



Local Partner of



2017  
calendar  
*for*  
**LOCAL TRAINING**  
PROGRAMMES

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## 2017 SCHEDULE OF TRAINING PROGRAMMES

COURSES	DATE	VENUE	FEES
<b>MARCH</b>			
CORPORATE RECORDS AND INFORMATION MANAGEMENT	6 <sup>th</sup> – 10 <sup>th</sup> March	Lagos	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	6 <sup>th</sup> – 10 <sup>th</sup> March	Lagos	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	6 <sup>th</sup> – 10 <sup>th</sup> March	Lagos	₦290,000
HIGH PERFORMANCE MANAGEMENT	6 <sup>th</sup> – 10 <sup>th</sup> March	Lagos	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	6 <sup>th</sup> – 10 <sup>th</sup> March	Lagos	₦290,000
LEADING HIGH PERFORMANCE TEAMS	6 <sup>th</sup> – 10 <sup>th</sup> March	Lagos	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	6 <sup>th</sup> – 10 <sup>th</sup> March	Abuja	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	6 <sup>th</sup> – 10 <sup>th</sup> March	Abuja	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	6 <sup>th</sup> – 10 <sup>th</sup> March	Abuja	₦290,000
CORPORATE CULTURE AND PERFORMANCE	6 <sup>th</sup> – 10 <sup>th</sup> March	Nasarawa	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	13 <sup>th</sup> – 17 <sup>th</sup> March	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	13 <sup>th</sup> – 17 <sup>th</sup> March	Lagos	₦290,000
LEADING A PROJECT TEAM	13 <sup>th</sup> – 17 <sup>th</sup> March	Lagos	₦290,000
DEVELOPING EXECUTIVE MANAGEMENT CAPACITY	13 <sup>th</sup> – 17 <sup>th</sup> March	Abuja	₦290,000
LEADERSHIP ESSENTIALS	13 <sup>th</sup> – 17 <sup>th</sup> March	Nasarawa	₦290,000
MANAGEMENT ESSENTIALS	13 <sup>th</sup> – 17 <sup>th</sup> March	Nasarawa	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	13 <sup>th</sup> – 17 <sup>th</sup> March	Nasarawa	₦290,000
SETTING STANDARD FOR ORGANISATIONAL EFFECTIVENESS	13 <sup>th</sup> – 17 <sup>th</sup> March	Calabar	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	13 <sup>th</sup> – 17 <sup>th</sup> March	Kaduna	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	13 <sup>th</sup> – 17 <sup>th</sup> March	Kaduna	₦290,000
LEADING AND MANAGING CHANGE	13 <sup>th</sup> – 17 <sup>th</sup> March	Kaduna	₦290,000
REPORT AND SPEECH WRITTING SKILLS	20 <sup>th</sup> – 24 <sup>th</sup> March	Lagos	₦290,000
BUSINESS WRITING SKILLS	20 <sup>th</sup> – 24 <sup>th</sup> March	Lagos	₦290,000
DEVELOPING EFFECTIVE PRESENTATION SKILLS	20 <sup>th</sup> – 24 <sup>th</sup> March	Lagos	₦290,000
EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING	20 <sup>th</sup> – 24 <sup>th</sup> March	Lagos	₦290,000
CORPORATE RECORDS AND INFORMATION MANAGEMENT	20 <sup>th</sup> – 24 <sup>th</sup> March	Abuja	₦290,000

21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	20 <sup>th</sup> – 24 <sup>th</sup> March	Abuja	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	20 <sup>th</sup> – 24 <sup>th</sup> March	Abuja	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	20 <sup>th</sup> – 24 <sup>th</sup> March	Nasarawa	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	20 <sup>th</sup> – 24 <sup>th</sup> March	Nasarawa	₦290,000
INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)	27 <sup>th</sup> – 31 <sup>st</sup> March	Lagos	₦290,000
INTERNATIONAL FINANCIAL REPORTING STANDARDS(IFRS)	27 <sup>th</sup> – 31 <sup>st</sup> March	Lagos	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	27 <sup>th</sup> – 31 <sup>st</sup> March	Lagos	₦290,000
LEADERSHIP ESSENTIALS	27 <sup>th</sup> – 31 <sup>st</sup> March	Lagos	₦290,000
MANAGEMENT ESSENTIALS	27 <sup>th</sup> – 31 <sup>st</sup> March	Lagos	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	27 <sup>th</sup> – 31 <sup>st</sup> March	Abuja	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	27 <sup>th</sup> – 31 <sup>st</sup> March	Abuja	₦290,000
PROJECT IMPLEMENTATION TECHNIQUE	27 <sup>th</sup> – 31 <sup>st</sup> March	Nasarawa	₦290,000
<b>APRIL</b>			
STRATEGIC PLANNING	3 <sup>rd</sup> – 7 <sup>th</sup> April	Lagos	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	3 <sup>rd</sup> – 7 <sup>th</sup> April	Lagos	₦290,000
STRATEGIC MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> April	Lagos	₦290,000
HIGH PERFORMANCE MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> April	Abuja	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	3 <sup>rd</sup> – 7 <sup>th</sup> April	Abuja	₦290,000
IMPROVING PERFORMANCE FOR EFFECTIVE MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> April	Nasarawa	₦290,000
LEADING HIGH PERFORMANCE TEAMS	3 <sup>rd</sup> – 7 <sup>th</sup> April	Nasarawa	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	10 <sup>th</sup> – 14 <sup>th</sup> April	Lagos	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	10 <sup>th</sup> – 14 <sup>th</sup> April	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	10 <sup>th</sup> – 14 <sup>th</sup> April	Lagos	₦290,000
DEVELOPING MANAGEMENT CAPACITY	10 <sup>th</sup> – 14 <sup>th</sup> April	Abuja	₦290,000
STRATEGIES FOR MANAGEMENT	10 <sup>th</sup> – 14 <sup>th</sup> April	Nasarawa	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	10 <sup>th</sup> – 14 <sup>th</sup> April	Nasarawa	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	10 <sup>th</sup> – 14 <sup>th</sup> April	Calabar	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	10 <sup>th</sup> – 14 <sup>th</sup> April	Calabar	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	10 <sup>th</sup> – 14 <sup>th</sup> April	Calabar	₦290,000

