

Brainstorming for a Better Tomorrow

LOCATION AND DATE



CANADA					
1 WEEK 2 WEEKS					
JAN. 14 - 18					
APRIL 15 - 19					
JULY 08 - 12	JULY 08 - 19				
OCT. 14 - 18	OCT. 14 - 25				

GAMBIA						
1 WEEK	2 WEEKS					
JAN. 14 - 18	JAN. 14 - 25					
APRIL 15 - 19	APRIL 15 - 26					
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09					
OCT. 07 - 11	OCT. 07 - 18					

INDIA						
1 WEEK	2 WEEKS					
JAN. 07-11	JAN. 07 - 18					
	APRIL 15 - 26					
JULY 08 - 12						
OCT. 14 - 18	OCT. 14 - 25					

SINGAPORE					
1 WEEK	2 WEEKS				
JAN. 21 - 25	JAN. 21 - FEB. 01				
APRIL 08 - 12	APRIL 08 - 19				
JUL. 15 - 19	JUL. 15 - 26				
OCT. 21 - 25	OCT. 21 - NOV. 01				

G H A N A UNITED ARAB EMIRATES								
	1 WEEK	2 WEEKS	1 WEEK	2 WEEKS	6 11 1			
	JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01	CHI	NA	U :	S A
	MARCH 25 - 29	MAR. 25 - APR. 05	MARCH 11 - 15	MAR. 11 - 22	1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
	APRIL 01 - 05	APRIL 01 - 12	APRIL 18 - 22	APRIL 08 - 19	FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
	JUNE 03 - 07	JUNE 03 - 14	JUNE 17 - 21	JUNE 17 - 28	MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
	JULY 22 - 26	JUL. 22 - AUG. 02	JULY 15 - 19	JUL. 15 - 26	AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16
					NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
	SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27	1001.10 22	101.10 27	100.10 22	100.10 27
	OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01				
	DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13				

GERMANY		HONG	KONG	SOUTH	AFRICA	UNITED	UNITED KINGDOM	
1 WEEK	2 WEEKS							
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01	
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17	
AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16	
NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29	

F R A	NCE	MALA	AYSIA	JAM	AICA	SIERRA	LEONE
1 WEEK	2 WEEKS						
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22	MAR. 11 - 15	MAR. 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13

CONFERENCE FOR AFRICA STUDIES LTD.

COURSE FEE SCHEDULE



COUNTRY	OPEN WOF	RKSHOP	GROUP STUDY TOUR (ON REQUEST FOR NOT LESS THAN 10 PARTICIPANTS)
	1 - WEEK	2 - WEEKS	WEEK (S)
CANADA	£2,500	£3,800	NEGOTIABLE
CHINA	£2,500	£3,800	NEGOTIABLE
FRANCE	£2,500	£3,800	NEGOTIABLE
GAMBIA	£1,500	£2,500	NEGOTIABLE
GERMANY	£2,500	£3,800	NEGOTIABLE
GHANA	£1,200	£2,000	NEGOTIABLE
HONGKONG	£2,500	£3,800	NEGOTIABLE
INDIA	£2,500	£3,800	NEGOTIABLE
JAMAICA	£2,500	£3,800	NEGOTIABLE
MALAYSIA	£2,500	£3,800	NEGOTIABLE
SIERRA LEONE	£1,500	£2,500	NEGOTIABLE
SOUTH AFRICA	£2,000	£3,500	NEGOTIABLE
SINGAPORE	£2,500	£3,800	NEGOTIABLE
U. S. A.	£2,500	£3,800	NEGOTIABLE
U.K	£2,500	£3,800	NEGOTIABLE
U. A. E. (DUBAI)	£2,500	£3,800	NEGOTIABLE

CONFERENCE FOR AFRICA STUDIES LTD.

STUDY CENTRES AND LOCATIONS

DUBAI - UNITED ARAB EMIRATES

INTERNATIONAL ACADEMIC CITY, DUBAI.



GAMBIA

KANNIFING, BANJUL.

LONDON

ELIBANK ROAD (ADJACENT NO 45) ELTHAM, LONDON SE91Q5 UNITED KINGDOM

ACCRA

CFA STUDIES RESOURCE CENTRE 55, RING ROAD, EAST NYENABA ESTATE, ACCRA GHANA.

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CALL: 08055246151, 08037881118, 07040045001-10



PARTICIPANTS AT CFA STUDIES INTERNATIONAL TRAINING

CONFERENCE FOR AFRICA STUDIES LTD.

COURSE SUMMARY

GOVERNANCE, ECONOMY AND POLICY PAGE

- 1. Policy Drafting Analysis, Formulation, Implementation and Management
- 2. The Politics of Policy Making
- 3. The Economics for Public Policy
- 4. Professional Ethics, Values & Effective Administration/Governance Workshop
- Economic Growth Issues for National Development Planning 5. 6. New Courses on Demand

PAGEILEADERSHIP & STRATEGIC IAGEMEN

- 7. Public Service and Leadership
- 8 Essentials of Leadership and Team Building for Managerial Success
- 9. Strategic Thinking for Top Executives and Directors
- 10 Strategic Formulation and Implementation-Transalating Strategy to result
- 11. Leadership and Management of Organizational Change
- 12. Strategic Planning Skills
- 13. Managing Successfully: Insights and Secrets of the Best Managers
- 14 Moving from Management to Leadership
- 15. **Conflict Management and Resolution Workshop**
- 16. **Project Management Workshop for Public Officers** Leadership and Innovation Monitoring Skills Development - How to Improve 17
- Performance and Foster Growth
- 18 New Courses on Demand
- 19 New Courses on Demand

PAGE HUMAN RESOURCES

- Management of Pension Scheme 20 21. Advanced Human Resources Management 22 Human Resources Management for Education, Finance & Technical Senior Officers
- Succession Planing Strategy Skills 23
- 24 Human Resources Management and Labour Relations Practices
- 25. Freedom of Information Act \; Its Challenges, Solutions and Management
- 26 Effective Training and Development Skills
- 27. Women in Management Workshop
- 28 Leadership and Empowerment Workshop for Women
- 29. Assertive Skills Workshop for Women Managers
- 30. New Courses on Demand
- 31. New Courses of Demand
- 32. New Courses on Demand

FINANCE AND ACCOUNTING PAGE

- 33 **Advanced Financial Management Practices**
- 34. Public Financial Management: An International Perspective
- 35. **Revenue Collection Management**
- 36. **Computerised Financial Accounting Course**
- Financial Risk Management in Banking and Other Financial Institutions 37
- 38 Fraud Prevention and Dynamics of Debt Collection
- 39 Credit Management and Administration Skills 40. Financial Policy Makina and Analysis
- 41 Financial Analysis, Planning and Control
- 42. Mortgage Credit Analysis and Risk Management
- 43. Essential Skills for Managing Today's Mortgage Institutions
- 44 **Internal Auditing - International Best Practices**
- 45. Public Accountability and Internal Control
- Structured Approach for Advanced Internal Auditing 46
- 47. Advanced Treasury Management Strategy
- 48 Forensic Auditing and Accounting: Guidelines for Financial Professionals
- 49 New Courses on Demand
- 50 New Courses on Demand

PROCUREMENT

- 51. A Practical Approach to Proactive Procurement in the Public Sector Organisations 52. The Strategic Approach to Procurement 53. **Contract Management Skills**
- 54.
- International and Emerging Best Practices in Procurement and Contract Manaaement
- 55. Management and Control of Stocks/Stores and Materials Handling
- 56. Store Organisation and Materials Management
- 57. New Courses on Demand

PAGE LEGAL 58. Judicial Records Management Skills 59. Policy Development and Management Skills for Legal Officers 60. Professional Ethics, Values & Effective Administration/Governance Workshop 61 Link Analysis, Counter-terrorism and Security Trends & Approaches in Parliamentary Administration & Oversight Functions 62. in the 21st Century 63. **Court Management and Judicial Administration** 64. Freedom of Information Act: Its Challenges, Solutions and Management 65. **Effective Management of Legal Services** New Courses on Demand 66. 67. Effective Health Management in Private and Public Organisations Millennium Development Goals (MDG) in Maternal & Child Mortality Rate in 68. Nigeria (Challenges & Solutions) 69. Industrial and Hospital Waste & Environmental Management 70. Performance Improvement Process Towards Health Quality Assurance 71. Primary Health Care Management Workshop 72. e-Medical Record Management Skills Environmental Pollution, Flood & Solid Waste Management. 73. 74. New Courses on Demand **PAGE** ADMINISTRATIVE SUPPORT/SECRETARIAL Communicating with Diplomacy, Discretion, and Influence 75. 76. **Project Management for Administrative Professionals** 77. Fundamentals of Finance and Accounting for Administrative Professionals 78. Smarter Decision Making and Critical Thinking for Administrative Professionals 79. Strategic Quality & Time Management, Planing and Organising 80. International Workshop for Executive Secretaries and Senior Personal Assistants 81. Management Development & Performance Improvement For Executive Secretaries, & Personal Assistants. 82 **Research Methodology and Planning** 83. New Courses on Demand **PAGE** GEOGRAPHIC INFORMATION SYSTEM 84. New Courses on Demand PAGE **PROJECT MANAGEMENT** 85 New Courses on Demand PAGE PROFESSIONAL MANAGEMENT 86. New Courses on Demand 87. New Courses on Demand PAGE **COOPERATIVE, TRANSPORT, EDUCATION AND AVIATION MANAGEMENT** 88. **Cooperative Management** 89. Transport Management 90. Education 91. Aviation AGRICULTURAL BIOTECHNOLOGY FOR THE PUBLIC GOOD 92. 93. New Courses on Demand PAGE MARITIME AND ENVIRONMENT 94. Maritime/Transport 95. Environment PAGE OIL AND GAS 96. Oil & Gas Industry, Development Planning and Rural Communities 97. New Courses on Demand **PAGE** WATER RESOURCES, MEDIA 98. Water Resources 99. Water Supply 100. Media 101. **BOOKING, TERMS & CONDITION** 102. **COURSE NOMINATION FORM**

CFA STUDIES INTERNATIONAL





I welcome you to CFA Studies International. We operate from 16 countries worldwide. Our range of courses for the year 2013 are tailored to meet the needs of various organisations from oil and Gas, Cooperative, Energy and Power to Government Sectors and Parastatals.

