



# 2026

TRAINING BROCHURE  
& CALENDAR



DAWIB  
ASSOCIATES  
LIMITED

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**OUR CUSTOMERS  
ARE THE  
BEST PERFORMERS!**

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# WHO ARE WE?

**D**awib Associates is a leading management training, and consulting firm serving clients across Nigeria and Africa at large. To date, we have successfully delivered training courses throughout Lagos, Abuja, Portharcourt, and across several states in Nigeria, Including Ghana our training continues to grow each year, building on our success and in-depth knowledge of the needs of our clients.

Dawib Associates Limited (LLC) is proudly recognized as an ISO 9001:2015 and ISO 29993:2017 Certified Training and Consultancy Company and possesses other accreditations in Nigeria and internationally. Inspired by world-class training and professional development, the founders of Dawib Associates are passionate about delivering training courses of the highest educational and professional standards. Dawib Associates training courses have been designed to provide business professionals with the skills they need to develop competency, improve performance, and drive business success.

Our talented team of Professional instructors has exceptional credentials that are complemented by practical, real-world experience. By bringing together academic knowledge and industry experience, we ensure that our clients' needs are at the forefront of each and every one of our training courses. Our specialist teams continuously track and monitor the latest business and industry trends and emerging best practices to ensure that all our course content is relevant, practical, and useful.

Our Primary aim is to help build individual capacity, and improve efficiency and operational excellence in any organization while staying committed to meeting and exceeding our client's expectation. We carry out our service offerings along these key areas:

- Corporate training /human capital development
- Human resources consulting: recruitment, outsourcing, and background check
- Accounting service and accounting software solution provision
- Tax service
- Organization system design & automation
- Payroll management
- Office space & works station management

For more information on how we may serve you and to know more about our organization, you may call our dedicated helplines: **+2347061813128/ +2348160870106 +234709005238** or **[info@dawibassociates.com](mailto:info@dawibassociates.com)**



A world class professional development organization.

Our Mission is to contribute to the advancement of the human mind and potentials through the provision of training courses of the highest caliber, which directly address the current needs and demands of both individuals and industry.

- Excellence
- Integrity
- Inclusion
- Dedication
- Relationship
- Efficiency



# Course Categories

- **ACCOUNTING, FINANCE & BUDGETING**
- **AUDIT, GOVERNANCE & RISK COMPLIANCE**
- **TAX PRACTICES AND MANAGEMENT TRAINING**
- **DATA ANALYSIS COURSES EXCEL, SQL & POWER BI**
- **DATA MANAGEMENT & BUSINESS INTELLIGENCE**
- **HUMAN RESOURCES MANAGEMENT**
- **QUALITY CONTROL**
- **CONTRACT & PROCUREMENT MANAGEMENT**
- **LEADERSHIP AND INTERPERSONAL SKILLS**
- **PLANNING AND STRATEGY MANAGEMENT**
- **INTERPERSONAL SKILLS**
- **WAREHOUSE & SUPPLY CHAIN MANAGEMENT**
- **FINANCIAL MODELLING COURSES**
- **ADMINISTRATIVE SECRETARIAL SKILLS TRAINING**
- **FACILITY MANAGEMENT TRAINING**
- **PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**



# ACCOUNTING, FINANCE & BUDGETING



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Financial Modelling	4 Days	350,000	300,000	19-22	17-20		7-10			7-10		21-24	21-24		21-24
Financial Modelling for Real Estate Business	4 Days	350,000	300,000		2-5	9-12		4-7		20-23	3-6		19-22	2-5	
Valuation Techniques & Principles	3 Days	300,000	250,000		16-18	17-19		11-13		20-22			26-28		2-4
IFRS: 9,15,16,17 & 18 - Fin Instrument, Revenue Lease, Insurance and presentation of financial statement	4 Days	350,000	300,000	19-22		2-5	20-23		1-4		17-20	7-10			1-4
International Financial and Reporting Standards: 2026 Updates (IFRS)	4 Days	350,000	300,000	12-15	16-19		20-23	20-23		6-9			12-15		14-17
Fintech and Blockchain Masterclass	3 Days	300,000	250,000	20-22	3-5			4-6	15-17		10-12		19-21	11-13	
Financial Analysis, Planning and Control	3 Days	300,000	250,000			9-11	27-29		3-5		17-19	1-3		9-11	7-9
Fast closing Month & year end Accounting	3 Days	300,000	250,000		16-18	17-19		11-13		20-22			26-28		2-4
Financial Management for Non-Financial Professionals	3 Days	300,000	250,000	12-14	9-11		7-9		22-24			23-25		23-25	
Budgeting For Performance Management	3 Days	300,000	250,000	19-21		16-18		4-7		13-15		14-16			7-9
Setting and Controlling Budgets	3 Days	300,000	250,000		11-13		13-15		15-17		10-12	21-23		11-13	
Forensic Accounting & Fraud Control	3 Days	300,000	250,000	12-14		16-18		13-15		27-29	19-21		19-21		
Advanced Cash Flow and Working Capital Management	3 Days	300,000	250,000		18-20		8-10	20-22			19-21			4-6	16-18
Advanced Budgeting and Cost Management	3 Days	300,000	250,000			4-6	8-10		3-5		5-7		7-9		1-3
Cash Forecasting & Financing, Investment, Business Valuation, and Risk	4 Days	350,000	280,000	5-8	9-12		7-10			13-16		14-17			9-12
Payroll: Preparation, Analysis and Management	3 Days	300,000	250,000	5-7		25-27		20-22			17-19		21-23		28-30
Effective Finance & Accounting Operation: 2024 Best Practices & Updates	4 Days	350,000	300,000	19-22	23-26				15-18	6-9			5-8		1-4
Budgeting, Forecasting and the Planning Process	3 Days	300,000	250,000	14-16		11-13		20-22		15-17	10-12				25-27
Comprehensive Course Management Accounts and Reporting	3 Days	300,000	250,000	5-7		25-27		20-22			17-19		21-23		28-30
Financial Modelling Master Class	3 Days	300,000	250,000		18-20		8-10	4-6			17-19	16-18			2-4
Financial Management	3 Days	300,000	250,000		18-20		22-24	20-22	15-17			21-23		16-18	
Advanced Financial Analysis	3 Days	300,000	250,000	7-9		16-18			24-26	15-17		14-16	12-14		
Account Payable: From Accounting to Management	3 Days	300,000	250,000		12-14		8-10		22-24		19-21		14-16	16-17	
Certificate in Advanced Budgeting and Forecasting	3 Days	300,000	250,000	14-16		25-27	27-29		1-3			2-4			16-18
Account Receivables and Credit Policies Management	3 Days	300,000	250,000		16-18		22-24	20-22		8-10		9-11			14-16
Effective Budgeting and Operational cost Control	3 Days	300,000	250,000	7-9		25-27		20-22		15-17			12-14	2-4	
Financial Management for Projects and Control	3 Days	300,000	250,000		18-20		15-17		24-26		10-12		21-23	18-20	
Spreadsheet Skills for Planning, Forecasting and Budgeting	3 Days	300,000	250,000	7-9		16-18		18-20				2-4		25-27	16-18
Inventory and cost Control Management	3 Days	300,000	250,000		25-26		27-29		22-24		5-7	16-18			25-27
Effective cash flow Treasury and Risk Management	3 Days	300,000	250,000	19-21		11-13		11-13		22-24			28-30	25-27	
Corporate Financial Planning, Budgeting and Control	3 Days	300,000	250,000			25-27	15-17		3-5		27-29	10-12			9-11
Treasury and Risk Management	3 Days	300,000	250,000	26-28	4-6		13-15	13-15		19-21		28-30		25-27	
International Financial Reporting Standards (IFRS) for the Oil and Gas Industry	4 Days	350,000	350,000	5-8			20-23			20-23		7-10		16-19	14-17
Account Receivables -Planning, Organizing and Achieving Best Practice	3 Days	300,000	250,000	19-21		11-13		11-13		22-24			28-30	25-27	
Advanced Budgeting Workshop	3 Days	300,000	250,000		23-25				22-24			21-23		11-13	28-30

