

## 2018 TRAINING PLANNER

### February

S/N	DATE	COURSE CONTENT	LOCAL VENUE	FOREIGN VENUE	DURATION	LOCAL COST	FOREIGN COST
1.	5-9 Feb. 2018	Management consulting course	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500
2.	12-16 Feb.2018	Performance management course	Shiroro hotels, minna.	Ghana	5 days	#50,500	\$3,500
3.	19-23 Feb.2018	Project management course	Bezar hotels and resort Centre otta, Ogun state.	Dubai	5 days	#50,500	\$3,500
4.	26-2 Mar.2018	Strategic management workshop	Bezar hotels and resort Centre otta, Ogun state.	Ghana	5 days	#50,500	\$3,500

### March

5.	5-9 Mar. 2018	Effective financial records management workshop	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500
6.	12-16 Mar.2018	Preparation of financial statement in public sector	Shiroro hotels, Minna.	Ghana	5 days	#50,500	\$3,500
7.	19-23 Mar.2018	Competency development course in government administration	Bezar hotels and resort Centre otta, Ogun state.	Dubai	5 days	#50,500	\$3,500
8.	26-30 Mar.2018	Proper maintenance of subsidiary in MDA's, private & public sector	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500

## April

9.	2-6 April.2018	Effective performance maintenance course (reporting and auditing)	Bezar hotels and resort Centre otta, Ogun state.	Ghana	5 days	#50,500	\$3,500
10.	9-13 April.2018	Managerial, team building & strategic leadership course for managers	Shiroro hotels, Minna.	Dubai	5 days	#50,500	\$3,500
11.	16-20 April. 2018	System thinking & business dynamics for senior executives	New keffi hotels, keffi	Ghana	5 days	#50,500	\$3,500
12.	23-27 April. 2018	International financial reporting standards (IFRS) course	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,50
13.	30-4 May. 2018	Understanding IPSAS	Oasis grand hotel, Mararaba, Abuja.	Dubai	5 days	#50,500	\$3,500

## May

14.	7-11 May. 2018	New trends in contributory pension and retirement challenge course	New keffi hotels, keffi.	Cotonou	5 days	#50,500	\$3,500
15.	14-18 May. 2018	Effective records keeping and management for records and registry staff	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500
16.	21-25 May.2018	Health and safety management course	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500
17.	28-1 June. 2018	Driving codes, safety & security consciousness for drivers	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500

## June

18.	4-8 June. 2018	Advanced management course for civil service	Hamdala hotel, kaduna.	Dubai	5 days	#50,500	\$3,500
19.	11-15 June. 2018	Advance management course for personal effectiveness	New keffi hotels, keffi.	Ghana	5 days	#50,500	\$3,500
20.	18-22 June. 2018	Poly & university administrator system implementation on strategy	Bezar hall and resort, otta, Ogun state.	Zambia	5 days	#50,500	\$3,500
21.	25-29 June. 2018	Performance improvement course	Modotel hotel, Enugu.	Ghana	5 days	#50,500	\$3,500

## July

22.	2-6 July. 2018	The E-generation and office technology	Shiroro hotels, Minna.	Ghana	5 days	#50,500	\$3,500
23.	9-13 July. 2018	Public enterprise management	Bezar hall & resort Centre, otta.	Ghana	5 days	#50,500	\$3,500
24.	16-20 July. 2018	Management consulting course	Excellence hotel, Ogba, Ikeja, Lagos.	Dubai	5 days	#50,500	\$3,500
25.	23-27 July. 2018	Advanced public enterprise management course	Oasis grand hotel, Mararaba, Abuja.	Zambia	5 days	#5,500	\$3,500
g26.	30-3August.2018	Public enterprise financial management course	Excellence hotel, Ogba, Ikeja, Lagos.	Cotonou	5 days	#5,500	\$3,500

## August

27.	6-10August.2018	Advanced public enterprise financial management course	Shiroro hotels, Minna.	Ghana	5 days	#50,500	\$3,500
28.	13-17August.2018	Advanced management consulting course	Excellence hotel, Ogba, Ikeja, Lagos.	Dubai	5 days	#50,500	\$3,500
29	20-24 August2018	Public, private partnership (PPE) workshop	New keffi hotels, keffi.	Zambia	5 days	#50,500	\$3,500

## September

30.	3-7 September 2018	Project proposal writing workshop	Hamdala hotel, kaduna.	Cotonou	5 days	#50,500	\$3,500
31.	10-14 September 2018	Feasibility studies and investment analysis workshop	Excellence hotel, Ogba, Ikeja, Lagos.	Ghana	5 days	#50,500	\$3,500
32.	17-21 September 2018	Workshop on effective communication techniques	New keffi hotel, keffi.	Dubai	5 days	#50,500	\$3,500
33	24-28 September 2018	Report writing and presentation workshop	Oasis grand hotel, Mararaba, Abuja.	Ghana	5 days	#50,500	\$3,500

## October

34.	1-5 October 2018	Working capital management workshop	Oasis grand hotel, Mararaba, Abuja.	Zambia	5 days	#50,500	\$3,500
35.	8-12 October 2018	Performance management course	New keffi hotel, keffi.	Ghana	5 days	#50,500	\$3,500
36.	15-19 October 2018	Public policy analysis and management workshop	Shiroro hotels, Minna.	Ghana	5 days	#50,500	\$3,500
37.	22-26 October 2018	Goal setting and performance management	Hamdala hotel, Kaduna.	Dubai	5 days	#50,500	\$3,500

## November

38.	5-9 November 2018	Administrative principles processes and practices	Bezar hall and resort Centre, otta.	Ghana	5 days	#50,500	\$3,500
39.	12-16 November 2018	Effective service delivery workshop	New keffi hotel, keffi.	Dubai	5 days	#50,500	\$3,500
40.	19-23 November 2018	Research methodology workshop	Hamdala hotel, Kaduna.	Dubai	5 days	#50,500	\$3,500
41.	26-30 November 2018	Performance improvement workshop	Shiroro hotels, Minna.	Cotonou	5 days	#50,500	\$3,500

## December

42.	3-7 December 2018	Target setting workshop for managers	New keffi hotel, keffi.	Zambia	5 days	#50,500	\$3,500
43.	10-14 December 2018	Speech and report writing workshop	Shiroro hotels, Minna.	Ghana	5 days	#50,500	\$3,500
44.	17-21 December 2018	Personnel/Human resource management course	New keffi hotel, keffi.	Ghana	5 days	#50,500	\$3,500