We promise to deliver the best in enhancing and developing potentials in individuals from the lowest cadre to the top managers of organisations.

While we appreciate your patronage in 2012, we look forward to enlarging our cooperation in 2013 towards further development in various areas for optimum growth in professionalism for better results.

Our research and development department have come up with a robust courses contents and calendar for 2013.

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With highest regards,

Bayo M. R. Ajijola Chief Executive Officer CFA Studies International

Brainstorming for a Better Tomorrow

POLICY DRAFTING ANALYSIS, FORMULATION, IMPLEMENTATION & MANAGEMENT

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Understand the characteristics of government policy and practices
- Master the system of pre-policy discipline before formal writing begins
- □ Sharpen the writing techniques for policy drafting
- Explore the various ways in presenting a policy paper
- Monitor policy implementation and review

COURSE CONTENTS

IMPORTANCE OF UNDERSTANDING POLICY

Perspective: Scientific, Political and Practical Definition of Public Policy Definition of Policy Analysis Policy Cycle Stages of the Policy Cycle

CASE STUDY OF COUNTRY'S PUBLIC POLICY

Principles of Governance

Representatives Policy Policy on Corporate Responsibility

POLICY ON STATE WELFARERISM

Policy on Morality

Policy on Accountability

PRINCIPLES OF POLICY DRAFTING, IMPLEMENTATION AND MANAGEMENT

State Value Purpose

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Visualise Target Audience
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Accountability & Due Process Formulation Strategies & Implementation

FRAMING A POLICY REPORT

Formulating a Research Plan Lines of Argument Chronology Cause and Effect Sequence Process Approach Deductive Logic Inductive Logic Frame a Thesis Statement

TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N A	DA		GAMI	BIA
1 WEEK 2	WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18 JA	N. 14 - 25	J	AN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19 API	RIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12 JU	LY 08 - 19	JUL	29 - AUG. 02	JUL. 29 - AUG. 09
	T. 14 - 25		DCT. 07 - 11	OCT. 07 - 18
COURSE F	EE		COUR	SE FEE
£2,500	£3,800		£1,500	£2,500
IND	Α		SING	APORE
1 WEEK 2	2 WEEKS		1 WEEK	2 WEEKS
JAN. 07-11 JA	AN. 07 - 18		JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19 AP	PRIL 15 - 26		APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12 JU	JLY 08 - 19		JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18 0	CT. 14 - 25		OCT. 21 - 25	OCT. 21 - NOV. 01
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	ANA		U. A. I	. (DUBAI)
1 WEEK	2 WEEK	<u> </u>		2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB.			
JAN. 20 - FEB. UT MAR. 25 - 29	JAN. 20 - FEB. MAR. 25 - APR			
APR. 01 - 05	APR.01 - 1			
JUN. 03 - 07	JUN. 03 - 1			
JUL. 22 - 26	JUL. 22 - AUG			JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 -			
OCT. 28 - NOV. 01	OCT. 28 - NOV DEC. 09 - 2		OCT. 21 - 25	
	E FEE		DEC. 02 - 06 COUI	RSE FEE
£1,200	£2,000		£2,500	£3,800
	• GERMAN • HONGKOI		• SOU1	TH AFRICA
1 WEEK		S	1 WEEK	2 WEEKS
FEB. 18 - 22			FEB. 18 - 2	
MAY 06 - 10	0 MAY 06 - '	17	MAY 06 - 1 AUG. 05 - 0	
AUG. 05 - 0 NOV. 18 - 22			NOV. 18 - 2	2 NOV. 18 - 29
	JRSE FEE		£2,000	URSE FEE
= FRANCE	-MALAYS			
- JAM/			SIER	RA LEONE
1 WEEK	2 WEEK	S	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 -	22	MARCH 11 - 1	5 MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 2	_	JUNE 17 - 21	
SEPT. 16 - 20	SEPT. 16 - 2	_	SEPT. 16 - 20	
DEC 02 - 06	DEC 02 - 1 Se fee	3	DEC 02 - 06	DEC 02 - 13 URSE FEE

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£3,800

£1,500

£2,500

£2,500

THE POLITICS OF POLICY MAKING

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Understand the political process, its impact on policy formulation and implementation, and the role the public officer
- Understand the policy considerations of leaders and be more alert to policy situations which are likely to be politically sensitive
- Design and implement policies in ways which address political considerations and achieve the desired objectives

COURSE CONTENTS

- Distinguishing between Politics and Administration.
- \Box How politicians Interact and should work with the **Public Officer**
- Policy Making - The Politics in it, and procedure
- How to think like & work with a Politician.
- Political Considerations and the Policy Cycle.
- Policy Leadership and Organisational Culture



TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.



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LOCATION AND DATE



C A N	A D A		GAM	BIA	
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS	
JAN. 14 - 18	JAN. 14 - 25		JAN. 14 - 18	JAN. 14 - 25	
APRIL 15 - 19	APRIL 15 - 26		APRIL 15 - 19	APRIL 15 - 26	
JULY 08 - 12	JULY 08 - 19		JUL. 29 - AUG. 02	JUL. 29 - AUG. 09	
OCT. 14 - 18	OCT. 14 - 25		OCT. 07 - 11	OCT. 07 - 18	
COURSE FEE				SE FEE	
£2,500	£3,800		£1,500	£2,500	
INDIA			SINGAPORE		
				AFVKE	
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS	
1 WEEK Jan. 07- 11				1	
JAN. 07- 11	2 WEEKS		1 WEEK	2 WEEKS	
JAN. 07- 11	2 WEEKS Jan. 07 - 18 April 15 - 26		1 WEEK Jan. 21 - 25	2 WEEKS Jan. 21 - Feb. 01	
JAN. 07- 11 April 15 - 19 July 08 - 12	2 WEEKS Jan. 07 - 18 April 15 - 26		1 WEEK Jan. 21 - 25 April 08 - 12	2 WEEKS JAN. 21 - FEB. 01 April 08 - 19 Jul. 15 - 26	
JAN. 07- 11 April 15 - 19 July 08 - 12 Oct. 14 - 18 Cour	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25 ISE FEE		1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25 COUR	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01 SE FEE	
JAN. 07- 11 April 15 - 19 July 08 - 12	2 WEEKS Jan. 07 - 18 April 15 - 26 July 08 - 19		1 WEEK Jan. 21 - 25 April 08 - 12 Jul. 15 - 19	2 WEEKS JAN. 21 - FEB. 01 April 08 - 19 Jul. 15 - 26	
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G H	ΑΝΑ	U. A. E	. (DUBAI)
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
£1,200	£2,000	£2,500	£3,800
WI/200	WL / UU	%1 / 300	

• C H I N A • U. S. A. • UK	• GERMANY HONGKONG	• SOUTH	AFRICA
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22 COUR £2,500	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29 St FET £3,800	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22 COUR £2,000	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29 SE FEE \$3,500
RANCE	-MALAYSIA		

- JAMAICA		SIERRA	A LEONE
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
£2,500	£3,800	£1,500	£2,500

THE ECONOMICS FOR PUBLIC POLICY

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Explain economics fundamentals, and discus the impact of economics in policy development
- Analyse the government' roles in achieving economic and non-economic objectives
- Evaluate government intervention in business through policy implementation

COURSE CONTENTS

- The role of economic theory
- The economic way of thinking
- Marginal analysis and other optimization principles
- Economic role of government
- Economics of government
- Understand non-economic objectives
- Cost benefit analysis
- GDP as welfare measure
- Social costs/benefits
- Economics of social issues
- Economics of taxation
- Economics of charging /users prices
- Adjusting changes to externalities, merit good, equity.

TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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LOCATION AND DATE



C A N A D A G A M B IA 1 WEEK 2 WEEKS JAN. 14 - 18 JAN. 14 - 25 APRIL 15 - 19 APRIL 15 - 26 JULY 08 - 12 JULY 08 - 19 OCT. 14 - 18 OCT. 14 - 25 E2,500 £3,800 I WEEK 2 WEEKS JAN. 07 - 11 JAN. 07 - 18 COURSE FEE £1,500 E2,500 £3,800 I WEEK 2 WEEKS JAN. 07 - 11 JAN. 07 - 18 APRIL 15 - 19 APRIL 15 - 26 JUL 08 - 12 JUL 08 - 12 JUL 08 - 12 JUL 08 - 12 JUL 08 - 12 JUL 08 - 12 JUL 08 - 12 JUL 15 - 26 OCT. 14 - 18 OCT. 14 - 25 JUL 08 - 12 JUL 08 - 19 JUL 08 - 12 JUL 08 - 19 JUL 08 - 12 JUL 08 - 19 JUL 08 - 19 JUL 15 - 26 OCT. 14 - 18 OCT. 14 - 25 JAN. 21 - FEB. 01 JAN. 21 - FEB. 01 MAR. 25 - 29 MAR. 25 - APR.05 APRI 08 - 22 JUL 1										
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PROFESSIONAL ETHICS, VALUES & EFFECTIVE ADMINISTRATION/GOVERNANCE WORKSHOP

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Have a clearer understanding of current issues in the crusade against corruption, good governance, and the administration of justice in Nigeria.
- Identify and analyse what should be the position of the sector in the crusade against corruption, and dispensation of justice.

COURSE CONTENTS

- \square Corruption and administration of Justice in Nigeria. Prospects and challenges.
- The challenges of corruption and the court system in Nigeria.
- \square Overview and analysis of obstacles to good judicial governance in Nigeria.
- \Box Immunity clause, effective administration of justice and good governance.
- Building integrity in the judicial sector, and national code of conduct for judicial officers.
- \square The crisis of leadership in the judiciary and the federal government transformation agenda



TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.