# ACCOUNTING, FINANCE & BUDGETING

Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
The Effective Financial Controller - Managing Financial Functions and Improvement Opportunities	3 Days	300,000	250,000	5-8			20-23			20-23		7-10		16-19	14-17
Cost Analysis to Support Strategic Decision Training	3 Days	300,000	250,000		4-6	4-6		20-22	24-26		12-14		14-16		
Managing the cash cycle - Account Receivables & Payable Best Practices	3 Days	300,000	250,000	5-7		11-13			17-19		19-21		21-23		9-11
Financial Analysis Modelling and Forecasting	3 Days	300,000	250,000	7-9	16-18		15-17			29-31		7-9		18-20	
Understanding Finance to Influence Strategic Decision	2 Days	250,000	200,000		2-3	4-5			3-4	27-28		17-18		4-5	2-3
Upstream Petroleum Accounting: Exploration and Production Accounting in Oil & Gas Industry	3 Days	300,000	250,000	14-16		16-18		20-22		27-29	19-21		14-16		
Financial Analysis, Planning & Controlling Budgets	4 Days	350,000	300,000		9-11	9-11		4-6		15-17	3-6		4-6	1-4	
Financial Skills, Root Cause Analysis and Problem Solving	2 Days	250,000	210,000	5-6	5-6		1-2		10-11			21-22		26-27	
Preparing Financial Statement and Annual Report	3 Days	300,000	250,000	14-16		4-6		18-20			19-21		21-23		16-18
Financial Accounting and Reporting	3 Days	300,000	250,000	21-23			15-17	6-8			17-19		28-30	4-6	
Fixed Asset Accounting and Management	3 Days	300,000	250,000		18-20		8-10		24-26		12-14		7-9		16-18
Cost Analysis and Control	2 Days	250,000	210,000		4-5	5-6			3-4	27-28		29-30		2-3	
Forecasting and Analysing cash Flow	3 Days	350,000	300,000	28-30	18-20		15-17				17-19		5-7		7-8
Preparation, Presentation, Interpretation and Analysis of Financial Statements	3 Days	300,000	250,000	12-14			8-10	13-15		8-10		19-20		11-13	
Payroll Procedures, Preparation and Administration	4 Days	350,000	300,000		9-12	16-19		4-7			10-13		12-15		14-17
Inventory Accounting and Costing	2 Days	200,000	180,000		3-4	4-5			3-4	27-28		29-30	19-20		
Real Estate Investment Modelling	4 Days	350,000	300,000	12-14	2-5		7-10		22-25		17-20		12-14		
Advanced Financial Analysis Using Power BI Tools	4 Days	350,000	300,000			2-5		4-7		13-16	3-6		26-29		1-4
Fundamentals of Joint Venture Accounting in the Oil and Gas Industry	3 Days	300,000	250,000	14-16			8-10	13-15		8-10		12-14		11-13	
Budgeting, Planning & Financial Reporting Masterclass	4 Days	350,000	300,000		9-12	2-5		19-22	15-17			14-17		3-6	
International Financial Reporting & Treasury Risk Management	5 Days	350,000	300,000	5-9		9-13		18-22		6-10		21-25		9-13	
Mastering Finance, Budgeting and Performance Measurement	4 Days	350,000	300,000	19-22		16-19		4-7		13-16		14-17		9-12	
Financial Analysis, Modelling and Budgeting Masterclass	5 Days	350,000	300,000		23-27		13-17		1-5	20-24			5-9		7-11
Comprehensive Course In Financial Statement Analysis	3 Days	300,000	250,000		9-11	16-18		13-15		22-24			28-30		2-4
Effective Presentation Skills for Finance and Non finance Executives	3 Days	300,000	250,000	14-16	11-13		7-9		24-26			23-25		23-25	
Next Generation Advanced Excel for Business & Finance Reporting	3 Days	300,000	250,000	21-23		16-18		4-6		13-15		16-18		9-11	9-11
Fundamentals Of Financial Modelling	3 Days	300,000	250,000		11-13		15-17		17-19		10-12	21-23		11-13	
Intermediate Excel For Business & Finance Profesional	3 Days	300,000	250,000	28-30	4-6			13-15	17-19		17-19		19-21		
Basic Excel for Business & Finance Professionals	2 Days	250,000	210,000		2-3	4-5			3-4	27-29		28-29		2-3	
The Effective Accountant	3 Days	300,000	250,000	21-23			8-10	13-15		1-3		16-18			16-18
The Effective Accounts Assistant	3 Days	300,000	250,000			11-13		6-8			19-21		21-23		14-16
Efficient Finance & Accounting Operations - Best Practices & Updates	3 Days	300,000	250,000	28-30		11-13		6-8		15-17		23-25		7-9	
Financial Statements Consolidation and Investment Accounting	3 Days	300,000	250,000		16-18		13-15		24-26		12-14		26-28		
Treasury Products and Risk Management	3 Days	300,000	250,000	21-23		25-27		11-13	23-25		10-12		14-16		2-4
Dynamic Business Reports and Dashboards Using Excel	3 Days	300,000	250,000		24-26		7-9		9-11		10-12	7-9		9-11	
Power BI: Data Visualization and Dashboards	3 Days	300,000	250,000	26-28		11-13		6-8		22-24			28-30		16-18
Operational Risk Management	3 Days	300,000	250,000	14-16		4-6		20-22					14-16		
Power BI: Data Visualization and Dashboards	3 Days	300,000	250,000	26-28		11-13		6-8		29-31			28-30		14-16
Budgeting and Variance Analysis	3 Days	300,000	250,000		18-20		20-22	5-7	24-26		19-21		19-21		
Certified Accounts Receivable Professional	3 Days	300,000	250,000	14-16		11-13		18-20				28-30		2-4	
Professional Skills for Finance and Accounting	3 Days	300,000	250,000		10-12		14-16			13-15	12-14		12-14	11-13	
Financial Fraud: From Prevention to Examination	3 Days	300,000	250,000	14-16		17-19		4-6	17-19			2-4			