INSPIRATIONAL LEADERSHIP SKILLS	10 <sup>th</sup> – 14 <sup>th</sup> April	Kaduna	₦290,000
COMPETENCY-BASED MANAGEMENT FRAMEWORK	10 <sup>th</sup> – 14 <sup>th</sup> April	Kaduna	₦290,000
EMOTIONAL INTELLIGENCE	17 <sup>th</sup> – 21 <sup>st</sup> April	Lagos	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	17 <sup>th</sup> – 21 <sup>st</sup> April	Lagos	₦290,000
WORK ETHICS AND ATTITUDINAL CHANGE	17 <sup>th</sup> – 21 <sup>st</sup> April	Lagos	₦290,000
DEVELOPING EFFECTIVE MARKETING STRATEGY	17 <sup>th</sup> – 21 <sup>st</sup> April	Abuja	₦290,000
ESSENTIALS OF MARKETING STRATEGY	17 <sup>th</sup> – 21 <sup>st</sup> April	Nasarawa	₦290,000
MARKETING RESEARCH AND ANALYSIS	17 <sup>th</sup> – 21 <sup>st</sup> April	Abuja	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	24 <sup>th</sup> – 28 <sup>th</sup> April	Lagos	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	24 <sup>th</sup> – 28 <sup>th</sup> April	Lagos	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	24 <sup>th</sup> – 28 <sup>th</sup> April	Lagos	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	24 <sup>th</sup> – 28 <sup>th</sup> April	Lagos	₦290,000
LEADERSHIP ESSENTIALS	24 <sup>th</sup> – 28 <sup>th</sup> April	Lagos	₦290,000
MANAGEMENT ESSENTIALS	24 <sup>th</sup> – 28 <sup>th</sup> April	Lagos	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	24 <sup>th</sup> – 28 <sup>th</sup> April	Abuja	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	24 <sup>th</sup> – 28 <sup>th</sup> April	Abuja	₦290,000
TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT	24 <sup>th</sup> – 28 <sup>th</sup> April	Nasarawa	₦290,000
LEADING AND MANAGING CHANGE	24 <sup>th</sup> – 28 <sup>th</sup> April	Nasarawa	₦290,000
STRATEGIC PLANNING	24 <sup>th</sup> – 28 <sup>th</sup> April	Calabar	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	24 <sup>th</sup> – 28 <sup>th</sup> April	Calabar	₦290,000
STRATEGIC MANAGEMENT	24 <sup>th</sup> – 28 <sup>th</sup> April	Calabar	₦290,000
LEADERSHIP ESSENTIALS	24 <sup>th</sup> – 28 <sup>th</sup> April	Kaduna	₦290,000
MANAGEMENT ESSENTIALS	24 <sup>th</sup> – 28 <sup>th</sup> April	Kaduna	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	24 <sup>th</sup> – 28 <sup>th</sup> April	Kaduna	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	24 <sup>th</sup> – 28 <sup>th</sup> April	Kaduna	₦290,000
HIGH IMPACT LEADERSHIP	24 <sup>th</sup> – 28 <sup>th</sup> April	Enugu	₦290,000
LEADERSHIP ESSENTIALS	24 <sup>th</sup> – 28 <sup>th</sup> April	Enugu	₦290,000
MANAGEMENT ESSENTIALS	24 <sup>th</sup> – 28 <sup>th</sup> April	Enugu	₦290,000
<b>MAY</b>			
RESULT ORIENTED LEADERSHIP	1 <sup>st</sup> – 5 <sup>th</sup> May	Lagos	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	1 <sup>st</sup> – 5 <sup>th</sup> May	Lagos	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	1 <sup>st</sup> – 5 <sup>th</sup> May	Lagos	₦290,000
PUBLIC FINANCIAL MANAGEMENT	1 <sup>st</sup> – 5 <sup>th</sup> May	Lagos	₦290,000
STRATEGIC FINANCIAL MANAGEMENT	1 <sup>st</sup> – 5 <sup>th</sup> May	Lagos	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	1 <sup>st</sup> – 5 <sup>th</sup> May	Lagos	₦290,000
STRATEGIES FOR LEADERSHIP	1 <sup>st</sup> – 5 <sup>th</sup> May	Abuja	₦290,000