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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



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ECONOMIC GROWTH: ISSUES FOR NATIONAL DEVELOPMENT PLANNING

COURSE OBJECTIVES THE WORKSHOP WILL PROVIDE PARTICIPANTS WITH AN OPPORTUNITY TO DISCUSS:

- The trend in regional economic cooperation and integration and their impact on economic growth resulting in entrepreneurial opportunities in sub-Regional West Africa Countries.
- □ Country action plans to promote effective economic growth.
- Best practices on SME development and management in West Africa Countries and Asia.

COURSE CONTENTS

- MODELS OF THE ECONOMIC GROWTH OF DEVELOPED ECONOMIES
- DEMOGRAPHIC ANALYSIS AND FORECASTING interaction between economic forces and demographic changes will be considered as

demographic composition and analysis, fertility, mortality and migration process and trends

- Public Policy and the use of basic microeconomic tools to discuss public issues including, war on drugs, global warming, natural resources, health care and safety regulation
- ECONOMICS OF THE ENVIRONMENT

Environmental issues from an economic perspective. Relations of the environment to economic growth.

Management of Natural resources e.g. Forest and fresh water. Policies on air water, and toxic waste such as ozone depletion and sustainable development

URBAN ECONOMICS

Economic Analysis of why and where cities develop problems. Analysis of causes and public policies to deal with these problems. Transportation and congestion in cities, zoning, poverty and housing, urban local government

BEST PRACTICES IN SME DEVELOPMENT AND

MANAGEMENT FOR FAST NATIONS ECONOMIC GROWTH

TARGET AUDIENCE:

Economists, Law Makers, Policy Makers, National Development Planners, and Directors of Planning, Research & Statistics.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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JAN. 07- 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
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GOVERNANCE, ECONOMY & POLICY

NEW COURSES ON DEMAND

- 101 Fiscal Decentralization & Local Government Financial Management.
- 102 Governance, Ethics & Anti Corruption Reform.
- 103 Governance, gender& Change Management.
- 104 Good Governance for the Public Sector.
- 105 Journalism & Democracy.
- 106 Macro Economic Policy Management.
- 107 Strengthening the Fabric of Governance at the Local Government Level: Imperative of the Due-Process.
- 108 Workshop on the Complex Challenges & Issues of Fiscal Federalism & Revenue Allocation Formula.
- 109 Modernizing Government.
- Efficient & Productive Local Government Council's Budget Implementation, Performance, Accountability & Communication for Accelerated & Sustainable Rural Development.

DETAILS ON REQUEST

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PUBLIC SERVICE AND LEADERSHIP

COURSE OBJECTIVES BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Describe the structure of Government and the relationship between various organs of state
- Appreciate and describe the principles of governance
- Align your work with the mission and goals of public service
- Explain the structure of public service and how various public agencies work together as one government
- Understand the PSR. 21st Century initiatives
- Recognize your role within the public service
- Conduct yourself appropriately according to the values and code of conduct for public officers
- Understand the principles of human resources and finance in the public service

COURSE CONTENTS

- □ Structure of the Nigeria system of Government
- Principles of Governance
- Public service
 -Structure
 -History and Development
 - -Corporate Statement
- Public Service for the 21st Century
 - Aim, fundamental Messages, Basic Objectives
 - Mission and Vision
 - Achievements
 - Focus areas
- Roles of a Public Officer
- Principles of Human Resources
- Principles of Finance

Through this guided learning experience including interactive presentations, case discussions, games, team quizzes, multimedia teaching aids and role-play activities, the new officer will be we l equipped with the essential knowledge and value necessary to fit into their public officer role.

TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

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CONFERENCE FOR AFRICA STUDIES LTD.

ESSENTIALS OF LEADERSHIP AND TEAM DEVELOPMENT FOR MANAGERIAL SUCCESS

ABOUT THE WORKSHOP

Managers, Officers and Supervisors who will be promoted are the ones who not only manage efficiently but also lead their teams successfully. Inspire and influence your people to achieve your goals as a team. This workshop will enable you to:

- Learn how to assess your performance in your current leadership position.
- Diagnose and apply the most effective leadership style and develop the keys to a motivated work force.
- •Build a high-performing team by understanding team dynamics, aligning vision and performance and applying a consistent theory in leading your team.

COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Know when to manage and when to lead your team
- Assess your leadership behaviour and determine the best style to generate results
- Develop a high performance team Use effective communicator to motivate and coach
- Distinguish between a leader who is a team player and a boss
- Respond appropriately to challenges

COURSE CONTENTS

- Leadership role and functions
- Exploring the principles that make team works
- Communicating as part of policy management
- Effective delegation
- The role of officers in public policy management
- Managing change
- Achieving transparency and accountability
- Teams vs. work groups: learning to lead and build personal effectiveness
- Learn participative leadership skills and technology
- Examine executive Health problems and stress management using discipline, coaching, communication, motivating, problem solving and authority to better manage your people.

TARGET AUDIENCE:

Senior Government Officials with Administrative, Finance and Human Resources Functions, Heads of Departments and Units.

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LOCATION AND DATE



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£1,200	£2,000	£2,500	£3,800

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- FRANCE - JAM	-malatsia AICA	SIERRA LEONE		
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JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28	
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27	
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13	
£2,500	£3,800	£1,500	£2,500	



FEB. 01

NOV. 01

STRATEGIC THINKING FOR TOP EXECUTIVES AND DIRECTORS

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- □ Learn concepts useful for strategic management
- Identify emerging trends and issues facing corporations and the public service in today's competitive global environment
- Analyse the impact of these trends and issues
- Apply a conceptual framework for developing and implementing strategic initiatives in your own public agency to deal with these impacts.

COURSE CONTENTS

Introduction to Strategic management and Perspectives on
Strategy in the Public Service
Exploring Customer Value in the Public Service

- Customer Satisfaction Linking to strategic Choices and Creating New Market Place
- Exploring Emerging Patterns of Global Competition and International Competitiveness in Identifying Strategic Imperatives for the Public Service
- Managing and Effective Strategic Planning Process



TARGET AUDIENCE:

Deputy Directors, Directors, Permanent Secretaries and Executives Secretaries

+(234)7040045001-10, +(234)8055246151, +(234)8037881118, +(233)244718350 www.cfastudies.com

cfaconsult@yahoo.com, info@cfastudies.com

COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N A D A G A M B IA 1 WEEK 2 WEEKS JAN. 14 - 18 JAN. 14 - 25 APRIL 15 - 19 APRIL 15 - 26 JULY 08 - 12 JULY 08 - 19 OCT. 14 - 18 OCT. 14 - 25 APRIL 15 - 19 APRIL 15 - 26 JUL 29 - AUG. 02 JUL 29 - AUG. 02 OCT. 07 - 11 OCT. 07 - 18 COURSE FFE £2,500 £2,500 £3,800 I WEEK 2 WEEKS JAN. 07 - 18 APRIL 08 - 12 APRIL 15 - 19 APRIL 08 - 12 JUL 98 - 12 JUL 98 - 19 JUL 15 - 19 JUL 15 - 26 JUL 98 - 12 JUL 98 - 19 JUL 15 - 19 JUL 15 - 26 JUL 98 - 12 JUL 98 - 19 JUL 15 - 19 JUL 15 - 26 GCT. 14 - 18 OCT. 14 - 25 APRIL 08 - 12 APRIL 08 - 12 JAN 28 - FEB. 01 JAN 28 - FEB. 08 JAN 28 - FEB. 01 JAN 28 - FEB. 08 JUL 22 - 26 JUL 22 - AUG. 02 JUL 22 - 26 SEPT. 02 - 13					_
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CONFERENCE FOR AFRICA STUDIES LTD.

STRATEGIC FORMULATION AND **IMPLEMENTATION** - translating strategy to result

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Understand the process of strategies formulation and implementation
- Identify and exploit critical insights for strategy formulation
- Perform competitive analysis of the external environment
- Perform critical analysis of internal competencies and capabilities
- Develop competitive and innovative strategies
- Translate strategy to actionable and measurable goals
- Identify and develop lead and lag measures and targets
- Apply these concepts and tools in the context of the public service

COURSE CONTENTS

- UNDERSTANDING STRATEGY
- What is strategy? Why do good strategies sometimes fail?
- Is there a process to strategy formulation and implementation?
- STRATEGY PROCESS
- Phases and key activities

STRATEGY FORMULATION: CONCEPTS AND TOOLS

- The "S" Curve Critical Insights -Competitive analysis
- external and internal -Competitive advantage
- Core competencies Growth strategies
- □ STRATEGY IMPLEMENTATION ROADMAP -Communicating the strategy to the organization -Developing the corporate Balanced Scorecard -Strategic choices and priorities -Project Management framework
 - -Managing the change- stakeholders impact analysis
 - -Risk analysis and scenario planning

TARGET AUDIENCE:

This course is especially beneficial to managers and level 15 and above, who are responsible for the formulation and / or implementation of their organizational strategy and policieseither at the organisation level or at their departmental level.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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JAN. 14 - 18	JAN. 14 - 25			AN. 14 - 18	JAN. 14 - 25
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LEADERSHIP AND MANAGEMENT OF **ORGANIZATIONAL CHANGE**

ABOUT THE WORKSHOP

How would you handle these leadership challenges? weathering reorganisation. Your organisation has undergone a significant reorganization. How do you communicate positive, motivating messages to a workforce still disheartened by change? ROAD BLOCKS. Your style clashes with the personalities of some of your key staff members. How will you gain their trust, counter their resistance and give corrective feedback in a way they'll respond to? In order to optimize your company's performance as well as your own career as an executive, you must be a visionary, a trailblazer, a strategist, a communicator, a coach, a diplomat and a politician. The world's most successful leaders are able to focus on the "big picture" and uphold high standards while wearing many hats. This intensive three-day program combines proven techniques with peer interaction and insights from the latest research to help you master the competencies of effective leadership. Discover how to use your power and influence to achieve goals, build alliances across departments, establish strong working relationships, and create passion in your department, your team and your organization.

COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Build a leadership style that creates trust, sets a clear vision and guides your entire team toward greater performance and profit
- Gain insights into the key skills and techniques you need to create a winning strategy
- Learn what real "coaching" consists of, and how to build an extraordinary team that works together to deliver results
- Develop heightened "emotional intelligence" for greater professional achievement and satisfaction
- Identify the characteristics of effective leaders and the most common saboteurs Develop an executive leadership style that adapts to the person and situation.
- Improve performance through empowerment and delegation
- Clearly Communicate mission, vision and value statements
- Build a cohesive unit that performs well in all situations
- Continue your growth as a leader through a self-development plan

COURSE CONTENTS

- Understanding today's Leadership Expectations
- Leadership with the Head: Exploring the Strategic Elements of Leadership
- Leadership with the Feet: Personal Values and Ethics at Work
- Leadership with the Heart: Practical Ways to Communicate
- Leadership with the Hands: Examining Situational Leadership
- **Creating an Executive Leadership Development Plan**

TARGET AUDIENCE:

Middle-level managers or Executives who lead others with managerial responsibilities. It will benefit executives who require strong decision making skills and the ability to lead and motivate others

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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DEC 02 - 13

£3,800

DEC 02 - 06

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DEC 02 - 13

£2,500

DEC 02 - 06

£2,500

STRATEGIC PLANNING SKILLS

COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Learn concepts useful for strategic management
- Identify emerging trends and issues facing corporations and the public service in today's competitive global environment
- Analyse the impact of these trends and issues
- Apply a conceptual frameworks for developing and implementing strategic initiatives in their own public agency to deal with these impacts

COURSE CONTENTS

- Introduction to Strategic Management and Perspectives on Strategy in the Public Service
- Exploring Emerging Patterns of Global Competition and International Competitiveness in Identifying Strategic Imperatives for the Public Service
- Managing for Effective Strategic Planning Process

TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.



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LOCATION AND DATE



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JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
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MANAGING SUCCESSFULLY: INSIGHTS & SECRETS OF BEST MANAGERS

COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand the similarities and differences in
 - management and leadership
- \Box Better navigate the transitions from one level to
 - another in the hierarchy
- Reduce the chances of professional derailment
- Better motivate your subordinates

COURSE CONTENTS

UNDERSTANDING MANAGEMENT AND LEADERSHIP

- Fundamentals of Organisation and Management concepts & principles of O&M
- The Critical Role of Management Skills
- Management Vs Leadership in Organisational Systems

□ NAVIGATING TRANSITIONS

- Organisations as Stratified Systems
- Leadership Transition
- Types of Potential, and how to go about putting them into productive use

FEEDFORWARD

- Introduction to Feedforward
- Reasons for trying to Feedforward
- Feedforward Steps

PREVENTING DERAILMENT

- Why Managers Derail
- Understanding Overused Strengths
- Preventing Derailment
- Motivating Your Direct Report
- Motivating by Setting Goals
- Motivating by Re-structuring Job
- Fostering Self-Efficacy

□ APPRECIATION AND RECOGNITION

- Introduction to Fish Cards
- Giving & Receiving Fish Cards
- Fish Cards with peers, supervisors, direct reports.

TARGET AUDIENCE:

Senior Managers, Directors and Potential Managers who are desirous to improve their understanding of management skills

Senior Managers and Directors who would like to upgrade their present high performance the next level.

+(234)7040045001-10, +(234)8055246151, +(234)8037881118, +(233)244718350 www.cfastudies.com

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



LOCATION	STUDIES				
C A N A	DA		GAM	BIA	
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS	
JAN. 14 - 18 J	AN. 14 - 25	J	AN. 14 - 18	JAN. 14 - 25	
APRIL 15 - 19 AF	PRIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26	
JULY 08 - 12 J	ULY 08 - 19	JUL	. 29 - AUG. 02	JUL. 29 - AUG. 09	
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JAN. 28 - FEB. 01	JAN. 28 - FEB.	.08	JAN. 21- 25	JAN. 21 - FEB. 01	
MAR. 25 - 29	MAR. 25 - APR	. 05	MAR. 11 - 15	MAR. 11 - 22	
APR. 01 - 05	APR.01 - 1		APR. 18 - 22	APRIL 08 - 19	
JUN. 03 - 07	JUN. 03 - 1		JUN. 17 - 21	JUNE 17 - 28	
JUL. 22 - 26	JUL. 22 - AUG		JUL. 15 - 19		
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SEPT. 16 - 20

DEC 02 - 06

SEPT. 16 - 27

DEC 02 - 13

SEPT. 16 - 27

DEC 02 - 13

SEPT. 16 - 20

DEC 02 - 06

MOVING FROM MANAGEMENT TO LEADERSHIP

COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Carry out self appraisal against the qualities people expect of a Leader
- Create time to be more effective as a manager and a leader at a various levels in the organisation
- Create a structure that allows empowerment to work effectively in an organisation
- Understand what is required of a future leader in order to survive their "new world"

COURSE CONTENTS

- □ Identify the characteristics of successful leaders
- Get a chance to measure yourself against these qualities
- Differentiate between a manager and a leader
- □ Learn how to move from Managing to Leading

Gain insights into how to let go and empower your staff effectively



TARGET AUDIENCE:

For young leaders, with some supervisory or managerial experience and those who are newly promoted and also about to be saddled with additional leadership responsibility.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N	A D A		GAM	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25		JAN. 14 - 18	JAN. 14 - 25
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GH		U. A. E	. (DUBAI)
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MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
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1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR. 01 MAY 06 - 17 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29 COURSE FEE £2,500 £3,800	1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR.01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29 COURSE FEE £2,000 £3,500

FRANCE	-MALAYSIA AICA	SIERRA	LEONE
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
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£2,500	£3,800	£1,500	£2,500

CONFLICT MANAGEMENT AND RESOLUTION WORKSHOP

COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Explore basic conflict foundation concepts
- □ View conflict from the perspective of the needs, and stress the four main personality style groups
- Learn about the five conflict management position options
- Determine your own conflict management tendencies
- Learn how to plan for a conflict by determining nature of conflict and how best to deal with it.

COURSE CONTENTS

- Defining Conflict
- Exploring myths of conflict management
- □ Identifying types of conflict
- Understanding the typical conflict cycle
- Understanding the hidden layers of conflict
- Tackling and scoring conflict.
- Conflict Assessment Instruments
- Identifying options for dealing with conflict and the importance of managing expectations
- Viewing conflict from the perspective of the needs, and understanding of the four main personality style groups
- □ Identifying an appropriate conflict resolution style to use
- Understanding the 4 Advanced Skills to handle competition and collaboration
- Understanding the role and nature of consequences in conflict management

TARGET AUDIENCE:

Directors, Team Leaders, Labour Leaders and anyone who aspires to a leadership position or who are expected to provide leadership in a work place or formal setting

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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FRANCE JAM	-MALAYSIA AICA	SIERRA	LEONE
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
£2,500	£3,800	£1,500	£2,500

£2,000

£3,500

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PROJECT MANAGEMENT WORKSHOP FOR PUBLIC OFFICERS

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Successfully develop and communicate a project plan
- □ Identifying and negotiate for resources needed.
- □ Schedule resources and avoid resource allocation conflict
- Identifying and qualify the risks, and develop a risk response plan
- Monitor and control the project execution phase
- □ Manage the impact of changes on the project
- Perform real-time planning updates to respond to project changes and develop a deeper awareness and a critical understanding of:
- Roles and challenges of project leadership
- Project leadership competencies and styles
- Influencing and motivating strategies
- Team development cycle and team dynamics

COURSE CONTENTS

PART 1: TECHNICAL SKILLS

- Project Initiation How to properly initiate a project
- Project Planning -10 step process, tools and best practices
- Project Execution Monitoring and control, how to cope with rapid changes during execution

PART 2: PEOPLE SKILLS

- Project Leadership Competencies and Styles, Roles and Challenges
- Project Team Team development cycle and team dynamics, personality types and cultural orientation, communication
 - barriers and tools
- Influencing and motivating Strategies Building high performing teams

TARGET AUDIENCE:

Project, Investment, Finance officers and Accountants.

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CONFERENCE FOR AFRICA STUDIES LTD.

LOCATION AND DATE



LUCATION				STODIES
			GAMB	
	2 WEEKS		WEEK	2 WEEKS
	AN. 14 - 25		N. 14 - 18	JAN. 14 - 25
APRIL 15 - 19 AF	°RIL 15 - 26	AP	RIL 15 - 19	APRIL 15 - 26
JULY 08 - 12 JI	ULY 08 - 19	JUL.	29 - AUG. 02	JUL. 29 - AUG. 09
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COURSE	FEE			SE FEE
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1 WEEK	2 WEEK	S	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB.	08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR	. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 1		APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 1		JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG.		JUL. 15 - 19	JUL. 15 - 26
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2013 INTERNATIONAL TRAINING DIRECTORY (16)

DEC 02 - 06

£2,500

DEC 02 - 13

£3,800

DEC 02 - 06

£1,500

DEC 02 - 13

£2,500

LEADERSHIP AND INNOVATION MONITORING SKILLS DEVELOPMENT

-how to improve performance and foster growth

ABOUT THE WORKSHOP

Do you wish you could try things at work that have never been done before? Do you doubt your own capacity for creativity and innovation? Do you have trouble getting creative solutions from your team?

Relying on yesterday's ideas, strategies and assumptions can spell failure for your company and be detrimental to your career. Now you can get proven techniques for generating new ideas, and a blueprint for establishing a climate of innovation in this lively, interactive and hands-on seminar. You will discover new ways to break through mental barriers -in order to improve performance and unleash the creative potential in yourself and your team.