# ACCOUNTING, FINANCE & BUDGETING

Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Trade Finance, Letters of Credit and Bank Guarantees -	3 Days	300,000	250,000		16-18			5-7			18-20		20-21		15-17
Certificate in Accounting and Financial Control	3 Days	300,000	250,000			24-26			2-4			28-30			
Data Analysis for Internal Auditing	3 Days	300,000	250,000	19-21	4-6		8-10			15-17	13-15		7-9		1-3
Professional Certificate in Financial Analysis, Modelling & Forecasting	3 Days	300,000	250,000			4-6		4-6	3-5		4-6			4-6	
International Trade and Commodity Finance	2 Days	250,000	210,000	20-22				4-6			10-12		21-23		
Behavioural Finance	3 Days	300,000	250,000	28-30	17-19		27-29		23-25		11-13	7-9		24-26	
Certificate Course in International Taxation and Transfer Pricing	4 Days	350,000	300,000		16-18					6-8			26-28		7-9
The Effective Finance Professional	2 Days	250,000	210,000	14-16		2-4		5-7	9-11		3-5		7-9	17-19	
Valuation Techniques	3 Days	300,000	250,000			25-27	27-29		23-25			23-25		23-25	
IFRS -Complete Course and Recent Updates	3 Days	300,000	250,000	5-9		9-13		18-22	15-19		10-14				7-11
IFRS-Oil and Gas Entities	3 Days	300,000	250,000	19-23		9-10		18-22		20-24	3-7			9-13	
IFRS- For Telecommunications Companies	2 Days	250,000	210,000	13-16			13-16	4-7		21-24		7-10			7-9
IFRS for Manufacturing Industries	3 Days	350,000	300,000	5-9		16-19		18-22	15-19		17-21		12-15	16-20	
AI for Financial Forecasting	3 Days	300,000	250,000	5-7		25-27		20-22			17-19		21-23		28-30
Algorithmic Trading & AI	4 Days	350,000	300,000		18-20		8-10	4-6			17-19	16-18			2-4
AI in Risk Management	2 Days	200,000	180,000		18-20		22-24	20-22	15-17			21-23		16-18	
Intelligent Financial Planning	4 Days	350,000	300,000	7-9		16-18			24-26	15-17		14-16	12-14		
Fraud Detection using AI	4 Days	350,000	300,000	14-16		4-6		18-20			19-21		21-23		16-18
RPA in Finance	3 Days	300,000	250,000	21-23			15-17	6-8			17-19		28-30	4-6	
AI-Driven Financial Reporting	4 Days	350,000	300,000		18-20		8-10		24-26		12-14		7-9		16-18
Predictive Analytics for CFOs	5 Days	350,000	300,000	21-23		11-13	15-17			15-17			14-16		9-11
NLP in Finance	4 Days	350,000	300,000		2-3	25-26		13-14		29-30	13-14			18-19	
Accounts Payables tools for reporting and reconciliation	5 Days	350,000	300,000	13-16			27-30	11-14		20-24		14-19	19-22		



# AUDIT, GOVERNANCE & RISK COMPLIANCE

Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
IT Audit and IT Fraud Detection	3 Days	300,000	250,000	19-21	9-11		7-9			13-15			21-23		16-18
Professional Internal Audit Report Writing	3 Days	300,000	250,000	21-23		11-13	15-17			15-17			14-16		9-11
Value for Money Audit	3 Days	300,000	250,000		2-4		8-10		24-26		12-14	16-18			9-11
Anti-money Laundering	2 Days	250,000	210,000	12-14		16-18	15-16		25-26	13-14		16-17	5-6		
Certificate in Advanced Governance, Risk and Compliance (GRC)	2 Days	250,000	210,000		2-3	25-26		13-14		29-30	13-14				18-19
High Impact Internal Audit Leadership	3 Days	300,000	250,000	28-30		4-6		11-13	22-24		13-15	7-9			16-18
Risk Based Internal Auditing Training	3 Days	300,000	250,000	21-23	9-11		13-15			13-15	17-19		5-7		2-4
Governance, Risk and Compliance (GRC)	3 Days	300,000	250,000		9-11		15-17		22-24		5-7	1-3		4-6	
Certified Data Protection Officer	3 Days	300,000	250,000		25-27	9-11		11-13			10-12		5-7		1-3
Credit Risk Assessment, Modelling and Management	2 Days	250,000	210,000	13-16			13-16	18-21		15-16		23-24		9-11	
Managing Fraud in A Digitized World	3 Days	300,000	250,000		9-11	25-27			15-17	29-31		7-9		4-6	
Managing the Audit Department of your Organization	3 Days	300,000	250,000	5-7		2-4		13-15	22-24		11-13		21-23		
Advanced Professional Audit Skills	3 Days	300,000	250,000		2-4		7-9			15-17		16-18	7-9		9-11
Internal Auditing of the Accounting and the Finance Functions	3 Days	300,000	250,000	5-7			22-24		17-19		3-5		14-16	9-11	
Enterprise Risk Management	3 Days	300,000	250,000		18-20	2-4		13-15		1-3		9-11		18-20	
Corporate Governance: Principles, Policies and Best Practices	3 Days	300,000	250,000	14-16	23-25			13-15	24-26		12-14			25-27	9-11
Data Governance, Protection and Compliance Management	2 Days	250,000	210,000	28-29	9-10		13-15		17-18		24-25	7-8			15-16
Forensic Accounting and Fraud Control	2 Days	250,000	200,000			11-12	8-9	6-7		23-24		16-17		4-5	10-11
Financial Crime and Intelligence Analysis	3 Days	300,000	250,000	7-9		11-13			24-26		5-7			16-18	
Governance Arms of Risk Management	3 Days	300,000	250,000	12-14		2-4	15-17	13-15			10-12		5-7		
Data Analysis for Internal Auditing	3 Days	300,000	250,000	19-21	4-6		8-10			15-17	12-14		7-9		2-4
Risk Management: Internal Control & Fraud Prevention	3 Days	300,000	250,000	5-7		11-13	7-9		24-26		7-9				2-4
Fraud and Forensic Auditing	3 Days	300,000	250,000		4-6		8-10		3-5		17-19		7-9	4-6	
Internal Control & Fraud Prevention	3 Days	300,000	250,000	13-15		2-4		6-8		8-10		8-10		2-4	9-11
Auditing for Contracts and Procurement	3 Days	300,000	250,000	13-14		2-3					19-20	7-8			
Internal Audit Investigation, Procedures and Processes	2 Days	250,000	210,000		11-13	4-6		6-8	17-19		19-21		6-8		
Auditing Techniques for Lead Auditors	3 Days	300,000	250,000	14-16			13-15	19-21		22-24		9-11		9-11	
Internal Control-Principles and Practices	3 Days	300,000	250,000		3-5		13-15		24-26		11-13			9-11	16-18
Internal Control-Compliance, Operational and Financial	3 Days	300,000	250,000	14-16		17-19		19-21		22-24		9-11	6-8	9-11	
Internal Controls Over Financial Reporting (ICFR)	3 Days	300,000	250,000	28-30	3-5		22-24	6-8		15-17	6-8				21-23
Governance Reimagined – Mapping the Future	3 Days	300,000	250,000			25-27			24-26	28-30				14-16	
Finance, Risk Management and Corporate Governance	3 Days	300,000	250,000	20-22	25-27		7-8		8-10		10-12		5-7	3-5	1-3
Ethics, Governance and Regulation in Treasury	3 Days	300,000	250,000		23-25		13-15	18-20		13-15				13-15	
Developing, Improving and Monitoring the Internal Audit Function	3 Days	300,000	250,000				8-10		16-18	15-17		22-24			
Internal Audit: From Planning to Execution	3 Days	300,000	250,000	7-9	5-7		8-10					9-11			9-11
Risk Management: Internal Control & Fraud Prevention	3 Days	300,000	250,000			25-27			24-26	29-31				14-16	
Data Governance, Protection and Compliance Management	3 Days	300,000	250,000		16-18			11-13		20-22					4-6
Mastering ESG Principles for a Sustainable Future	3 Days	300,000	250,000		24-26		15-17			15-17		9-11			9-11
Data Governance, Protection and Compliance Management	3 Days	300,000	250,000			25-27				7-9	12-14				8-10



