

2018 TRAINING Calendar



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CODE	COURSE TITLE	DATE	LOCATION	FEES
1801	2018 Kick-off Conference	MARCH 10, 2018	P.H, ABUJA, LAGOS	Annual Subscription
1802	Entrepreneurship and Resource Management in P.S.O	MARCH 27 - 30	ABUJA	N75,000
1803	Office Management and Administration	APRIL 10 - 13	PORT HARCOURT	N65,000
1804	Performance Management in Public Service Organization	APRIL 24 - 27	LAGOS	N75,000
1805	Procurement and Contracts Management	MAY 19 - 23	ABUJA	N70,000
1806	Conflict Management and Resolution in New Workplace	MAY 3 - 7	KADUNA	N75,000
1807	2018 2nd Quarter Management and Investitures	MAY	ABUJA, LAGOS	Annual Subscription
1808	Project Management Training for Administrative People	JUNE 14 - 17	PORT HARCOURT	N75,000
1809	Operational Skills Administrative	JUNE 21 - 25	KADUNA	N75,000
1810	Work Ethics, Attitude and Professionalism	JULY 11 - 15	ABUJA	N55,000
1811	Administrative Professional Conference	AUGUST 18 - 22	ABUJA	N55,000
1812	High Impact Management of Supervisory Skills Workshop	AUGUST 10 - 13	ENUGU	N65,000
1813	Office Management and Administration	SEPT. 23 - 27	ABUJA	N65,000
1814	Workplace Creativity and Innovation in a Recessionary Economic	OCT. 13 - 16	OWERRI	N70,000
1815	2018 3rd Quarter Management Lecture/Investitures	OCT. 23 - 27	PORT HARCOURT	N70,000
1816	Entrepreneurship and Resource Management in P.S.O	NOV. 13 - 16	KADUNA	N70,000
1817	Conflict Management and Resolution Training	NOV. 23 - 27	ABUJA	N60,000
1818	High Impact Management of Supervisory Skills Workshop	DEC. 23 - 27	PORT HARCOURT	N70,000
1819	Labour Management and Union Leadership	DEC. 13 - 16	KADUNA	N70,000
1820	Corporate Executives Recognition Dinner	DEC. 14	P.H, ABUJA, LAGOS	

REGISTRATION/ENQUIRIES
0803 587 7836, 0803 590 3364

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