BENEFITS OF ATTENDING

- Practice creative thinking methods to generate ideas and solutions
- □ Turn existing problems into opportunities for growth
- Discover new techniques for securing enthusiasm form new initiatives
- Create an environment that encourages out-of-the-box thinking
- $\hfill\square$ Apply innovation techniques to improve systems, products and process
- Enhance morale, group performance and collaboration

COURSE CONTENTS

- Identify practices that help promote creativity and innovation
- The opportunity costs of focusing on result vs. focusing on good process
- Maximize the connection between courage and creativity
- \Box Brainstorming tools and techniques for generating ideas and solutions
- Develop an effective leverage from your own creative strength
- \square Produce, evaluate and select new ideas- models for analyzing options
- □ Practices and guidelines that create an innovative work environment
- Real-world practice: opportunity spotting/solutions generating

TARGET AUDIENCE:

Managers, team leaders, directors, project managers, supervisors and executive staff in private and public organisations, and anyone who has influence over the creation, adoption and implementation of new products, services and processes.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N A D A			GAMBIA				
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LEADERSHIP AND STRATEGIC PLANNING

NEW COURSES ON DEMAND

- 201 Advanced Strategic Selling and Business Development.
- 202 Advanced Management Programme: for Board/council Members & Top Managers.
- 203 Advanced Leadership Development Programme.
- 204 Building Coaching and Mentoring Capacity & change.
- 205 Corporate Governance & Ethical Management Practice.
- 206 Driving Strategic HR Agenda in an Organizational Design.
- 207 Due Process Workshop (Executives).
- 208 Economic Empowerment through Corporative Society.
- 209 General Management Programme: Enhancing Managerial Acumen For Managers & Executives.
- 210 Inspirational Leadership for Good Corporate Governance in Public Sector.
- 211 Leadership Development Programme.
- 212 Leadership Masters Class For top Managers & Senior Executives.
- 213 Leadership Training Skills for Managers and Executives.
- 214 Leadership skill: Building Success Through Teamwork.
- 215 Leadership Skills for Senior Women Executives

DETAILS ON REQUEST

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LOCATION AND DATE



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LEADERSHIP AND STRATEGIC PLANNING

NEW COURSES ON DEMAND

- 216 Leadership Retreat on Change
 Management, Entrepreneurial Skills,
 Development, Corporate Governance &
 Project Management.
- 217 Management Competence Development
 Programme: Exploring Modern
 Management Skills for Middle Level
 Managers & executives.
- 218 Managing today's Technical Professionals.
- 219 Organizational Transformation and Change Management.
- 220 Performance Management & the Balance scorecard.
- 221 Reputation Management & Brand Management.
- 222 Strategic Management Skills Seminar for Senior Admin Assistant, Senior Secretaries & Personal Assistants.
- 223 Strategic Leadership.
- 224 Strategic Planning & Leadership Retreat for Accountants & Auditors.
- 225 Strategic Planning Skills.
- 226 Strategic Thinking & Strategic Direction for Change.
- 227 Supervisory Skills Development Area Managers/Supervisors & Field Officers.
- 228 Team Building & Strategic Leadership.
- 229 The Company Director's Role and Liabilities (executives).
- 230 Total Quality Management for Directors
- 231 The Successful PA (Executives).

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CONFERENCE FOR AFRICA STUDIES LTD.

MANAGEMENT OF PENSION SCHEME WORKSHOP

ABOUT THE WORKSHOP

For obvious and of course good reasons, employees are increasingly becoming very concerned about their retirement.

The pension benefit plans no longer guarantee a lifetime income; the effects of inflation on the pension payouts are quite worrisome.

This programme is therefore designed to equip participants with initiatives, knowledge and skills essential for evolving and managing reliable and effective pension scheme that can create and sustain retirement life.

BENEFITS OF ATTENDING

BY THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Evaluate various pension scheme
- Design reliable and effective various schemes
- Monitor the growth of pension funds; and
- Advise employers and employees on pension matters

COURSE CONTENTS

- Overview of Pension Management
- Traditional Approach to Pension Scheme
- Public sector pension scheme management
- Private sector pension scheme management
- Contributing Pension Scheme Strategy
- Self-Directed Pension Scheme Management Strategy
- □ The role of Regulatory Agency in Pension
- Inflation Dilemma on Pension Schemes
- Pre-retirement training for employee
- Creating a Growing Retirement Income through Investment

TARGET AUDIENCE:

Senior Officers and Managers, who handles pension management functions in private and public sectors. Pension Consultants, Investors of Pension, and mutual trust funds, Financial Analysts, Pension Regulatory Officers Trainers.

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LOCATION AND DATE



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£2,500	£3,800	£1,500	£2,500

ADVANCED HUMAN RESOURCES MANAGEMENT WORKSHOP

ABOUT THE WORKSHOP

This intensive hands-on workshop is designed to give you a solid grasp of a rapidly- dynamic & evolving field. You will learn how to implement and apply legally defensible best practices in your organization, understand essentials of key HR functions and gain the confidence and the know-how you need to succeed on the job.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Motivate and direct the employees they rely on even when they don't share their values
- □ Adjust their management style and personal style to the needs of different situations
- Get more done by using the appropriate delegation of techniques in any given situation
- Resolve conflicts more effectively in wide variety of situations
- Turn difficult people and poor performers into team players
- □ Win the cooperation and trust from everyone in their organization
- □ Increase their confidence, Leadership Skills and Professional satisfaction in their job.

COURSE CONTENTS

- The Experience of Being a Manager
- □ Values, Personal Styles
- □ Motivation
- 🛛 Listing, Body Language, giving Feedback and Dealing with Difficult People
- Conflict , Delegation
- Understanding Organization Culture and Sub-culture
- Emotional Intelligence
- Ethical Leadership
- Action Planning

TARGET AUDIENCE:

Managers, Directors & Top executives and Individuals with Management Responsibilities whose success depends on managing people through clear & effective communication media, a cooperative attitude and commitment to share goals.

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LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

HUMAN RESOURCES MANAGEMENT FOR EDUCATION, FINANCE & TECHNICAL SENIOR OFFICERS

ABOUT THE WORKSHOP

This intensive hands-on workshop is designed to give you a solid grasp of a rapidly- dynamic & evolving field. You will learn how to implement and apply legally defensible best practices in your organization, understand essentials of key HR functions and gain the confidence and the know-how you need to succeed on the job.

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Provide personnel Managers and Executives the forum for reviewing and exchanging knowledge and ideas on existing Human Resources policies, Procedures and Practices in the changing environment
- Discussing personnel function, its roles and relationship as well as its effectiveness in mediating and liaison roles between management and employees
- Discuss the effects of the environment on your organization and in particular the personnel department and how personnel can be in the vanguard for changing the attitudes of workers
- □ Look specifically at the processes which translate these policies into practices and the systems, procedures, working relationships, skills and techniques needed for effective implementation
- Develop analytical and problems-solving techniques that Help to identify and resolve key issues in managing people

COURSE CONTENTS

- Overview of environmental/economic developments and its effect on the Personnel functions Human Resources Management in the changing business world
- Human Resources: Policy and Strategy
- Business Restructuring and Rationalisation Strategies
- Human Resources Communication
- Recruitment and Placement Strategy
- □ Training and Development Policy and Strategies
- Job Evaluation and Reward Strategies
- Effective Industrial Relations for Growth Strategy
- □ Strategies for Managing Industrial Relations
- Personnel Audit Auditing the Personal Function.

TARGET AUDIENCE:

Managers, Directors & Top executives and Individuals with Management Responsibilities whose success depends on managing people through clear & effective communication media, a cooperative attitude and commitment to share goals.

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GH			U. A. E	. (DUBAI)
1 WEEK	2 WEEK	S	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB	. 08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APF	R. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05 APR.01 - 12		2	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07			JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG		JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06			SEPT. 16 - 20	SEPT. 16 - 27
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DEC. 09 - 13 cou	DEC. 09 - 2 RSE FEE	20	DEC. 02 - 06	
£1,200	£2,000)	£2,500	£3,800
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• U. S. A	. • HONGKOI	NG	• SOUT	'H AFRICA
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JUNE 17 - 21	JUNE 17 - 2		JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 1		SEPT. 16 - 20	SEPT. 16 - 27
JLI I. 10 - 20	JLI 1. 10 -	<i>L1</i>	JLI I. 10 - 20	JLI 1. 10 - 27

2013 INTERNATIONAL TRAINING DIRECTORY (22)

DEC 02 - 06

£1,500

DEC 02 - 13

£3,800

DEC 02 - 06

£2,500

DEC 02 - 13

£2,500



SUCCESSION PLANNING STRATEGY SKILLS WORKSHOP

ABOUT THE WORKSHOP

This intensive programme aims to equip participants with the skills and knowledge to establish and manage a process to recruit the right jobs, develop the skills and abilities of promising staff and prepare them for promotion, while retaining and motivating them to ensure returns on the organisation's investment. It is an essential programme for organisations wishing to take a more strategic and integrated approach to organisational resourcing promotion and development strategies through:

- Target recruitment, selection and promotional activities
- Development, Auditing and Effective Utilisation of organisational "talent pool"
- □ Active and focused development of promising and essential staff

The fostering of the desired organisational culture through the development of a group of people who share key beliefs, values and attitudes recognized as essential to future success and organisational longevity

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- □ Improve on retention of key staff
- Reduce time lag between vacancy of posts and appointment of appropriately skilled successors
- □ Target learning and development strategies that actively support organisational goals
- Gain a motivated, committed and appropriately skilled cadre of managers and professionals.

COURSE CONTENTS

- Methods to identify critical posts, anticipated vacancies and possible successors
- Development of current and future competency sets for key posts
- How to create active assessment, selection and promotional tools
- Methods to identify gaps in current employee and candidate competencies
- How to audit the development needs of key staff and build appropriate and supportive learning and development strategies.

TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT LOCATION AND DATE



C A N	A	D A			GAM	BIA
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- JAM	AICA	SIERRA	LEONE
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JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
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£2,500	£3,800	£1,500	£2,500
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CONFERENCE FOR AFRICA STUDIES LTD.

HUMAN RESOURCES MANAGEMENT AND LABOUR RELATIONS PRACTICES

ABOUT THE WORKSHOP

The current reforms in the public sector, have produced a new set of challenges for Human Resources Managers. This is due to the fact that the reforms have created pressure among a large majority of public servants as where the reforms are headed and their future prospects for the public service. The Human Resources officers are therefore faced with a very challenging scenario of effectively managing the workers for optimal return.