STRATEGIC PLANNING	1 <sup>st</sup> – 5 <sup>th</sup> May	Nasarawa	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	1 <sup>st</sup> – 5 <sup>th</sup> May	Nasarawa	₦290,000
STRATEGIC MANAGEMENT	1 <sup>st</sup> – 5 <sup>th</sup> May	Nasarawa	₦290,000
PERFORMANCE MEASUREMENT	1 <sup>st</sup> – 5 <sup>th</sup> May	Kaduna	₦290,000
HIGH PERFORMANCE MANAGEMENT	1 <sup>st</sup> – 5 <sup>th</sup> May	Kaduna	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	1 <sup>st</sup> – 5 <sup>th</sup> May	Kaduna	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	1 <sup>st</sup> – 5 <sup>th</sup> May	Calabar	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	1 <sup>st</sup> – 5 <sup>th</sup> May	Calabar	₦290,000
ARBITRATION AND MEDIATION	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
MANAGING PEOPLE IN PROJECT	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
ARBITRATION AND DISPUTE RESOLUTION	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
STRATEGIC PLANNING	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
STRATEGIC MANAGEMENT	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
COACHING AND MENTORING SKILLS	8 <sup>th</sup> – 12 <sup>th</sup> May	Lagos	₦290,000
RESULT ORIENTED LEADERSHIP	8 <sup>th</sup> – 12 <sup>th</sup> May	Abuja	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	8 <sup>th</sup> – 12 <sup>th</sup> May	Nasarawa	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	8 <sup>th</sup> – 12 <sup>th</sup> May	Nasarawa	₦290,000
DEVELOPING MANAGEMENT CAPACITY	8 <sup>th</sup> – 12 <sup>th</sup> May	Nasarawa	₦290,000
REPORT AND SPEECH WRITTING SKILLS	15 <sup>th</sup> – 19 <sup>th</sup> May	Lagos	₦290,000
BUSINESS WRITING SKILLS	15 <sup>th</sup> – 19 <sup>th</sup> May	Lagos	₦290,000
DEVELOPING EFFECTIVE PRESENTATION SKILLS	15 <sup>th</sup> – 19 <sup>th</sup> May	Lagos	₦290,000
EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING	15 <sup>th</sup> – 19 <sup>th</sup> May	Lagos	₦290,000
CORPORATE RECORDS AND INFORMATION MANAGEMENT	15 <sup>th</sup> – 19 <sup>th</sup> May	Abuja	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	15 <sup>th</sup> – 19 <sup>th</sup> May	Nasarawa	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	15 <sup>th</sup> – 19 <sup>th</sup> May	Nasarawa	₦290,000
TRENDS IN INFORMATION AND RECORDS MANAGEMENT	15 <sup>th</sup> – 19 <sup>th</sup> May	Nasarawa	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	15 <sup>th</sup> – 19 <sup>th</sup> May	Calabar	₦290,000
STRATEGIC PLANNING	15 <sup>th</sup> – 19 <sup>th</sup> May	Kaduna	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	15 <sup>th</sup> – 19 <sup>th</sup> May	Kaduna	₦290,000
STRATEGIC MANAGEMENT	15 <sup>th</sup> – 19 <sup>th</sup> May	Kaduna	₦290,000
GLOBAL STRATEGIC LEADERSHIP	15 <sup>th</sup> – 19 <sup>th</sup> May	Enugu	₦290,000

