
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	EFFECTIVE BUDGETING AND OPERATIONAL COST CONTROL
TARGET AUDIENCE	Managers who wish to enhance their ability to plan and act more Strategically
OBJECTIVES	<ul style="list-style-type: none"> • Apply the essential concepts of accounting, budgets and finance. • Apply the use of unit cost measurements in performance-based budgeting and maintain strategic cost control. • Identify appropriate outputs for an organisational unit or programme component; determine and apply the costs estimated to produce those outputs and calculate a cost per unit of output. • Use best practices to create written budget justifications; locate guidance on budgeting for capital assets, integrate performance budgeting into your organisation's budget formulation process.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Cost items reported on the income statement. • Costs incurred for current operations but not included in cost of goods sold; components of cost, prime cost, conversion cost, overhead cost, carrying cost, sunk cost, discretionary cost, opportunity cost; and characteristics that differentiate. • Cost measurement concepts. • Absorption and variable costing. • Basic framework of budgeting. • Preparing the master budget. • Other budgeting techniques.

	<ul style="list-style-type: none"> • Types of performance measures • Aligning performance goals with budget account structures.
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	IMPLEMENTING EFFECTIVE INTERNAL CONTROLS
TARGET AUDIENCE	Controllers, Accounting managers, Auditors, Compliance officers, CEOs, CFOs, Business owners, Managers and supervisors, Directors, Financial managers, Attorneys
OBJECTIVES	<p>You'll Learn:</p> <ul style="list-style-type: none"> • The factors behind each component of internal controls • The objectives internal controls must satisfy to be useful • Whether manual- or technology-based monitoring works best for your organization • The accounting cycles that are most commonly audited • How to measure risk likelihood and its potential impact • The steps necessary to comply with Sarbanes-Oxley 404 requirements
PROGRAM CONTENT	<ul style="list-style-type: none"> • Definition and Importance Internal Controls • Creating the Internal Control Structure • Risk Assessment and Considerations • Managing Control Activities to Minimize Risks • Using ORCA to evaluate management controls • Establishing Internal Accounting Controls • Strategies for preventing fraud in your cycles • Understanding and Complying With Regulations • Monitoring and Reporting on Internal Controls • Creating and implementing a testing system • Manual vs. technology-based monitoring • Elements of effective internal controls reports
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

INSURANCE TRAINING

COURSE TITLE	RISK MANAGEMENT FOR UNDERWRITERS
TARGET AUDIENCE	Underwriters and Claims Executives
OBJECTIVES	<ul style="list-style-type: none"> • Identify risk & measures risks • Advise clients to minimize potential risk • Assist in boosting underwriting performance • Appropriately quote the insured risk..
PROGRAM CONTENT	<ul style="list-style-type: none"> • Risk identification & survey • Risk improvement & loss prevention • Risk & safety Audit • Underwriting & safety organization • Quoting to ensure adequate premium
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	INSURANCE FRAUD AWARENESS
TARGET AUDIENCE	Underwriters, Claims Audit, Accountants and Process Executives
OBJECTIVES	<ul style="list-style-type: none"> • Understand insurance fraud. • Understand the relationship between ethics and insurance fraud. • Understand and take the necessary steps to prevent insurance fraud. • Identify the fraudsters who commit insurance fraud. • Understand fraud within the insurance process. • Identify and spot patterns and indicators of fraudulent claims. • Understand the relationship between fraudulent claims and the insurance industry. • Understand the legal Issues associated with insurance fraud. • Understand consumer protection and insurance fraud.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Introduction • Preventing Insurance Fraud • Identifying the Fraudsters • Fraud Within the Insurance Process • Patterns & Indicators of Fraudulent Claims • Fraudulent Claims and the Insurance Industry • The Legal Issues in Insurance Fraud • Consumer Protection and Insurance Fraud
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	<i>LIFE SETTLEMENTS</i>
TARGET AUDIENCE	Life Marketer and other Executives
OBJECTIVES	<ul style="list-style-type: none"> • What a life settlement is • The history of life settlements • When to consider a life settlement • The life settlement process • What to look for in a life settlement
PROGRAM CONTENT	<ul style="list-style-type: none"> • What is a Life Settlement? • In Search of Options and Opportunities • Reasons for Abandoning a Life Insurance Policy • Life Insurance Companies Offer No Viable Exit Strategy