COURSE OBJECTIVES

- □ This intensive hands-on workshop is design to give you a solid grasp of this rapidly evolving and dynamic field. You will learn the essential skills necessary under the reforms to manage men and materials and also the essentials of key HR function and gain the confidence and the know-how you need to succeed on the job.
- □ You will be able to analyse and discuss the environment of labour management relations.

COURSE CONTENTS

- Attitudinal problems and change management
- □ Strategic Human Capital Development
- \Box The work environment, the workers output and welfare
- □ Collective bargaining
- Human Resource Information System (HRIS) strengths, weakness, private and security issues.
- Establishing grievance procedures
- \Box Health care choices, pension plans and ongoing benefits
- How to prepare definitive job descriptions.
- Design an effective new employee's orientation program.
- Concept of Industrial Relations.
- □ Machineries for negotiation and consultations.

TARGET AUDIENCE:

Officers with responsibility for HRM., Officers responsible for the task of handling human and Industrial relations issues. Labour leaders and Administrative Officers will also benefit from the course.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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MAR. 25 - 29	MAR. 25 - AP		MAR. 11 - 15	
APR. 01 - 05	APR.01 - 1		APR. 18 - 22	
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JUL. 22 - 26 SEPT. 02 - 06	JUL. 22 - AU(SEPT. 02 -		JUL. 15 - 19 SEPT. 16 - 20	
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MARCH 11 - 15	MARCH 11	- 22	MARCH 11 - 1	5 MARCH 11 - 22
JUNE 17 - 21	JUNE 17 -	28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 -	27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 -	13	DEC 02 - 06	DEC 02 - 13

CONFERENCE FOR AFRICA STUDIES LTD.

2013 INTERNATIONAL TRAINING DIRECTORY **24**

£1,500

£2,500

£3,800

£2,500

FREEDOM OF INFORMATION ACT. Its Challenges, Solutions & Management

COURSE OBJECTIVES

- International dimensions on implementation process of FOI Act
- Acquainting participants with the cutting-edge issues and best implementation practices on the official secrecy and FOI

COURSE CONTENTS

- General Understanding of the Freedom of Information Act
- □ Acceptable procedures & process in monitoring request for information
- Public interest test mechanism and access challenges
- \Box The enforcement/legal action procedures in the Act
- The Process, Publication & the Act
- General Objectives of Freedom of Information Act and International Best Practices
- Penalties of infringement
- Dynamics between official Secrecy Act and Freedom of Information Act



TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chief of Security Service, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N	A D A		GAM	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25		JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26		APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19		JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
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APRIL 15 - 19	APRIL 15 - 26	
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GH	ANA	U. A. E	. (DUBAI)
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
£1,200	£2,000	£2,500	£3,800

	• C H I N A • U. S. A. • UK	GERMANY HONGKONG	• SOUTH	AFRICA
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F	R A N C E	-MALAYSIA	SIERRA	LEONE

AICA	JILKKA	
2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
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DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
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EFFECTIVE TRAINING AND DEVELOPMENT SKILLS WORKSHOP

ABOUT THE WORKSHOP

This interactive and skill based workshop will enable organisations to develop, implement and sustain good human resource training and development practices while assisting their staff to refresh and update their personal and team skills regularly.

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

Design, Develop, Implement and sustain good human resource training and development practices, while assisting staff to refresh and update their personal and team skills.

COURSE CONTENTS

- □ Identify training needs, develop and cost a training plan
- Design and use a wide range of training methodologies
- □ Manage the training function effectively
- Design effective training using appropriate methods to meet identified training needs
- Use a range of training styles appropriate to the materials being delivered
- □ Apply learning theory to the management of effective training
- Design relevant training based on the training cycle
- □ Identify the key factors that undermine training design and evolve ways on how to turn them around positively for training efficiency
- Evaluate effectiveness of training and its impact on the business or organisation

TARGET AUDIENCE:

HRD specialists, Managers and Training officers employed in the public and private sectors that are responsible for the design and delivery of cost-effective and efficient training within their organisations.

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LOCATION AND DATE



C A N	A D A		GAM	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25		JAN. 14 - 18	JAN. 14 - 25
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APRIL 15 - 19	APRIL 15 - 26		APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19		JUL. 15 - 19	JUL. 15 - 26
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COURSE FEE			SE FEE
£2,500	£3,800	£1,500	£2,500

CONFERENCE FOR AFRICA STUDIES LTD.

WOMEN IN MANAGEMENT WORKSHOP

AIM OF THE WORKSHOP

Gender balancing has been accepted as a means of achieving sustainable national development. In an environment where gender bias and discrimination among women has held sway for several years, there is need for a concerted effort to empower women for the attainment of gender balances.

This is more so, as many women occupy key management positions in both public and private sectors. To facilitate the upward mobility and to enable them cope with the challenges of their job positions, women need improved skills and competencies.

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Analyse key issues in management
- Identify leadership responsibilities of women in organizations
- Develop planning and decision making skills
- Improve their interpersonal relations skills
- **Respond appropriately to challenges in the environment**

COURSE CONTENTS

- Management Process
- Gender Issues and Sustainable Development
- □ Leadership Roles and Functions of Women Managers
- Managing the Women Manager's Multiple Roles
- Planning and Organizing Work
- Managerial Decision Making
- Effective Delegation
- Team Building
- Effective Communication and Interpersonal Relations
- Time Management
- Conflict Management
- □ Assertive Skills for Women in Leadership

TARGET AUDIENCE

This Workshop is designed for Women in Senior and Middle Level Management Positions in the Private Sector, Government and Public Enterprises. Those in the NGOs and Trainers will also find it highly beneficial.

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LOCATION AND DATE



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	APRIL 15 - 26	5	APRIL 08 - 12	APRIL 08 - 19	
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£2,500	£3,800	£1,500	£2,500

CONFERENCE FOR AFRICA STUDIES LTD.

LEADERSHIP AND EMPOWERMENT WORKSHOP FOR WOMEN

AIM OF THE WORKSHOP

To ensure effective implementation of organizational policies and programmes, there is need to integrate women into the mainstream of every facet of our developmental process. Environmental challenges that usually constrain women capabilities as they aspire to leadership positions must be addressed if her desired integration of women into developmental efforts is to be achieved.

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- plan their career patterns and their impact on their lives as women managers
- identify the modalities for women empowerment
- communicate effectively
- apply influencing leadership skills
- identify gender problems
- use modern management techniques

COURSE CONTENTS

- The women as a leader
- Effective leadership styles and skills
- Concept of Gender Analysis
- □ Women and Empowerment
- Managerial decision-making
- Effective Delegation
- Communication Skills
- Effective Team Building Skills
- □ Inter-personl Skills
- □ Influencing and Assertive Skills
- Personality profile of women leaders
- □ Motivation of Staff

TARGET AUDIENCE

Senior & Top Level Women Managers, Trainers who are aspiring to move to top management levels in both public and private sector organizations.



COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

ASSERTIVE SKILLS WORKSHOP FOR WOMEN MANAGERS

AIM OF THE WORKSHOP

In order to enhance fruitful gender interaction for the realization of organizational goal, women need to assert themselves. In appreciation of this, this workshop is designed to enable women to develop the confidence needed to play leadership roles and to assert themselves at work places.

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

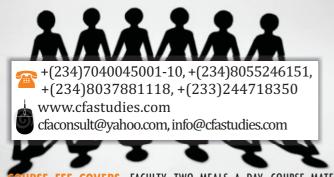
- Develop the confidence needed by women managers to be assertive
- □ Apply appropriate leadership styles in the works situation
- □ Identify the qualities of effective and efficient women managers
- Develop basic management skills for problem solving and decision making
- Develop inter-personal and team building skills

COURSE CONTENTS

- Assertive Skills in Management
- Qualities of Effective Women Managers
- Women & Leadership Styles
- □ Women and Confidence Building
- Effective Communication
- □ Problem Solving
- Decision Making
- Women & Carrier Development
- Personal Effectiveness
- Gender Issues in Management
- Achievement Motivation and Self Awareness Exercises
- Stress Management

TARGET AUDIENCE

Women in Management Position in Local, State and Federal Government as well as in the Private and Public Sector Organisations.



COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

HUMAN RESOURCES

NEW COURSES ON DEMAND

- 301 Advanced Speech/Report Writing Skills Development.
- 302 Advanced Human Resource & Personnel Management Course.
- 303 Advanced Role and skill of a valuable HR assistant.
- 304 Assertive Skills Workshop for Women Managers.
- 305 **Best Practice in Human Resource** Administration.
- 306 **Building Effective Public Relations.**
- 307 **Communicating With Diplomacy** Discretion and Influence.
- 308 Connecting Public Sector Goals to Quality Performance.
- 309 **Continuing Professional Skill Development for Executive Secretaries** and Senior Secretaries.
- 310 Creating first impressions that Last-A Professional image Course for Frontline Officers.
- 311 Effective Clerical Operations & Efficient Workflow.
- 312 **Effective Communication & Human** Relations workshop.
- 313 Effective Communication skills and Management for Managers.
- 314 Effective Conduct & Productivity Service delivery for Junior & Middle Level staff.

DETAILS ON REQUEST

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LOCATION AND DATE



GH	ANA	U. A. E	. (DUBAI)
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01
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£2,500	£3,800	£1,500	£2,500



£2,500 | £3,800

CONFERENCE FOR AFRICA STUDIES LTD.

2013 INTERNATIONAL TRAINING DIRECTORY **30**



£3,800

HUMAN RESOURCES

NEW COURSES ON DEMAND

- 315 Effective Public Relations, Protocol, Communication & Report Writing Management Workshop.
- 316 Effective Work Ethics & Attitude change for Higher Performance.
- 317 Fatigue Risk management Systems.
- 318 Global Best Practices for Human resource Management, Planning and administration.
- 319 Industrial Relations: Management for Labour Union Leaders
- 320 Mainstreaming Gender Concerns In Development Planning & Project Management.
- 321 Management of Pension Scheme.
- 322 Managing the Human Resource for Sustained Result Workshop.
- 323 Mastering Power Presentation.
- 324 Mastering telephone Service skills.
- 325 Mastering the Act of Effective World Class Public Services: Issues, Techniques & Best Practices.
- 326 Performance Improvement Course for Executive Officers of Public sector.
- 327 Personnel Effectiveness & Dynamic Skills Development for office Administration & Management.
- 328 Pre-Retirement Planning Training
- 329 Public Relations, Meeting, Events for Management: Protocol & Administrative Secretary.