RESULT ORIENTED LEADERSHIP	15 <sup>th</sup> – 19 <sup>th</sup> May	Enugu	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	22 <sup>nd</sup> – 26 <sup>th</sup> May	Lagos	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	22 <sup>nd</sup> – 26 <sup>th</sup> May	Lagos	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	22 <sup>nd</sup> – 26 <sup>th</sup> May	Lagos	₦290,000
CREATIVITY AND INNOVATION AT THE WORK PLACE	22 <sup>nd</sup> – 26 <sup>th</sup> May	Calabar	₦290,000
STRATEGIES FOR MANAGEMENT	22 <sup>nd</sup> – 26 <sup>th</sup> May	Abuja	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	22 <sup>nd</sup> – 26 <sup>th</sup> May	Abuja	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	22 <sup>nd</sup> – 26 <sup>th</sup> May	Nasarawa	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	22 <sup>nd</sup> – 26 <sup>th</sup> May	Nasarawa	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Lagos	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Lagos	₦290,000
EMOTIONAL INTELLIGENCE	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Abuja	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Abuja	₦290,000
WORK ETHICS AND ATTITUDINAL CHANGE	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Nasarawa	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	29 <sup>th</sup> May - 2 <sup>nd</sup> June	Enugu	₦290,000
<b>JUNE</b>			
CORPORATE RECORDS AND INFORMATION MANAGEMENT	5 <sup>th</sup> – 9 <sup>th</sup> June	Lagos	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	5 <sup>th</sup> – 9 <sup>th</sup> June	Lagos	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	5 <sup>th</sup> – 9 <sup>th</sup> June	Lagos	₦290,000
DEVELOPING MANAGEMENT CAPACITY	5 <sup>th</sup> – 9 <sup>th</sup> June	Lagos	₦290,000
LEADERSHIP ESSENTIALS	5 <sup>th</sup> – 9 <sup>th</sup> June	Nasarawa	₦290,000
MANAGEMENT ESSENTIALS	5 <sup>th</sup> – 9 <sup>th</sup> June	Nasarawa	₦290,000
COACHING AND MENTORING SKILLS	5 <sup>th</sup> – 9 <sup>th</sup> June	Nasarawa	₦290,000
HIGH PERFORMANCE MANAGEMENT	5 <sup>th</sup> – 9 <sup>th</sup> June	Calabar	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	5 <sup>th</sup> – 9 <sup>th</sup> June	Calabar	₦290,000
IMPROVING PERFORMANCE FOR EFFECTIVE MANAGEMENT	5 <sup>th</sup> – 9 <sup>th</sup> June	Calabar	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	5 <sup>th</sup> – 9 <sup>th</sup> June	Kaduna	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	5 <sup>th</sup> – 9 <sup>th</sup> June	Kaduna	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	5 <sup>th</sup> – 9 <sup>th</sup> June	Kaduna	₦290,000
LEADERSHIP ESSENTIALS	5 <sup>th</sup> – 9 <sup>th</sup> June	Enugu	₦290,000
MANAGEMENT ESSENTIALS	5 <sup>th</sup> – 9 <sup>th</sup> June	Enugu	₦290,000

CREATIVITY AND INNOVATION AT THE WORK PLACE	5 <sup>th</sup> – 9 <sup>th</sup> June	Nasarawa	₦290,000
SETTING STANDARD FOR ORGANISATIONAL EFFECTIVENESS	12 <sup>th</sup> – 16 <sup>th</sup> June	Lagos	₦290,000
INTERNATIONAL PROCUREMENT	12 <sup>th</sup> – 16 <sup>th</sup> June	Lagos	₦290,000
BEST PRACTICE IN PROCUREMENT MANAGEMENT	12 <sup>th</sup> – 16 <sup>th</sup> June	Lagos	₦290,000
TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT	12 <sup>th</sup> – 16 <sup>th</sup> June	Lagos	₦290,000
STRATEGIES FOR LEADERSHIP	12 <sup>th</sup> – 16 <sup>th</sup> June	Abuja	₦290,000
STRATEGIC MANAGEMENT	12 <sup>th</sup> – 16 <sup>th</sup> June	Abuja	₦290,000
REPORT AND SPEECH WRITING SKILLS	12 <sup>th</sup> – 16 <sup>th</sup> June	Nasarawa	₦290,000
BUSINESS WRITING SKILLS	12 <sup>th</sup> – 16 <sup>th</sup> June	Nasarawa	₦290,000
DEVELOPING EFFECTIVE PRESENTATION SKILLS	12 <sup>th</sup> – 16 <sup>th</sup> June	Nasarawa	₦290,000
EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING	12 <sup>th</sup> – 16 <sup>th</sup> June	Nasarawa	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	19 <sup>th</sup> – 23 <sup>rd</sup> June	Lagos	₦290,000
FINANCE FOR NON FINANCE MANAGER	19 <sup>th</sup> – 23 <sup>rd</sup> June	Lagos	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	19 <sup>th</sup> – 23 <sup>rd</sup> June	Lagos	₦290,000
TOTAL QUALITY MANAGEMENT	19 <sup>th</sup> – 23 <sup>rd</sup> June	Abuja	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	19 <sup>th</sup> – 23 <sup>rd</sup> June	Abuja	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	19 <sup>th</sup> – 23 <sup>rd</sup> June	Nasarawa	₦290,000
MANAGING PEOPLE IN PROJECT	19 <sup>th</sup> – 23 <sup>rd</sup> June	Enugu	₦290,000
HIGH PERFORMANCE MANAGEMENT	19 <sup>th</sup> – 23 <sup>rd</sup> June	Nasarawa	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	19 <sup>th</sup> – 23 <sup>rd</sup> June	Nasarawa	₦290,000
LEADERSHIP ESSENTIALS	19 <sup>th</sup> – 23 <sup>rd</sup> June	Calabar	₦290,000
MANAGEMENT ESSENTIALS	19 <sup>th</sup> – 23 <sup>rd</sup> June	Calabar	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	26 <sup>th</sup> – 30 <sup>th</sup> June	Lagos	₦290,000
LEADING AND MANAGING CHANGE	26 <sup>th</sup> – 30 <sup>th</sup> June	Lagos	₦290,000
STRATEGIES FOR MANAGEMENT	26 <sup>th</sup> – 30 <sup>th</sup> June	Abuja	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	26 <sup>th</sup> – 30 <sup>th</sup> June	Abuja	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	26 <sup>th</sup> – 30 <sup>th</sup> June	Nasarawa	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	26 <sup>th</sup> – 30 <sup>th</sup> June	Nasarawa	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	26 <sup>th</sup> – 30 <sup>th</sup> June	Enugu	₦290,000
STRATEGIC COMMUNICATION MANAGEMENT	26 <sup>th</sup> – 30 <sup>th</sup> June	Nasarawa	₦290,000
BUSINESS ETIQUETTE	26 <sup>th</sup> – 30 <sup>th</sup> June	Nasarawa	₦290,000