# AUDIT, GOVERNANCE & RISK COMPLIANCE

Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mastering ESG Principles for a Sustainable Future	3 Days	300,000	250,000		24-26		15-17			15-17		9-11			9-11
Certificate in Modern Internal Audit Practices	3 Days	300,000	250,000			25-27			3-5	7-9	12-14				8-10
Financial Statements Fraud	2 Days	250,000	210,000	28-30			22-24			15-17		7-9			
Data Governance, Protection and Compliance Management	2 Days	250,000	210,000	19-21		10-12			8-9		3-5		26-28	2-4	

## TAX PRACTICES AND MANAGEMENT TRAINING

Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
The Essentials of Income Tax and preparations of Income Tax Return (ITR) and the 2026 Tax reforms	4 Days	350,000	315,000		10-13			4-7		28-31	3-6			2-5	
Taxation of Companies and the Intrinsic issues in Tax Management and Administration course	4 Days	350,000	315,000	5-8			7-10		22-25		10-13		5-8		1-4
Tax Management for organizations Course	4 Days	350,000	315,000		3-6	2-5			1-4			15-18		16-19	7-10
Tax Administration and Reduction Techniques Workshop	4 Days	350,000	315,000	13-16			21-24		22-25	7-10			12-15	16-19	
Tax Administration and Reduction Techniques Course	3 Days	300,000	270,000		18-20		28-30	20-22		7-10			14-16		2-4
Navigating Payroll Admin/Accounting and Personal Income Tax Course and the 2026 tax reforms	3 Days	300,000	270,000	28-30		17-19			24-26			16-18		11-13	
Current Issues in Computing Personal Income Tax and PAYE 2026 tax Reforms	3 Days	300,000	270,000			25-27		6-8		22-24	3-5			9-11	
Tax Audit and Investigation: Practical Approach to Resolving Issues	3 Days	300,000	270,000	21-23			8-10			15-17			26-28		8-10
Tax Planning: Harnessing Available Incentives	3 Days	300,000	270,000	14-16		11-13			17-19			22-24			15-17
Principle, Practice and Recent Development in Tax Assessment for Companies in Nigeria	3 Days	300,000	270,000		18-20			19-21			12-14		21-23	18-20	
Deferred Tax: Recognition Measurement and Accounting	3 Days	300,000	270,000		17-18					27-28	10-11			18-19	

# DATA ANALYSIS COURSES EXCEL, SQL & POWER BI



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Excel for Data Analysis	3 Days	300,000	270,000												
Excel Statistics Essential Training	3 Days	300,000	270,000		11-13		8-10		24-26		4-6	16-18		11-13	
Power BI Essential Training	4 Days	350,000	315,000	12-15		16-19			15-18	6-9		8-11		24-27	
Learning Data Visualization	3 Days	300,000	270,000		2-3			20-21	24-25		10-11		7-8		16-17
SQL-Data Reporting and Analysis	4 Days	350,000	315,000	20-23			20-23			14-17		22-25	13-16		15-18
Data Analysis: Advanced Excel Tools for Business & Financial Reporting	3 Days	300,000	270,000		18-20		27-30		17-19	8-10		9-11		14-16	
Power BI: Data Visualization and Dashboards	3 Days	300,000	270,000	28-30		11-13		5-8		20-22			28-30		16-18
Comprehensive Course on Data Analysis Using Power Pivot, Power Query & DAX	4 Days	350,000	315,000		3-6		7-10	12-15		21-24		15-18		16-19	
Comprehensive Course on Data Analysis	4 Days	350,000	315,000	19-22		9-12		11-14			17-20	7-10		2-5	
Advanced Data Analysis: Power Pivot, Power Query, and Power BI	4 Days	350,000	315,000		23-26	2-5	15-17	12-15		7-10		22-25	20-23		1-4
Advanced MS Excel for Data Analysis and Reporting	3 Days	300,000	270,000	28-30			15-17		3-5		12-14		7-9	18-20	8-10
Complete data Analysis Course: Excel, Power Query & Pivot, Power BI, Tableau,SQL and Phyton for data Analysis	6 months	1,200,000	1,080,000												