DETAILS ON REQUEST

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LOCATION AND DATE



	• U. S. A. • HONGKONG			• SOUTH	AFRICA
	1 WEEK FEB. 18 - 22 MAY 06 - 1 AUG. 05 - 0 NOV. 18 - 2	2 FEB. 18 - MAR. 01 0 MAY 06 - 17 9 AUG. 05 - 16		1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22 COUR	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29 SE FEE
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	£2,500	£3,800	£1,500	£2,500

CONFERENCE FOR AFRICA STUDIES LTD.



HUMAN RESOURCES

NEW COURSES ON DEMAND

- 330 Protocol & Public Relation Planning Seminar.
- 331 Research Instrument Design and Administration workshop.
- 332 Strategic Outsourcing for HR: Creating Value from HR Outsourcing Relationships.
- 333 Strategic Human Resource Management & Development Programme.
- 334 Team Building Techniques and Leadership Skill for Higher Productivity.
- 335 The Art of Human resource Management: Creating & Developing & Effective Personnel function.
- 336 Management of Training Need Analysis.
- 337 Women's Capacity Building Programme for Effective Management & Leadership.

DETAILS ON REQUEST

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ADVANCED FINANCIAL MANAGEMENT PRACTICES

ABOUT THE WORKSHOP

The demand for improved accountability and greater transparency in government has resulted in a call for more information about government programmes and services. This workshop will provide you with an understanding of how to apply modern budgeting techniques in your organization and effectively demonstrate the benefit of planning for the achievement of longer-term goals. This programme will show participants the concepts, tools and techniques that help them to learn how to 'think Finance' and translate performance into financial terms. So, attend this workshop and examine the current issues, techniques and technologies vital to the improved management of critical treasury activities. Learn a structured approach for conducting internal audits that get results! Go beyond the boundaries of accounting and gain real insight into the managerial, political and technical dynamics of internal auditing.

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- □ To give Accounting Executives updates on Modern Procedure and Accounting Information Systems
- □ To teach Account Executives modern trends in Strategic Management, Operational Management and Total Quality Management
- To sentisise Account Executives on Financial Public Relations
- To equip participants on the nature, purpose and types of Audit in a n Organisation.
- □ To acquaint them with the activities of both the internal and external auditing and the day to day audit check of an organisation's assets and liabilities
- Enhance knowledge of participants, so that they can use the skills in financial analysis & Evaluation, to evaluate companies' performance and take investment decisions.
- Enhance their ability to make sound financial decisions

COURSE CONTENTS

- Management Functions for Auditors and Accountants
- Organisational Financial Analysis and Financial Reports
- \square **Budgeting and Budgetory Control**
- **Financial Forecasting and Analysis**
- Analysis and Evaluation
- \square Advanced Auditing Skills
- Understanding of Monetary & Fiscal Policies and its application in public organisations

TARGET AUDIENCE:

Senior Officers in Government Ministries, Agencies and other Parastatals bodies and Organisations responsible for carrying out internal financial audit practice and management.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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WEEK JAN. 21 - 25 JAN. 21 - FEB. 01 APRIL 08 - 12 APRIL 08 - 19 JUL. 15 - 19 JUL. 15 - 26 OCT. 21 - 25 OCT. 21 - NOV. 01 £2,500 £3,800

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JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
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DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
£2,500 £3,800		£1,500	£2,500

CONFERENCE FOR AFRICA STUDIES LTD.

PUBLIC FINANCIAL MANAGEMENT: AN INTERNATIONAL PERSPECTIVE

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Acquire an understanding of the principles, conventions and frame work governing financial management and accountability in the public service
- □ Appreciate how public expenditure management operates and impacts in different countries
- □ Have a greater awareness of how public expenditure management has evolved in different countries
- □ Gain an insight into various international perspectives, their issues, challenges and success

INTERNATIONAL PERSPECTIVE

□ Identify best practices and useful tools

COURSE CONTENTS

Key Internal Arganisations and

GENERAL

	Rey internal Organisations and Practices			
_	Flucinces		Law and Rules	
	Introduction to government financial management		Budget Coverage and Structure	
	Presidential powers and financial safeguards		Budget Policy and Planning	
	Principles of Accountability		Budget Preparation	
	Government Accounting Policies and		Budget Execution	
	Practices		Aid Management	
	Government Budgetary System		Accounting Subsystem	
	Strategies for Managing Financial aspect of Industrial Relations		Auditing System	
	· Personnel Audit -Auditing the Personne Function.		Integrating Financial Management Information	
	Duties and responsibilities of		System	
	Accounting, Authorising and Certifying Officers		Performance Measurement	
	Collection of Public Money			
	Payments and Internal Control			
	Loss of Public Money and Stocks			
TADCET AUDIENCE.				

TARGET AUDIENCE:

Directors of Finance, Financial Managers, Treasurers, Senior Accountants and Senior **Financial Analysts**

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

REVENUE COLLECTION MANAGEMENT

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand key public financial management policies
- □ Understand the importance and value of competence in revenue collection management
- □ Identify non-compliance and its implications
- Understand their role in public financial management

COURSE CONTENTS

ACCOUNTABILITY AND STEWARDSHIP

Public Finance Framework Transparency Legislative Reporting & Budget Documents Regulatory Auditing Internal Control

PLANNING & RESOURCES ALLOCATION

Budget Management Framework (Including Resources Budgeting) Resources Management Initiatives Cost Benefit Analysis

FINANCIAL OPERATIONS

Revenue & Collection Management Payment Procurement Revenue Contracting Contract Management Fixes Asset Management Inventory Management Treasurv

REPORTING AND MONITORING

Accounting (Cash/Accrual/Resource) Value Management Key Performance Indicators (KPIs) /Outcome Indicators

PERFORMANCE AND VALUE CREATION

Net Economic Value (NEV) Economy Drive (ED) Best Sourcing Procurement Revenue Contracting

TARGET AUDIENCE:

Senior Managers, Directors of Finance Auditors, Financial Managers, Credit Managers in charge of debt recovery (Bad debts) and Government Treasuries

+(234)7040045001-10, +(234)8055246151, +(234)8037881118, +(233)244718350 www.cfastudies.com

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



LUCATION AND DATE				STUDIES
C A N A	DA		GAMI	BIA
1 WEEK 2	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18 JA	AN. 14 - 25	J	AN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19 AP	RIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26
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MAR. 25 - 29	MAR. 25 - API		MAR. 11 - 15	
APR. 01 - 05	APR.01 - 1	12	APR. 18 - 22	
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OCT. 28 - NOV. 01	OCT. 28 - NO	/. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
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COUR	SE FEE	COUR	SE FEE
£2,500	£3,800	£1,500	£2,500

COMPUTERIZED FINANCIAL ACCOUNTING COURSE

ABOUT THE WORKSHOP

This workshop will highlight the various problems and proffer proven solutions associated with computerized financial accounting systems. It will enhance the skills of the participants, a pre-requisite to ensuring that the full benefits of computerize financial accounting systems are derived. Practical and best practices experience of successful organizations will be shared.

COURSE CONTENTS

CORPORATE ACCOUNTING SYSTEM MODELS

Various accounting functions Relationship between accounting models of accounting functions Establishing the need for computerization of organisation financial operations Personnel Requirement

\square **COMPUTER SYSTEMS REQUIREMENTS**

Hardware systems overview

Hardware configuration for different corporate structures: Mainframe, Minicomputer configurations, Networks systems and multi-user configurations, Systems software for each configuration Installing computer systems for organization-wide systems

DEVELOPMENT APPROACHES OF A WORKING SYSTEM

End-user computing and prototyping Defining accounting system problems Determining output specifications Designing various components of a system

Hardware and software and software acquisition Testing needs before using a system

ACCOUNTING SOFTWARE PACKAGES

Use of Spreadsheet Use of integrated software packages Use of different packages modules Data preparation for input Users involvement in the different packages Use of reports and handing Practical demonstration

SECURITY, ACCURACY & CONFIDENTIALITY OF OPERATIONS

Internal control in a computer environment Electronic access control procedures Physical security information systems and record management Detection & prevention of frauds Computer virus control

\square FINANCIAL IMPLICATIONS OF COMPUTER **ACCOUNTING SYSTEMS**

To make or buy decision Cost justification for computerization Benefits derivable Sourcing of funds The leasing option

CONTINGENCY PLANNING AND DISASTER RECOVERY METHODS

Overview of contingency planning disaster recovery methods Control of computer related hazards Disaster avoidance techniques Steps in disaster planning process Aggressive approach to disaster recovery Back up requirements Virus and anti-virus techniques Security issues in computer disaster management emerging challenges

TARGET AUDIENCE:

Accountants, Auditors, System Development Managers, Computer Managers, Relevant Information Technology Committee Managers, Consultants and others who perform related function in both the public and private organisations.

+(234)7040045001-10, +(234)8055246151, +(234)8037881118, +(233)244718350

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS,

FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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FINANCIAL RISK MANAGEMENT IN BANKING & OTHER FINANCIAL INSTITUTIONS

ABOUT THE WORKSHOP

Good lending decisions are based on application of sound techniques and common sense, to ensure high quality assessment and thus, low loan losses. This training program is designed to provide staff of lending banks (i.e mortgage, micro-credits) etc with an understanding of the framework for basic credit analysis and risks in lending business. The technical skills to be acquired in this program are critical, in empowering lenders and business development officers / managers to make sound lending decisions which minimize credit risks and loan losses.