	<ul style="list-style-type: none"> • Historical Overview: The Evolution of a Secondary Market • When to Consider a Life Settlement • The Benefits of a Life Settlement • Life Settlement Scenarios • The Life Settlement Process • What to Look for in a Life Settlement
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	<i>REINSURANCE PRINCIPLES AND PRACTICE</i>
TARGET AUDIENCE	Underwriters, Reinsurance and Claims Executives
OBJECTIVES	<ul style="list-style-type: none"> • Compare Term and Permanent Insurance. • Distinguish between various Policy Variations. • Learn the mechanics of filing claims, receipt of proceeds. • Nature and functions of reinsurance • Understand the need for and the mechanics of Insurance Underwriting
PROGRAM CONTENT	<ul style="list-style-type: none"> • Principles OF Risk Management • Nature and Functions of Reinsurance • Principles OF Reinsurance • Basic Forms and Types of Reinsurance • Direct Insurance and Reinsurance • Freedom and Consequence of Reinsurance
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

PENSION

COURSE TITLE	PENSION PLANNING & ADMIN
TARGET AUDIENCE	Premises and Facilities Managers
OBJECTIVES	<ul style="list-style-type: none"> • Treat aspects of the scheme & ensure that the right considerations are paid. • Deal with effective techniques to manage PFA for profitability • Legal responsibilities of the party to this contract.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Planning & pension scheme • Cost covering benefit procedure benefit procedure • Running the scheme • Customer relationship fermium • Approvable benefits • Legal aspect of pension
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	FINANCIAL ASPECT OF PENSION
TARGET AUDIENCE	Premises and Facilities Managers
OBJECTIVES	<p>Meeting financial obligation of PFA</p> <p>How to manage funds</p> <p>Understand the different fund management styles</p> <p>How to cost the benefits of pensions</p> <p>Utilise both strategic and tactical assets allocation in investment decision making process</p>
PROGRAM CONTENT	<ul style="list-style-type: none"> • Methods of funding • Termination of benefit procedures • Investing in the pension fund • Pension benefits: death in service, late or early retirement • Costing pension benefit • Types of pension schemes • Departmentalization of investment
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

LOGISTIC AND TRANSPORT MANAGEMENT

COURSE TITLE	SHIPPING, CLEARING AND FORWARDING
TARGET AUDIENCE	Logistics, Purchasing and Supply Officer
OBJECTIVES	<ul style="list-style-type: none"> • Explaining the functions carried out in an airfreight export, import and consolidation operation. • Describing the functions carried out by an overborder freight forwarding operation. • Outlining the functions carried out in a surface freight operation. • Describing the work carried out by the clearing/compliance function in a forwarding operation. • Describing typical support functions within a freight forwarding organization. • Describing the work of a marketing/sales department in a freight forwarding organization. • Outlining the transition of the industry from traditional freight forwarding to international supply chain management
PROGRAM CONTENT	<ul style="list-style-type: none"> • Import Documentation • Port policies and procedures • Principles and practice of shipping • Clearing and forwarding laws and practice • Explaining the functions carried out in an airfreight export, import and consolidation operation. • Over-border freight forwarding operation. • Surface freight operation. • Clearing/compliance functions in a forwarding operation. • Outlining the transition of freight forwarding to supply chain management • Roles of multimodal logistics operations. • Equipment used to pack and transport goods by surface.
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	LOGISTICS AND TRANSPORT MANAGEMENT
TARGET AUDIENCE	Logistics and Transport Managers
OBJECTIVES	<ul style="list-style-type: none"> • Understand the major aspects of transportation and logistics in the context of the current business environment. • Develop a familiarity with the issues involved in the transport of cargo internationally. • Have an awareness of the legal, documentary and mechanical aspects of international trade from the perspective of doing business from Nigeria. • Become familiar with the general issues concerning the management of a warehouse. These include site selection, warehouse layout, safety and security measures, cost drivers, shipping and receiving, packaging, inventory management principles, and just-in-time fulfillment. • Acquire a general understanding of the major technology issues facing the logistician. These include such topics as PC's, computer languages, the Internet, networks, Electronic Data Interchange (EDI), AutoID technologies, Radio Frequency Identification (RFID),