# DATA MANAGEMENT & BUSINESS INTELLIGENCE



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Big Data and Artificial Intelligence Principles and Practices	5 Days	400,000	360,000	12-15		9-13		11-15	15-19		17-21		12-16		
Business Intelligence: Data Analysis and Reporting Techniques	4 Days	350,000	315,000		10-13		14-17			21-24		14-18		17-20	15-18
Certificate in Big Data and Data Analytics	5 Days	400,000	360,000			16-19		18-22			10-14		19-23	9-13	9-13
Business Intelligence & Data Analytics For Finance Professionals	4 Days	350,000	315,000	13-16		9-12		12-15			10-13		13-16		15-18
Foundations of Data Analysis with Power B	4 Days	350,000	315,000		10-13		14-17		16-19			14-17		9-12	14-17
Advanced Power Query Techniques for Efficient Data Cleaning	4 Days	350,000	315,000	12-15		16-19		18-21		13-16		15-18		17-20	
Power Pivot Fundamentals for Business Professionals	4 Days	350,000	315,000		16-19		27-30		23-26		11-14		20-23		14-17
Financial Data Analysis with Power BI and Tablue	4 Days	350,000	315,000		16-19			12-15	16-19			15-18		9-12	15-18
Customer Analytics using Power BI for Telecom Professionals	4 Days	350,000	315,000	20-23		24-27		19-22		14-17		22-25		17-20	
Power BI for Marketing Analytics in Retail Banking	4 Days	350,000	315,000		17-20			18-21	23-26		17-20		12-15		14-17
Operational Efficiency through Power BI in Manufacturing	4 Days	350,000	315,000		17-20		27-30	19-22		21-24		21-24		17-20	
Healthcare Data Analysis with Power BI	4 Days	350,000	315,000	20-23		9-12		18-21		20-23		15-18			15-18
Power BI for Human Resources Analytics	4 Days	350,000	315,000	19-22		24-27			23-26		18-22		20-23		15-18
Energy Sector Analytics with Power BI	4 Days	350,000	315,000		17-20		14-17	18-21		21-24		22-25		17-20	
Data Visualization Best Practices in Power BI	3 Days	300,000	270,000	13-15		9-11			16-18		19-21		14-16		15-17
Digital Transformation Masterclass	5 Days	400,000	360,000		9-11			11-15		13-17	10-15		19-23		14-18
Data Visualization	3 Days	300,000	270,000	14-16		11-13			17-19		12-14	23-25		11-13	
HR Analytics	3 Days	300,000	270,000	19-21			13-15		24-26		19-21		14-16	10-12	
Big Data Principles and Practices	4 Days	350,000	315,000		9-11	16-19			22-25			15-18	13-16		
Microsoft Business Intelligence: Data Analysis, Power BI & Tablue	5 Days	400,000	360,000		16-19			18-20			17-21		26-30	9-12	
Certficate in Big Data Analysis	4 Days	350,000	315,000	12-15		24-27	27-30		8-11			15-18		9-12	

# HUMAN RESOURCES MANAGEMENT



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HR Processes, Culture and Change Management Programme	3 days	300,000	270,000		9-11				24-26			14-16			
Job Evaluation and Analysis: Understanding Reward Management	3 days	300,000	270,000	6-8				4-6				14-16			
Advanced Selection, Interviewing and Recruitment Skills	3 days	300,000	270,000			2-4				8-10					9-11
Employee Relations: Motivation, Grievances and Discipline	3 days	300,000	270,000				22-24				19-21				2-4
Compensation & Benefit Administrator In Human Resources Management	3 days	300,000	270,000	28-29				20-21				16-17			
Performance Management: Setting Objectives, & KPI's Management	2 days	250,000	225,000		18-19				17-18				27-28		
Linking Training to Organizational Goals	2 days	250,000	225,000	21-22				13-14				8-9			
Basics of Human Resources Management	2 days	250,000	225,000		11-12				24-25				5-6		
Strategic Workforce Planning Masterclass	3 days	300,000	270,000			11-13				15-17					18-19
HR Leadership - Competencies for Exceptional Performance	2 days	250,000	225,000				8-9				12-13				16-17
Writing HR Policies and procedures Training	2 days	250,000	225,000		17-18				3-4				7-8		
Strategic Talent Management	3 days	300,000	270,000			18-19				22-23					11-12
Identifying Training Needs and Evaluating Trainings	2 days	250,000	225,000				14-15				5-6				21-22
Performance Management - Setting Objectives and Conducting Appraisals in Human Resources Management	2 days	250,000	225,000				29-30				27-28				



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Risk Assessment: Method Statement and Quality Plan	3 days	300,000	270,000		10-12			4-6			3-5			2-5	
Business System Analysis: Discovering, Analysing, Modelling and Satisfying user Requirements	3 days	300,000	270,000	5-7			7-9								1-3
Leading and Managing change: Best Practices in Change Management Processes and Communication	3 days	300,000	270,000			4-6			1-3			14-16			9-11
Quality Assurance and Management System: Concept for Quality Management, Implementation and Audit	3 days	300,000	270,000	13-15			20-22			8-10				16-19	
Essential of Balanced Scorecard	2 days	250,000	225,000		24-25			20-21			7-9			21-22	
Quality Assurance and Control	2 days	250,000	225,000		17-18		27-28				8-9			14-15	
Benchmarking: Comparing your Performance with the Best	2 days	250,000	225,000	28-29			14-15		24-25			16-17		11-12	
Operational Excellence: Managing Performance	2 days	250,000	225,000			26-27		11-12			3-4			9-10	
Simplification of Work Processes and Procedures	2 days	250,000	225,000				8-9			15-16			26-27		8-9
Improving Productivity through Quality, and Cost Reduction	2 days	250,000	225,000	19-21		11-12			17-18			23-24			16-17
Strategic Quality Management Training	2 days	250,000	225,000			4-5		20-21			11-12			19-20	
Total Quality Management: Tool Box for Continual Improvement	2 days	250,000	225,000		16-17		8-9			27-28				18-19	