## JULY

RESULT ORIENTED LEADERSHIP	3 <sup>rd</sup> – 7 <sup>th</sup> July	Lagos	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	3 <sup>rd</sup> – 7 <sup>th</sup> July	Lagos	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	3 <sup>rd</sup> – 7 <sup>th</sup> July	Lagos	₦290,000
PUBLIC FINANCIAL MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Lagos	₦290,000
STRATEGIC FINANCIAL MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Lagos	₦290,000
STRATEGIES FOR LEADERSHIP	3 <sup>rd</sup> – 7 <sup>th</sup> July	Abuja	₦290,000
STRATEGIC PLANNING	3 <sup>rd</sup> – 7 <sup>th</sup> July	Nasarawa	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	3 <sup>rd</sup> – 7 <sup>th</sup> July	Nasarawa	₦290,000
STRATEGIC MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Nasarawa	₦290,000
TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Nasarawa	₦290,000
PERFORMANCE MEASUREMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Kaduna	₦290,000
HIGH PERFORMANCE MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Kaduna	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	3 <sup>rd</sup> – 7 <sup>th</sup> July	Kaduna	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	3 <sup>rd</sup> – 7 <sup>th</sup> July	Calabar	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Calabar	₦290,000
PERFORMANCE MANAGEMENT	3 <sup>rd</sup> – 7 <sup>th</sup> July	Enugu	₦290,000
BEST PRACTICES FOR HIGH LEVEL PERFORMANCE	3 <sup>rd</sup> – 7 <sup>th</sup> July	Enugu	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	3 <sup>rd</sup> – 7 <sup>th</sup> July	Enugu	₦290,000
ARBITRATION AND MEDIATION	10 <sup>th</sup> – 14 <sup>th</sup> July	Lagos	₦290,000
ARBITRATION AND DISPUTE RESOLUTION	10 <sup>th</sup> – 14 <sup>th</sup> July	Lagos	₦290,000
STRATEGIC PLANNING	10 <sup>th</sup> – 14 <sup>th</sup> July	Lagos	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	10 <sup>th</sup> – 14 <sup>th</sup> July	Lagos	₦290,000
STRATEGIC MANAGEMENT	10 <sup>th</sup> – 14 <sup>th</sup> July	Lagos	₦290,000
RESULT ORIENTED LEADERSHIP	10 <sup>th</sup> – 14 <sup>th</sup> July	Abuja	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	10 <sup>th</sup> – 14 <sup>th</sup> July	Nasarawa	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	10 <sup>th</sup> – 14 <sup>th</sup> July	Nasarawa	₦290,000
DEVELOPING MANAGEMENT CAPACITY	10 <sup>th</sup> – 14 <sup>th</sup> July	Nasarawa	₦290,000
REPORT AND SPEECH WRITING SKILLS	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
BUSINESS WRITING SKILLS	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
DEVELOPING EFFECTIVE PRESENTATION SKILLS	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
CORPORATE RECORDS AND INFORMATION MANAGEMENT	17 <sup>th</sup> – 21 <sup>st</sup> July	Abuja	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	17 <sup>th</sup> – 21 <sup>st</sup> July	Nasarawa	₦290,000



EMOTIONAL INTELLIGENCE	17 <sup>th</sup> – 21 <sup>st</sup> July	Nasarawa	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	17 <sup>th</sup> – 21 <sup>st</sup> July	Nasarawa	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	17 <sup>th</sup> – 21 <sup>st</sup> July	Nasarawa	₦290,000
TRENDS IN INFORMATION AND RECORDS MANAGEMENT	17 <sup>th</sup> – 21 <sup>st</sup> July	Nasarawa	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	17 <sup>th</sup> – 21 <sup>st</sup> July	Calabar	₦290,000
STRATEGIC PLANNING	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
STRATEGIC MANAGEMENT	17 <sup>th</sup> – 21 <sup>st</sup> July	Kaduna	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	24 <sup>th</sup> – 28 <sup>th</sup> July	Lagos	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	24 <sup>th</sup> – 28 <sup>th</sup> July	Lagos	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	24 <sup>th</sup> – 28 <sup>th</sup> July	Lagos	₦290,000
STRATEGIES FOR MANAGEMENT	24 <sup>th</sup> – 28 <sup>th</sup> July	Abuja	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	24 <sup>th</sup> – 28 <sup>th</sup> July	Abuja	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	24 <sup>th</sup> – 28 <sup>th</sup> July	Nasarawa	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	24 <sup>th</sup> – 28 <sup>th</sup> July	Nasarawa	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Lagos	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Lagos	₦290,000
FINANCE FOR NON FINANCE MANAGER	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Kaduna	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Lagos	₦290,000
EMOTIONAL INTELLIGENCE	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Abuja	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Abuja	₦290,000
WORK ETHICS AND ATTITUDINAL CHANGE	31 <sup>st</sup> July – 4 <sup>th</sup> Aug.	Nasarawa	₦290,000
<b>AUGUST</b>			
STRATEGIC PLANNING	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Enugu	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Enugu	₦290,000
STRATEGIC MANAGEMENT	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Lagos	₦290,000
INTERNATIONAL PROCUREMENT	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Lagos	₦290,000
BEST PRACTICE IN PROCUREMENT MANAGEMENT	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Lagos	₦290,000
HIGH PERFORMANCE MANAGEMENT	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Abuja	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Abuja	₦290,000
IMPROVING PERFORMANCE FOR EFFECTIVE MANAGEMENT	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Nasarawa	₦290,000
LEADING HIGH PERFORMANCE TEAMS	7 <sup>th</sup> – 11 <sup>th</sup> Aug.	Nasarawa	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Lagos	₦290,000