	<p>Transportation Management Systems (TMS), Warehouse Management Systems (WMS), and international trade software.</p> <ul style="list-style-type: none"> • Gain familiarity with the concept of logistics outsourcing. Understand which logistics functions are more successfully outsourced. What factors must be considered before undertaking an outsourcing relationship. • Become familiar with some basic strategies for conducting a successful negotiation. • Coursework is described in a practical, “hands-on” approach, so that each learning module can be utilized in the student’s current or future positions as a quick-reference for transportation and business logistics problem solving.
PROGRAM CONTENT	<ul style="list-style-type: none"> • documentation in the transportation of goods; • Managing warehouse operations; • inventory management; • information technology • Logistic outsourcing principles and practice • Rights and duties of a haulage company • Developing vehicular maintenance and safety policies • Laws guiding transportations in Nigeria • Insurance policies covering transportation and logistics • Ethics of logistics business • Managing and reducing logistics frauds • Negotiating Strategies
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	IMPORT MANAGEMENT
TARGET AUDIENCE	Logistics, Clearing and Import Officers and Managers
OBJECTIVES	<ol style="list-style-type: none"> 1. Explain the major aspects of importing in the context of the current global business environment. 2. Understand the regulatory and statutory issues associated with successful importing. 3. Achieve an awareness of the major role played by Nigerian Customs in the import transaction. 4. Understand the significance of the Tariff Schedule as it relates to the cost of importing. 5. Be able to identify free trade agreements between Nigeria and other countries and their impact upon the importer. 6. Recognize that imports play a major role in our economy and understand the process by which these goods enter the commerce of Nigeria.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Understanding of how to import into the Nigeria from anywhere on the globe. • Understanding the role of Customs as it relates to importing. • This course will cover the most common documents required in an import transaction and explain their purpose and application. • Export/Import: Procedures and Documentation • A Guide for Commercial Importers, • Marking of Country of Origin on Nigerian Imports, • Temporary Importation under Bond and Nigerian Customs Bonded Warehouse.

FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.
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COURSE TITLE	BUSINESS LOGISTICS SYSTEMS ANALYSIS
TARGET AUDIENCE	Logistics, Clearing and Import Officers and Managers
OBJECTIVES	<ul style="list-style-type: none"> • To describe the issues and market-place conditions which are affecting the complexity of today's logistics processes in business • To develop integrated "modeling" approaches to solve logistics problems which impact Inventory, Cycle Time, Forecasting, Transportation, Warehousing, Information Systems, Business Strategies, and Production Planning, which are faced by professionals on a daily basis within their respective businesses. • To design more effective and efficient transportation and logistics networks that improve customer Service and overall business results while simultaneously reducing total costs. • To focus primarily on the Core work of overall business, while allowing others such as "Third Parties" to participate in a very active role to achieve optimism business solutions. • To develop analytical and problem solving logistics skills that can be applied to everyday pragmatic Business Logistics issues. • To describe the value-added results of utilizing leading-edge business and logistics concepts that are required for Business to develop a competitive advantage.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Logistic Relationship • Performance Management • Network design • Supply chain finance • Transport management • Information system • Challenges of the future • Case studies
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	TRANSPORTATION, LOGISTICS AND THE LAW
TARGET AUDIENCE	Logistics, Clearing and Import Officers and Managers
OBJECTIVES	<ul style="list-style-type: none"> • To explain the laws and government regulations as they apply to the railroad and motor carrier industries. • To describe how the laws and regulations impact the shipping, movement, storage, insuring and receiving of goods. • To state the use of bills of lading, tariffs, rate agreements and discounts in domestic commerce. • To prepare all parties to transportation arrangements for the breakdowns, accidents and service failures that occasionally occur in the distribution cycle, and to provide suggestions on how to adopt preventive measures. • To explain the rights and obligations of shippers, carriers, intermediaries, insurers and receivers of freight. • To develop the differences between motor carriers of truckload and less-than-truckload freight vis a vis household goods carriers and parcel express carriers.

	<ul style="list-style-type: none"> • To summarize the problem areas remaining in the domestic and global movement of goods, and possible remedies to be considered. • To record how court and administrative agency decisions affect all parties to transportation arrangements.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Nigerian Statutes and Regulations governing the movement of goods to, from and within the Nigeria • The requirements for conducting operations as a carrier, a freight forwarder or a truck broker • Carriers' liability for loss, damage and delay, and the burdens of proof when administering claims and suits. • Liability for the payment of freight charges • Contracting between the parties to transportation. • Bills of Lading terms, conditions and forms. • Liens for the payment of freight. • Case law affecting transportation and logistics. and Arbitration as an alternative remedy.
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	FREIGHT CLAIMS MANAGEMENT
TARGET AUDIENCE	Officers and Managers of a Shipper/ Carrier
OBJECTIVES	<ol style="list-style-type: none"> 1. To explain Carrier liability for loss and/or damage via all modes of Transportation. 2. To differentiate the legal requirements affecting each mode of Transportation, supported by pragmatic documentation, and legal statutes. 3. To develop for the Student the historical and regulatory evolution of Cargo liability based on judicial decisions of worldwide precedence and recognition (Carmack Admendment). 4. To explain what legal recourses are available to both Shippers and Consignees when loss and/or damage occurs in transit. 5. To specify the rules and regulations for preparing and filing of claims against Carriers, with particular emphasis on Statute of Limitations and Documentation. 6. To explain the very basic and pragmatic details that a claims professional must know in order to perform his/her job effectively.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Introduction to Claims Liability Carrier Liability Statutes • Contracts of Carriage • Bills of Lading • Tariff Rules-Motor Carrier • Tariff Rules-Shipping/ International Treaties • Bill of Lading Liability Exceptions Tariff Liability Limits • Preparing and Filing Claims • Options to Recover Full Amount
FEES	N150,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	PREVENTIVE DRIVING AND SATEFY PRECAUTIONS
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TARGET AUDIENCE	Drivers
OBJECTIVES	Many drivers go through lots of pressures from peers, the job, and traffic among others. This course will address how to maintain sound state of mind and ensure maximum concentration in preventing crime and accidents on the road.
PROGRAM CONTENT	<ul style="list-style-type: none"> • Managing stress in driving • Jobs ethics of a professional driver • Identifying and preventing attack • Defensive driving techniques • Duty of care of a driver • Basic car maintenance culture
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