# CONTRACT & PROCUREMENT MANAGEMENT



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing Vendor Qualification, Performance and Contract Compliance	3 days	300,000	270,000	7-9		4-6		6-8			5-7				21-23
Effective Purchasing, Supplier Selection and Contract Preparation	3 days	300,000	270,000		9-11		7-9	20-22		15-17			19-21		
Managing Tenders, Specification and Contracts	3 days	300,000	270,000	14-16			27-29		24-26			23-25		4-6	
International Contracting	3 days	300,000	270,000		17-19			6-8		29-31		9-11			1-3
Global Sourcing, Selecting Contracts Clauses & Successful Completion	3 days	300,000	270,000	26-28		16-19			17-19			14-16			21-23
Effective Purchasing, Tendering and Supplier Selection	3 days	300,000	270,000		4-6		13-15			1-3			14-16		9-11
Project Maintenance, Contracting and Outsourcing	3 days	300,000	270,000		9-11			12-14		20-22		23-25		18-20	
Bidding, Evaluation, Negotiating and Contract Award	3 days	300,000	270,000	12-14		9-11					17-19		4-16		4-16
Project Appraisal: Identification, Policy Analysis and Selection	3 days	300,000	270,000	14-16			22-24		16-18		12-14				16-18
Effective Purchasing and Contract Negotiation Strategies	3 days	300,000	270,000		11-13			12-14		13-15			21-23		4-16
Contract Administration: Understanding and Implementing Contractual Obligations	3 days	300,000	270,000	14-16		11-13					12-14	23-25		11-13	
Tendering Procedures and Bid Evaluation	3 days	300,000	270,000	19-21			13-15		23-25				14-16	9-11	
Project Cost Estimating, Budgeting and Value Engineering Skills and Training	3 days	300,000	270,000		16-18			18-20		15-17	11-13				16-18
Big Data Analytics for Supply Chain Optimization	3 days	300,000	270,000		11-13	17-18			23-25			16-18	14-16		
Contract Risk Management and Compliance	3 days	300,000	270,000		10-12		7-9	20-22		15-17				20-22	
Integrated Inventory and Warehouse Management	3 days	300,000	270,000	12-14		9-11				29-31			5-7		7-9
Implementing Supply Chain Security and C-TPAT Requirements	3 days	300,000	270,000	28-30	4-6			20-22	23-25			14-16			
Procurement and Supply Chain Management Best Practices	3 days	300,000	270,000		9-11				17-19	6-8			26-28	16-18	
Strategic Cost and Value Management in Procurement	3 days	300,000	270,000	5-7		11-13		11-13			17-19	14-16			
Risk Management in the Supply Chain for the Oil, Gas & Petrochemicals Industry	4 days	350,000	315,000	19-21			27-29	4-6			4-6				25-27
Best Practices for Optimizing Warehouse Safety	3 days	300,000	270,000		25-27			18-20	22-24			14-16		9-11	
Advanced Logistics & Material Management	3 days	300,000	270,000			24-25	13-15				17-19		5-7		
Professional Certificate in Advanced Negotiation Skills	3 days	300,000	270,000	14-16		16-18		20-22			19-21			10-13	
Strategic Cost and Value Management in Procurement	3 days	300,000	270,000				15-17	20-22	8-10		3-5			23-25	
Fleet Safety Management Training	3 days	300,000	270,000				15-17	20-22	8-10		3-5			23-25	
Managing the Corporate Transport Function	3 days	300,000	270,000	26-28			27-29			21-23			28-30		9-11
Advanced Tendering Procedures & Bid Evaluation	3 days	300,000	270,000	12-14	4-5			4-6							8-10
Transforming a Procurement Function	3 days	300,000	270,000				13-14					9-10			
AI in Strategic Sourcing	3 days	300,000	270,000	14-16		11-13					12-14	23-25		11-13	
Procurement Analytics with AI	4 days	350,000	315,000	19-21			13-15		23-25				14-16	9-11	
Intelligent Contract Management	3 days	300,000	270,000		16-18			18-20		15-17	11-13				16-18
Supplier Fraud Detection	3 days	300,000	270,000		11-13	17-19			23-25			16-18	14-16		
RPA in Procurement	3 days	300,000	270,000		10-12		7-9	20-22		15-17				20-22	
Professional Certificate in Procurement Compliance	3 days	300,000	270,000				15-17	20-22			19-21		7-9		
Building the best supply chain operations: Principles for continuity and sustainability...	3 days	300,000	270,000						22-24				5-7		14-16



# CONTRACT & PROCUREMENT MANAGEMENT

Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing and Negotiating with Consultants and Contractors	3 days	300,000	270,000			11-12				27-28			14-15		
Project Appraisal and Risk Management	3 days	300,000	270,000		10-12					20-21					2-3
The Effective Buyer	3 days	300,000	270,000			9-10					17-18				21-23
Effective Contract Preparation	3 days	300,000	270,000	19-20						6-8					9-10
Supply Chain Risk Management	3 days	300,000	270,000			24-25					14-16				

## LEADERSHIP AND INTERPERSONAL SKILLS



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strategic Thinking and Business Planning	3 days	300,000	270,000						8-9						
Leading High Performing Teams	2 days	250,000	225,000		18-19										
Building Personal Leadership Skills	2 days	250,000	225,000					20-21						12-13	
The Competent Manager	2 days	250,000	225,000							13-14					21-22
Advanced Emotional Intelligence Masterclass	2 days	250,000	225,000	26-27											18-19
Risk Management, Control and Compliances	2 days	250,000	225,000		25-26				29-30						7-8
Persuasion and Influence With Emotional Intelligence	2 days	250,000	225,000	12-14				4-6			23-24			4-5	
Business Improvement and Quality Techniques	2 days	250,000	225,000				7-8			24-25					
Strategy and Strategic Planning	2 days	250,000	225,000		25-26				3-4						
Strategic Thinking, Analysis and Planning	2 days	250,000	225,000			29-30				18-19					16-17
Mastering People Management & Team Leadership	3 days	300,000	270,000			25-27				1-3					23-25
Planning, Organizing and Control for Optimal Result	2 days	250,000	225,000	21-22			1-2				2-3				
Strategic Quality Management	2 days	250,000	225,000			11-12				27-28				14-15	
Strategic Management in The Public Sector	3 days	300,000	270,000		18-19				23-24						1-2
Successful Planning, Organizing and Control	2 days	250,000	225,000				20-21			3-4					29-30
The Balanced Scorecard: Achieving Performance Excellence	2 days	250,000	225,000	14-15											21-22
The Certified Business Analyst Professional	3 days	300,000	270,000		11-13				24-26						11-13
The Certified Strategist: From Planning To Execution	2 days	250,000	225,000				8-9			22-23				27-28	
Leading With Agility and Resilience	2 days	250,000	225,000	15-16					24-25						25-26
Managing Multiple Task, Priorities and Deadlines	2 days	250,000	225,000			18-19					16-18				15-16
Negotiating For Success	2 days	250,000	225,000		25-26			20-21			5-6				
The Power Of Positive Attitude	2 days	250,000	225,000			4-5				1-2					9-10
Corporate Leadership Summit	3 days	300,000	270,000	28-30					17-19						2-4
Leadership Boot Camp	2 days	250,000	225,000				29-30			24-25					2-3
Global Executive Summit	3 days	300,000	270,000		16-18			18-20				19-21			