PROJECT MANAGEMENT MONITORING AND EVALUATION	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Lagos	₦290,000
TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Lagos	₦290,000
STRATEGIC COMMUNICATION MANAGEMENT	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Lagos	₦290,000
DEVELOPING MANAGEMENT CAPACITY	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Abuja	₦290,000
STRATEGIES FOR MANAGEMENT	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Nasarawa	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Nasarawa	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Calabar	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Calabar	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Calabar	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Kaduna	₦290,000
COMPETENCY-BASED MANAGEMENT FRAMEWORK	14 <sup>th</sup> – 18 <sup>th</sup> Aug.	Kaduna	₦290,000
EMOTIONAL INTELLIGENCE	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Nasarawa	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Nasarawa	₦290,000
WORK ETHICS AND ATTITUDINAL CHANGE	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Enugu	₦290,000
DEVELOPING EFFECTIVE MARKETING STRATEGY	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Abuja	₦290,000
COACHING AND MENTORING SKILLS	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Abuja	₦290,000
ESSENTIALS OF MARKETING STRATEGY	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Nasarawa	₦290,000
MARKETING RESEARCH AND ANALYSIS	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Abuja	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	21 <sup>st</sup> – 25 <sup>th</sup> Aug.	Kaduna	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept.	Lagos	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Lagos	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Lagos	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Lagos	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Nasarawa	₦290,000
LEADERSHIP ESSENTIALS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Lagos	₦290,000
MANAGEMENT ESSENTIALS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Lagos	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Abuja	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Abuja	₦290,000
LEADING AND MANAGING CHANGE	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Nasarawa	₦290,000
STRATEGIC PLANNING	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Calabar	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Calabar	₦290,000
STRATEGIC MANAGEMENT	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Calabar	₦290,000
LEADERSHIP ESSENTIALS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Kaduna	₦290,000

MANAGEMENT ESSENTIALS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Kaduna	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Kaduna	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Kaduna	₦290,000
MASTERING TEAM BUILDING	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Enugu	₦290,000
TEAM BUILDING AND MANAGEMENT	28 <sup>th</sup> Aug. – 1 <sup>st</sup> Sept	Enugu	₦290,000
<b>SEPTEMBER</b>			
CORPORATE RECORDS AND INFORMATION MANAGEMENT	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
CREATIVITY AND INNOVATION AT THE WORK PLACE	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
HIGH PERFORMANCE MANAGEMENT	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
LEADING HIGH PERFORMANCE TEAMS	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Lagos	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Abuja	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Abuja	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Abuja	₦290,000
CORPORATE CULTURE AND PERFORMANCE	4 <sup>th</sup> – 8 <sup>th</sup> Sept.	Nasarawa	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	11 <sup>th</sup> – 15 <sup>th</sup> Sept.	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Lagos	₦290,000
COACHING AND MENTORING SKILLS	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Lagos	₦290,000
LEADING A PROJECT TEAM	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Lagos	₦290,000
MANAGING PEOPLE IN PROJECT	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Lagos	₦290,000
DEVELOPING EXECUTIVE MANAGEMENT CAPACITY	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Abuja	₦290,000
LEADERSHIP ESSENTIALS	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Nasarawa	₦290,000
MANAGEMENT ESSENTIALS	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Nasarawa	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Nasarawa	₦290,000
SETTING STANDARD FOR ORGANISATIONAL EFFECTIVENESS	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Calabar	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Kaduna	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Kaduna	₦290,000
LEADING AND MANAGING CHANGE	11 <sup>th</sup> – 15 <sup>th</sup> Sept	Kaduna	₦290,000
REPORT AND SPEECH WRITING SKILLS	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Lagos	₦290,000
BUSINESS WRITING SKILLS	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Lagos	₦290,000