QUANTITTATIVE ANALYSIS

COURSE TITLE	STRATEGIC ENUMERATION TECHNIQUES
TARGET AUDIENCE	Enumeration officers / executives
OBJECTIVES	<p>To empower enumerators with the needed skills to:</p> <ul style="list-style-type: none"> • Carry out credible enumeration • Tackle the enumeration challenges • Manage stress and time on the field • Write sound enumeration report • Make sound judgment from enumeration results
PROGRAM CONTENT	<ul style="list-style-type: none"> • Methods of enumeration • Skills and qualities of a good enumerator • Challenges in enumeration • Tools for enumeration • Quality control checks • Pre and post-enumeration activities • Report writing • Managing enumerators and enumeration challenges • Analysis of enumeration results
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

COURSE TITLE	MONITORING AND EVALUATION TECHNIQUES
TARGET AUDIENCE	Monitoring and Evaluation Officer
OBJECTIVES	<p>Understand how to align with results-with deliverables</p> <p>Utilize evaluative knowledge and learning around outcomes, and</p> <p>Identify the rationale for the innovations, as well as their practical application.</p>
PROGRAM CONTENT	<ul style="list-style-type: none"> • Introduction to M&E Concepts • Logic Models and Evaluation Questions • Indicators and Measurement • Research Designs • Data Collection Strategies • Reconstructing Baseline Data • Sampling • Data Analysis Strategies • The Practice of Impact Evaluation • Reporting Results & Utilization • Managing M&E Activities
FEES	N120,000 per participant, 20% discount for 2-4 or and 30% for more than 4 participants.

SPECIAL INFORMATION

TAILORED/ IN-HOUSE TRAINING

Organizing any of the training programmes above as an in-house training would be subject to discussion.

VENUE OPTIONS:

LAGOS

- DU&T Consulting Hall, Ikeja, Lagos.
- Lagos Chambers of Commerce and Industry, Alausa, Ikeja, Lagos.
- AHI, Jibowu, Lagos
- Among others.

ABUJA

To be communicated to interested participants. This is subject to numbers of participants.

PORTHAROURT

To be communicated to interested participants. This is subject to numbers of participants.

PAYMENT DETAILS

A/C Name: DU&T Consulting

A/C Number: 0016102526

Guaranty Trust Bank Plc

REGISTRATION DEADLINE

Payment and Registration should be made 3 weeks before the training date. Simply complete the attached nomination form and return to: info@dutconsulting.com

For Proprietary, Specialized and In-House Training Needs, Please Contact

John Aderibigbe- 08033746076/ Joy- 08182704266

D. U. & T Consulting

14 Akinremi Street, Anifowose,

Ikeja, Lagos,

Nigeria.

TEL: 234-8189870109, 08033746076, 08182704266

E-mail: info@dutconsulting.com

www.dutconsulting.com

www.dutconsulting.com/blog

PHOTO GALLERY



PHOTO GALLERY





NOMINATION FORM

The Managing Consultant,

D. U. & T Consulting

14 Akinremi Street, Anifowose,

Ikeja, Lagos,

Nigeria.

Position _____

Date: _____

From: _____

Dear Sir/ Madam,

NOMINATION FORM

S/N	Name	Position	Course

We, hereby, attach the cheque/ Deposit Slip of _____

_____ issued in favour of DU&T Consulting. Please acknowledge receipt.

Thanks.

Signature

Name _____