# PLANNING AND STRATEGY MANAGEMENT



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Leading and Managing Breakthrough Innovation	2 days	200,000	170,000		11-12						3-4				
Certified Organizational Development Professional	3 days	300,000	200,000				8-10			1-3				11-13	
Competitive Strategies and Value Innovation	2 days	250,000	170,000	14-15									19-20		1-3
Conducting Successful Business Reviews	2 days	250,000	170,000			17-18						21-22			2-3
Crisis Management	2 days	250,000	170,000					13-14					28-29		2-4
Process Management: Mapping and Improvement	2 days	250,000	170,000						24-25					4-5	
Shaping the Future: Tools for developing Strategic Foresight	2 days	250,000	170,000	28-29						22-23					
Strategic Decision Making in Competitive Environments	2 days	250,000	170,000		19-20						27-28				7-9
Business Continuity Management	2 days	250,000	170,000			25-26									2-3
Certificate in Key Performance Indicator	2 days	250,000	170,000				23-24					9-10			
Developing and Implementing the Business Plan	2 days	250,000	170,000					19-20							16-17
EFQM: Journey to Excellence (J2E)	2 days	250,000	170,000						3-4						25-26
Planning, Organizing and Control for Optimal Result	3 days	250,000	200,000	21-23					14-16						9-11
Strategic Quality Management	2 days	250,000	170,000		4-5						12-13				
Strategic Thinking and Planning	2 days	250,000	170,000			4-5							7-8		
Strategic Management in the Public Sector	3 days	300,000	200,000		9-11					8-10					29-31
Successful Planning, Organizing and Control	3 days	300,000	200,000	7-9				19-21						16-18	
The Balanced Scorecard: Achieving Performance Excellence	2 days	250,000	170,000			11-12						18-19			
The Certified Strategist: From Planning to Execution	3 days	300,000	200,000				13-15			13-15			11-13		

# INTERPERSONAL SKILLS



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Emotional Intelligence: Becoming Better Leaders Through Improved Lifestyle	2 days	250,000	170,000		4-5								7-8		9-11
Advanced Communication Skills	2 days	250,000	170,000			4-5			3-4						14-16
Certified Team Player	2 days	250,000	170,000					13-14					7-8		16-18
Creative Thinking and Innovation Techniques	2 days	250,000	170,000	21-22								9-10			
Emotional Intelligence Workshop	3 days	300,000	200,000		11-13					22-24					4-6
Emotional Intelligence: Strategies for Success	3 days	300,000	200,000	14-16					17-19						
High Performing Team	2 days	250,000	170,000			11-12					19-20				
Managerial Decision Making and Problem Solving	2 days	250,000	170,000				8-9					16-17			
Win-Win Negotiation Skills	2 days	250,000	170,000		18-19						5-6				
Interpersonal Communication Skills	2 days	250,000	170,000				22-23						14-15		
Leading with Agility and Resilience	2 days	250,000	170,000					20-21							25-26
Managing Conflict: Power through Influence	2 days	250,000	170,000	7-8						8-9					
Managing Multiple Tasks, Priorities and Deadlines	2 days	250,000	170,000			18-19									9-10
Negotiating for Success	2 days	250,000	170,000						24-25						11-12
The power of Positive Attitude	2 days	250,000	170,000	27-28							12-13				
The Essentials of Positive Etiquette and Protocol	2 days	250,000	170,000		24-25										2-3
Presentation Design and Delivery	2 days	250,000	170,000			25-26				29-30					
Persuasion and Influencing through Emotional Intelligence	3 days	300,000	200,000		16-18				3-5				26-27		
Time Management and Stress Control	2 days	250,000	170,000	7-8				6-7				23-24			

# WAREHOUSE & SUPPLY CHAIN MANAGEMENT



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Logistics and Material Management	4 Days	350,000	225,000	12-15			13-16				3-6			9-12	
Improving Supply Chain Management, Transportation, Inventory & Admin	4 Days	350,000	225,000				21-24		22-25			1-4		16-20	
Global Procurement & Supply Chain Management	3 Days	300,000	200,000		14-16		27-29		8-11			2-4			
Effective Tendering, Bidding Strategies and Evaluation	3 Days	300,000	200,000				27-29		24-26			2-4			28-30
Advanced Techniques for Managing and Improving Warehouse Inventory, Stock Control, Spares, Export and Import Logistics	4 Days	350,000	260,000		2-5			4-7			4-7				2-5
Bidding, Evaluation, Negotiation and Contract Award	5 Days	400,000	260,000			9-12				6-10			12-15		
Effective Purchasing and Contract Negotiation Strategies	3 Days	300,000	200,000		23-25			11-14			10-14			23-26	
Procurement and Supply Chain Management Best Practices	4 Days	350,000	225,000			20-23			20-23			19-22		7-10	
Logistics and Supply Chain Management	4 Days	350,000	225,000		23-26			4-7			10-12			1-4	
Certificate in Digital Supply Chain Strategy	3 Days	300,000	225,000	12-14		9-12			1-3		19-21			11-13	
Negotiation Strategies for Better Purchasing Value	3 Days	300,000	225,000		2-4		7-9			8-10		9-11			1-3
Developing Purchasing Policies, Processes and SLAs	3 Days	300,000	225,000		25-27			13-15		20-22		16-18			21-23
Strategic Sourcing: 7 Steps for Better Procurement Value - Virtual Learning	3 Days	300,000	225,000			25-27			15-17		12-14			16-18	
Certificate in Fleet and Transport Management	3 Days	300,000	225,000		11-13		21-23			15-16			19-21		7-9
Certificate in Warehouse and Storage Excellence (CWSE)	3 Days	300,000	225,000	19-21			8-10			15-17		8-10			16-18
Procurement Planning and Bid Management	3 Days	300,000	225,000			16-18		18-20			5-7		13-15		14-16
Certificate in Digital Supply Chain Strategy (CDSCS)	3 Days	300,000	225,000		18-20				24-26		11-13			18-20	15-17
Purchasing Techniques, Negotiating and Cost Reduction	3 Days	300,000	225,000			25-27				14-16	17-19		28-30		16-18
The Complete Course on Inventory Management	3 Days	300,000	225,000	12-14				11-13			17-19			21-25	
Advanced Procurement Skills	3 Days	300,000	225,000		11-13		15-17			21-23		1-3	14-16		
Purchasing Techniques, Negotiating, and Cost Reduction	3 Days	300,000	225,000			10-12			17-19		19-21			18-20	
The Complete Course on Contracts and Purchasing Management	3 Days	300,000	225,000		23-25			19-21			4-6		26-28		
The Complete Course on Purchasing and Inventory Management	3 Days	300,000	225,000	28-30			22-24			7-9		16-18			8-10
Planning and Scheduling Professional (PSP)	3 Days	300,000	225,000			4-6		20-22			4-6		5-7		
Certificate in Advanced Procurement Strategies (CAPS)	3 Days	300,000	225,000	28-30			13-15			21-23		16-18			2-4