DEVELOPING EFFECTIVE PRESENTATION SKILLS	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Lagos	₦290,000
EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Lagos	₦290,000
CORPORATE RECORDS AND INFORMATION MANAGEMENT	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Abuja	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Abuja	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Abuja	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Nasarawa	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Nasarawa	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Enugu	₦290,000
LEADING AND MANAGING CHANGE	18 <sup>th</sup> – 22 <sup>nd</sup> Sept.	Enugu	₦290,000
INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS)	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
INTERNATIONAL FINANCIAL REPORTING STANDARDS(IFRS)	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
CREATIVITY AND INNOVATION AT THE WORK PLACE	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
LEADERSHIP ESSENTIALS	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
MANAGEMENT ESSENTIALS	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Lagos	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Abuja	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Abuja	₦290,000
PROJECT IMPLEMENTATION TECHNIQUE	25 <sup>th</sup> -29 <sup>th</sup> Sept.	Nasarawa	₦290,000
<b>OCTOBER</b>			
RESULT ORIENTED LEADERSHIP	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Lagos	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Lagos	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Lagos	₦290,000
PUBLIC FINANCIAL MANAGEMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Lagos	₦290,000
STRATEGIC FINANCIAL MANAGEMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Lagos	₦290,000
STRATEGIES FOR LEADERSHIP	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Abuja	₦290,000
STRATEGIC PLANNING	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Nasarawa	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Nasarawa	₦290,000
STRATEGIC MANAGEMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Nasarawa	₦290,000

PERFORMANCE MEASUREMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Kaduna	₦290,000
TECHNIQUES FOR EFFECTIVE TIME MANAGEMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Kaduna	₦290,000
HIGH PERFORMANCE MANAGEMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Kaduna	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Kaduna	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Calabar	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	2 <sup>nd</sup> – 6 <sup>th</sup> Oct.	Calabar	₦290,000
ARBITRATION AND MEDIATION	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Lagos	₦290,000
ARBITRATION AND DISPUTE RESOLUTION	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Lagos	₦290,000
STRATEGIC PLANNING	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Lagos	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Lagos	₦290,000
STRATEGIC COMMUNICATION MANAGEMENT	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Kaduna	₦290,000
STRATEGIC MANAGEMENT	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Lagos	₦290,000
RESULT ORIENTED LEADERSHIP	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Abuja	₦290,000
LEADERSHIP FOR OPTIMUM ORGANISATIONAL PERFORMANCE	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Nasarawa	₦290,000
PERFORMANCE IMPROVEMENT SKILLS	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Nasarawa	₦290,000
BUSINESS ETIQUETTE	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Nasarawa	₦290,000
DEVELOPING MANAGEMENT CAPACITY	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Nasarawa	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	9 <sup>th</sup> – 13 <sup>th</sup> Oct.	Kaduna	₦290,000
REPORT AND SPEECH WRITTING SKILLS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Lagos	₦290,000
BUSINESS WRITING SKILLS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Lagos	₦290,000
DEVELOPING EFFECTIVE PRESENTATION SKILLS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Lagos	₦290,000
EFFECTIVE PRESENTATION SKILLS AND CONFIDENCE BUILDING	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Lagos	₦290,000
CORPORATE RECORDS AND INFORMATION MANAGEMENT	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Abuja	₦290,000
21ST CENTURY RECORDS AND INFORMATION MANAGEMENT	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Nasarawa	₦290,000
DEVELOPING FILE PLAN AND RECORDS RETENTION SCHEDULE	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Nasarawa	₦290,000
TRENDS IN INFORMATION AND RECORDS MANAGEMENT	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Nasarawa	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Calabar	₦290,000
STRATEGIC PLANNING	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Kaduna	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Kaduna	₦290,000
STRATEGIC MANAGEMENT	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Kaduna	₦290,000
LEADERSHIP ESSENTIALS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Enugu	₦290,000

MANAGEMENT ESSENTIALS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Enugu	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Nasarawa	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	16 <sup>th</sup> – 20 <sup>th</sup> Oct.	Nasarawa	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Lagos	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Lagos	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Lagos	₦290,000
CREATIVITY AND INNOVATION AT THE WORK PLACE	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Lagos	₦290,000
STRATEGIES FOR MANAGEMENT	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Abuja	₦290,000
LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Abuja	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Nasarawa	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Nasarawa	₦290,000
MANAGING PEOPLE IN PROJECT	23 <sup>rd</sup> – 27 <sup>th</sup> Oct.	Nasarawa	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	30 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov.	Lagos	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	30 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov.	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	30 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov.	Lagos	₦290,000
EMOTIONAL INTELLIGENCE	30 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov.	Lagos	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	30 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov.	Lagos	₦290,000
WORK ETHICS AND ATTITUDINAL CHANGE	30 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov.	Nasarawa	₦290,000
<b>NOVEMBER</b>			
STRATEGIC PLANNING	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Lagos	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Lagos	₦290,000
STRATEGIC MANAGEMENT	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Lagos	₦290,000
HIGH PERFORMANCE MANAGEMENT	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Abuja	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK PERFORMANCE	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Abuja	₦290,000
IMPROVING PERFORMANCE FOR EFFECTIVE MANAGEMENT	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Nasarawa	₦290,000
FINANCE FOR NON FINANCE MANAGER	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Nasarawa	₦290,000
LEADING HIGH PERFORMANCE TEAMS	6 <sup>th</sup> – 10 <sup>th</sup> Nov.	Nasarawa	₦290,000
PROJECT MANAGEMENT BEST PRACTICES	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Lagos	₦290,000
PROJECT MANAGEMENT MONITORING AND EVALUATION	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Lagos	₦290,000
EFFECTIVE MANAGEMENT OF PROJECT AND PROGRAMME	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Lagos	₦290,000
DEVELOPING MANAGEMENT CAPACITY	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Abuja	₦290,000
STRATEGIES FOR MANAGEMENT	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Nasarawa	₦290,000