## FINANCIAL MODELLING COURSES



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Financial Modeling- Power Sector	4 Days	350,000	225,000	5-8			7-10		1-4	13-16		1-4	26-29		
Financial Modeling-Real Estate Sector	4 Days	350,000	225,000		9-12	24-27		4-7			18-21	21-24		2-5	
Financial Modeling - Petrochemical Sector	4 Days	350,000	225,000		2-5				15-18		17-20		19-22		
Financial Modeling- Banking Sector	4 Days	350,000	225,000		16-19		20-23		22-25		3-6		5-8		14-18
Financial Modeling-Retail Sector	4 Days	350,000	225,000	12-15		16-19	14-17	11-14		20-23		1-4		9-12	7-10
Financial Modeling-E-Commerce Start-Up	4 Days	350,000	225,000		2-5	24-27		4-7	22-25		3-6		19-22		
Financial Modelling -Investment project	4 Days	350,000	225,000		16-19			19-21		6-9	17-20		5-8	23-26	
Basic Valuation Techniques	3 Days	300,000	225,000	28-30			13-15			21-23		16-18			2-4
Advanced valuation Techinques	3 Days	300,000	225,000	28-30			22-24			7-9		16-18			8-10

## ADMINISTRATIVE AND SECRETARIAL SKILLS TRAINING



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Documents and Records Management Compliance	3 Days	300,000	270,000	12-14		9-12				28-30			5-7		7-9
Documents and Records Management Compliance	3 Days	300,000	270,000	28-30	4-6			20-22	22-24						
Office Management and Effective Administration Skills	3 Days	300,000	270,000			17-19				17-19	4-6			25-27	16-18
Administration and Office Management Professional	3 Days	300,000	270,000		23-25		7-9		9-11			16-18	14-16		
The Advanced Executive Assistant Program	3 Days	300,000	270,000	14-16			28-30	6-8			4-6			25-27	
The Executive Assistant - Personal Assistant Masterclass	3 Days	300,000	270,000			25-27			15-17	20-22			14-16		9-11
The Highly Productive and Effective Administrator	3 Days	300,000	270,000		2-4		22-24	11-13			16-18		4-6		
Administration and Office Management - Best Practices &Technologies	3 Days	300,000	270,000	19-21		17-19		20-22			17-19			11-13	
The Office Professional and Records Management Masterclass	3 Days	300,000	270,000					18-20	24-26	6-8		2-4			21-23
System - Based Office Administration and Organization	3 Days	300,000	270,000	14-16			28-30			22-24			28-30		
Time Management and Personal Effectiveness	3 Days	300,000	270,000		23-25				15-17		12-14				16-18
Communication and Planning Skills for Administrative Professionals	3 Days	300,000	270,000	12-14			8-10			29-31				25-27	
Effective Corporate Communication for Administrative executives	3 Days	300,000	270,000			11-13		18-20				16-18	12-14		
Best Practices In Building Services Management	3 Days	300,000	270,000		18-20				9-11						9-11

# FACILITY MANAGEMENT TRAINING



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Getting To Grips With Office Facilities	3 Days	300,000	270,000	7-9	2-4		7-9	4-6	3-5	8-10	12-14		7-9		
Successful Procurement Of FM Services	3 Days	300,000	270,000		23-25		8-10		17-19			9-11			9-11
Reliability Centred Maintenance (RCM)	3 Days	300,000	270,000	12-14		2-4		13-15			18-20			9-11	
Essentials Of Facilities Management	3 Days	300,000	270,000		11-13		20-22			20-22		29-30			14-16
Health and Safety For Facilities Management	3 Days	300,000	270,000	19-21		17-19		20-22	24-26		19-21			18-20	
Advanced Facilities Management	3 Days	300,000	270,000		16-18		15-17			13-14		16-18			21-23
Purchasing Management and Cost Saving	3 Days	300,000	270,000		25-27		15-17		9-11		10-12			25-27	
Project Management For FM	3 Days	300,000	270,000	28-29				20-22		28-30			21-23		

# PROCUREMENT & SUPPLY CHAIN MANAGEMENT



Courses	Duration	Premises	Virtual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Certificate in Digital Supply Chain Strategy	3 Days	300,000	270,000	12-14		17-19			1-3		17-19			11-13	
Negotiation Strategies for Better Purchasing Value	3 Days	300,000	270,000		2-4		7-9			8-10		9-11			2-4
Developing Purchasing Policies, Processes and SLAs	3 Days	300,000	270,000		25-27			13-15		20-22		23-25			23-25
Strategic Sourcing: 7 Steps for Better Procurement Value - Virtual Learning	3 Days	300,000	270,000			25-27			15-17		12-14			17-19	
Certificate in Fleet and Transport Management	3 Days	300,000	270,000		11-13		20-22			15-17			21-23		3-5
Certificate in Warehouse and Storage Excellence (CWSE)	3 Days	300,000	270,000	19-21			8-10			15-17		8-10			16-18
Procurement Planning and Bid Management	3 Days	300,000	270,000			17-19		19-21			10-12		14-16		10-12
Certificate in Digital Supply Chain Strategy (CDSCS)	3 Days	300,000	270,000		18-20				24-26		12-14			18-20	16-18
Purchasing Techniques, Negotiating and Cost Reduction	3 Days	300,000	270,000			25-27				13-15	19-21		28-30		16-18
The Complete Course on Inventory Management	3 Days	300,000	270,000	12-14				11-13			19-21			24-26	
Advanced Procurement Skills	3 Days	300,000	270,000		11-13		15-17			20-22		1-3	14-16		
Purchasing Techniques, Negotiating, and Cost Reduction	3 Days	300,000	270,000			9-11			17-19		17-19			18-20	
The Complete Course on Contracts and Purchasing Management	3 Days	300,000	270,000		23-25			18-20			5-7		28-30		
The Complete Course on Purchasing and Inventory Management	3 Days	300,000	270,000	28-30			22-24			8-10		16-18			11-13
Planning and Scheduling Professional (PSP)	3 Days	300,000	270,000			4-6		20-22			4-6		1-3		
Certificate in Advanced Procurement Strategies (CAPS)	3 Days	300,000	270,000	28-30			13-15			22-24		16-18			2-4





HOW TO REGISTER  
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#### **Payment**

All course fees stated covers tuition, e-copy of course materials, tea break and launch and are exclusive of VAT. Booking are said to be confirmed when payment of fees are made. All payments are to be made 1 week before training to ensure reservation is properly made. All payments whether cheques, bank deposit or transfer are made in favour of - Dawib Associates Limited (0556230608 - GTB, 1016757524 - Zenith)

#### **Cancellation and Refund Policy**

Cancellations or transfers may be without any penalty no later than two weeks before the course start date. If customer transfers to another course or to another candidate prior to two weeks before the start date, 100% of any prepaid tuition, course fee will be applied toward the fee for the subsequent course.

If you need to cancel your registration for any course already paid for, please notify us by sending an email to [info@dawibassociates.com](mailto:info@dawibassociates.com) at least five (5) business days before the date of the course. You can utilise the amount paid for any other course or for the same course at another date. Refund fees paid will be made but less 10% administrative charge if notification is received in advance according to the above specific days. No refund for no-show situation.

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