LEADERSHIP SKILLS FOR EFFECTIVE MANAGEMENT	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Nasarawa	₦290,000
PUBLIC SECTOR GOVERNANCE AND ETHICS	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Nasarawa	₦290,000
EFFECTIVE COMPLIANCE AND ETHICS	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Nasarawa	₦290,000
EFFECTIVE CORPORATE GOVERNANCE	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Calabar	₦290,000
INSPIRATIONAL LEADERSHIP SKILLS	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Kaduna	₦290,000
COMPETENCY-BASED MANAGEMENT FRAMEWORK	13 <sup>th</sup> – 17 <sup>th</sup> Nov.	Kaduna	₦290,000
EMOTIONAL INTELLIGENCE	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Enugu	₦290,000
HUMAN RELATION AND INTERPERSONAL SKILLS	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Enugu	₦290,000
WORK ETHICS AND ATTITUDINAL CHANGE	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Lagos	₦290,000
DEVELOPING EFFECTIVE MARKETING STRATEGY	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Abuja	₦290,000
HUMAN RESOURCES FOR NON-HUMAN RESOURCE PROFESSIONALS	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Nasarawa	₦290,000
ESSENTIALS OF MARKETING STRATEGY	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Nasarawa	₦290,000
MARKETING RESEARCH AND ANALYSIS	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Abuja	₦290,000
MASTERING TEAM BUILDING	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Enugu	₦290,000
TEAM BUILDING AND MANAGEMENT	20 <sup>th</sup> – 24 <sup>th</sup> Nov.	Enugu	₦290,000
MANAGEMENT SKILLS FOR SECRETARY AND OFFICE ASSISTANT	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Lagos	₦290,000
ADMINISTRATION AND SECRETARIAL SKILLS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Lagos	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Lagos	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Lagos	₦290,000
LEADERSHIP ESSENTIALS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Lagos	₦290,000
MANAGEMENT ESSENTIALS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Lagos	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Abuja	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Abuja	₦290,000
LEADING AND MANAGING CHANGE	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Nasarawa	₦290,000
STRATEGIC PLANNING	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Calabar	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Calabar	₦290,000
STRATEGIC MANAGEMENT	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Calabar	₦290,000
LEADERSHIP ESSENTIALS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Kaduna	₦290,000
MANAGEMENT ESSENTIALS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Kaduna	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Kaduna	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	27 <sup>th</sup> Nov – 1 <sup>st</sup> Dec.	Kaduna	₦290,000
<b>DECEMBER</b>			
STRATEGIC PLANNING	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Lagos	₦290,000
ESSENTIAL BUSINESS PLANNING STRATEGY	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Lagos	₦290,000
STRATEGIC MANAGEMENT	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Lagos	₦290,000
HIGH PERFORMANCE MANAGEMENT	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Abuja	₦290,000
IMPROVING PERSONAL EFFECTIVENESS FOR PEAK	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Abuja	₦290,000

PERFORMANCE			
IMPROVING PERFORMANCE FOR EFFECTIVE MANAGEMENT	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Nasarawa	₦290,000
LEADING HIGH PERFORMANCE TEAMS	4 <sup>th</sup> – 8 <sup>th</sup> Dec.	Nasarawa	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Lagos	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Lagos	₦290,000
LEADERSHIP ESSENTIALS	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Lagos	₦290,000
MANAGEMENT ESSENTIALS	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Lagos	₦290,000
LEADERSHIP AND CHANGE MANAGEMENT	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Abuja	₦290,000
CHANGE MANAGEMENT FOR HIGHER PRODUCTIVITY	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Abuja	₦290,000
LEADING AND MANAGING CHANGE	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Nasarawa	₦290,000
STRATEGIC MANAGEMENT	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Lagos	₦290,000
LEADERSHIP ESSENTIALS	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Abuja	₦290,000
MANAGEMENT ESSENTIALS	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Abuja	₦290,000
MANAGEMENT AND LEADERSHIP DEVELOPMENT	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Abuja	₦290,000
BASIC MANAGEMENT PROCESS FOR NEW MANAGERS	11 <sup>th</sup> – 15 <sup>th</sup> Dec.	Abuja	₦290,000





**ABUJA OFFICE:**

14 Waziri Ibrahim Crescent,  
Apo, Abuja, Nigeria.

Tel: 07057626783

Email: [info@meqstarglobal.com](mailto:info@meqstarglobal.com)

[www.meqstarglobal.com](http://www.meqstarglobal.com)