BENEFITS OF ATTENDING

- □ To acquire analytical skills for sound lending decisions
- □ To understand the techniques and primacy of loan structuring to minimize risks
- □ To learn the basic principles of mortgage, lending/loan appraisals and administration

COURSE CONTENTS

- Overview of risk assets creation & management
- The credit cycle & principles of lending and types of credit/mortgage products
- Risk identification and appraisal of mortgage loans assignment
- Financial analysis: cash flow for lending
- Legal issues and collaterals for bank lending
- Principles of mortgage loan structuring & mitigation
- Financial mathematics and rating in mortgage lending
- Mortgage loan documentation, valuation and appraisal
- Exposure management & problem loan management
- Debt Recovery Strategies
- Case studies and practical examples

TARGET AUDIENCE:

Commercial, mortgage loan/credit officers, credit analysts, risk management officers, Debt/loan recovery officers, head of departments and group heads of financial institutions.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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FRAUD DETECTION AND DYNAMICS **OF DEBT COLLECTION**

ABOUT THE WORKSHOP

The fast growing economic environment makes business transactions more demanding, versatile but volatile. The workshop is designed to expose participants to current practices in internal fraud detection, prevention and control. Understanding and mastery of various fraudulent practices made through the use of computer, form an important aspect of this workshop. Receivables or debts arise on daily basis in most transactions in both the public and the private organisations as goods and services are provided and received. It is also common knowledge that debtors are usually not willing or able to pay their due debts. The debtor comes up with all excuses in this world and in a while, the debt becomes sticky. This workshop is designed to equip you on issues involved with collecting overdue money.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify various types of frauds and their causes
- ldentify and analyse methods and approaches to perpetuating fraud in organisations in Nigeria
- Carry out effective investigation and audit report writing
- Use control tools for preventing and detection of fraud **COURSE CONTENTS**
- Globalisation and challenges for auditors, Operations of Internal Auditing
- Managing an Internal Audit Department, Classification and types of Fraud
- Basic Detection and Prevention Methods in Fraud Audit programmes and Working Papers Fraud Investigations Procedures, Internal Audit Reports
- Fraud Theft Laws and Decrees, Reporting Frauds, Fraud Cases
- Computer in Auditing, Identify and perverting potential bad debtors from start of business
- Get accounts current while still maintaining goodwill with valued customers
- Overcoming debtor's excuses, lies and complaints
- \square Result oriented techniques for soothing irate and irrational customers
- Keep your organisation out of legal hot water by knowing exactly what your legal right and limit are, Bring in more money with your collection letters
- Deal with abusive, angry customers without losing your cool & comportment
- Use instant rapport builders to win debtors over to your way of thinking
- Make your job easier and less stressful with dozens of practical tips

TARGET AUDIENCE:

Credit Managers, Sales Managers, Marketing Managers, Customers Service Managers, Public Relations Managers, Heads of Profit Centres and Managers who Performs related functions in the Public and Private Sectors

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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COUR			
£2,500	£3,800	£1,500	£2,500

CREDIT MANAGEMENT & ADMINISTRATION SKILLS

ABOUT THE WORKSHOP

Good lending decisions are based on application of sound techniques and common sense, to ensure high quality assessment and thus, low loan losses. This training program is designed to provide staff of lending banks (i.e mortgage, micro-credits) etc with an understanding of the framework for basic credit analysis and risks in lending business. The technical skills to be acquired in this program are critical, in empowering lenders and business development officers / managers to make sound lending decisions which minimize credit risks and loan losses.

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- To acquire analytical skills for sound lending decisions
- To understand the techniques and primacy of loan structuring to minimize risks
- To learn the basic principles of mortgage, lending/ loan appraisals and administration

COURSE CONTENTS

- Overview of risk assets creation & management
- \square The credit cycle & principles of lending and types of credit/mortgage products
- \Box Risk identification and appraisal of mortgage loans assignment
- \Box Financial analysis: cash flow for lending
- \Box Legal issues and collaterals for bank lending
- Principles of mortgage loan structuring & mitigation
- Financial mathematics and rating in mortgage lending
- \Box Mortgage loan documentation, valuation and appraisal
- \Box Exposure management & problem loan management
- **Debt Recovery Strategies**
- Case studies and practical examples

TARGET AUDIENCE:

Commercial, mortgage loan/credit officers, credit analysts, risk management officers, Debt/loan recovery officers, head of departments and group heads of financial institutions.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

2013 INTERNATIONAL TRAINING DIRECTORY 39

FINANCIAL POLICY MAKING AND ANALYSIS

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand key public financial management policies
- Understand the importance and value of competence in financial policy making and business analysis
- Identify non-compliance and its implications
- Understand their role within public financial management

COURSE CONTENTS

ACCOUNTABILITY AND STEWARDSHIP

□Public Finance Framework & Transparency

Legislative Reporting & Budget Documents

□Regulatory Auditing

□Internal Auditing & Control

DPLANNING & RESOURCES ALLOCATION

Budget Management Framework (Including Resources Budgeting)

Resources Management Initiatives

- Revenue & Collection Management
- Payment & Procurement Cycle
- Contract Management
- □Inventory Management
- □Treasury Management

REPORTING AND MONITORING

□Accounting (Cash/Accrual/Resource) □Value Management

Key Performance Indicators (KPIs) /Outcome Indicators

PERFORMANCE AND VALUE CREATION

□ Net Economic Value (NEV) Economy Drive (ED) □ Best Sourcing □ Procurement

□ Revenue Contracting Procurement

t Revenue Contracting



TARGET AUDIENCE:

Directors, Accountants, Personnel and Admin Managers and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies and Organisations.

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LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

FINANCIAL ANALYSIS, PLANNING AND CONTROL

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand key public financial management policies
- Understand the importance and value of competence in financial policy making and business analysis
- Identify non-compliance and its implications
- Understand their role within public financial management

COURSE CONTENTS

ACCOUNTABILITY AND STEWARDSHIP

□Public Finance Framework & Transparency

- Legislative Reporting & Budget Documents
- □Regulatory Auditing

□Internal Auditing & Control

PLANNING & RESOURCES ALLOCATION

Budget Management Framework (Including Resources Budgeting)

Resources Management Initiatives

- Revenue & Collection Management
- Payment & Procurement Cycle Revenue Contracting
- Contract Management
- Fixes Asset Management
- □Inventory Management □Treasury Management

REPORTING AND MONITORING

□ Accounting (Cash/Accrual/Resource) □ Value Management

Key Performance Indicators (KPIs) /Outcome Indicators

PERFORMANCE AND VALUE CREATION

- □ Net Economic Value (NEV) Economy Drive (ED) □ Best Sourcing □ Procurement
- Revenue Contracting Procurement
- Revenue Contracting



Directors, Accountants, Personnel and Admin Managers and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies and Organisations.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N A D A G A M B IA 1 WEEK 2 WEEKS JAN. 14 - 18 JAN. 14 - 25 APRIL 15 - 19 APRIL 15 - 26 JULY 08 - 12 JULY 08 - 12 OCT. 14 - 18 OCT. 14 - 25 Z,500 £3,800 I WEEK 2 WEEKS JAN. 07 - 11 JAN. 07 - 18 COURSE FFE £2,500 L WEEK 2 WEEKS JAN. 07 - 11 JAN. 07 - 18 APRIL 15 - 19 APRIL 08 - 12 JULY 08 - 12 JULY 08 - 19 JULY 08 - 12 JULY 08 - 19 JUL 15 - 19 JUL. 15 - 26 JULY 08 - 12 JULY 08 - 19 JUL 15 - 19 JUL. 15 - 26 JULY 08 - 12 JULY 08 - 19 JUL 15 - 19 JUL. 15 - 26 JULY 08 - 12 JUL 15 - 19 JUL 15 - 29 MAR. 20 JUL 22 - 200 £3,800 I WEEK 2 WEEKS JAN 28 - FEB. 01 JAN. 28 - FEB. 08 MAR. 25 - 29 MAR. 25 - APR. 05 APR. 10 - 25 APR.	LUCATION				STODIES
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CONFERENCE FOR AFRICA STUDIES LTD.

MORTGAGE CREDIT ANALYSIS AND RISK MANAGEMENT

ABOUT THE WORKSHOP

Good lending decisions are based on application of sound techniques and common sense, to ensure high quality assessment and thus, low loan losses. This training program is designed to provide staff of lending banks (i.e mortgage, micro-credits) etc with an understanding of the framework for basic credit analysis and risks in lending business. The technical skills to be acquired in this program are critical, in empowering lenders and business development officers / managers to make sound lending decisions which minimize credit risks and loan losses.

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- To acquire analytical skills for sound lending decisions
- □ To understand the techniques and primacy of loan structuring to minimize risks
- □ To learn the basic principles of mortgage, lending/ loan appraisals and administration

COURSE CONTENTS

- Overview of risk assets creation & management
- The credit cycle & principles of lending and types of credit/mortgage products
- Risk identification and appraisal of mortgage loans assignment
- Financial analysis: cash flow for lending
- Legal issues and collaterals for bank lending
- Principles of mortgage loan structuring & mitigation
- Financial mathematics and rating in mortgage lending
- Mortgage loan documentation, valuation and appraisal
- Exposure management & problem loan management
- Debt Recovery Strategies
- Case studies and practical examples

TARGET AUDIENCE:

Commercial, mortgage loan/credit officers, credit analysts, risk management officers, Debt/loan recovery officers, head of departments and group heads of financial institutions.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



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COUR	SE FEE	COUR	SE FEE
£2,500	£3,800	£1,500	£2,500

ESSENTIAL SKILLS FOR MANAGING TODAY'S MORTGAGE INSTITUTIONS

ABOUT THE WORKSHOP

You already have the experience and the technical skills. Now add the management know-how to achieve results. Managing Mortgage Institutions demand a whole new set of skills.

BENEFITS OF ATTENDING

IN THIS WORKSHOP, PARTICIPANTS WILL LEARN HOW TO:

- Understands and explain the commercial context and processes of mortgage institutions
- Build awareness for the organisations strategy as far as Financial target and risk guidelines are concerned and be able to operates within these parameters
- Organize and manage resources (most especially financial resources)
- Demonstrate analytical skills in delivering customised solutions to achieve positive and quality result for your clients
- Deal with uncertainties and diversity in social, cultural and geopolitical settings in order to achieve successful outcome for the organization.

COURSE CONTENTS

- Effective Management of Information system in the mortgage industry
- Distress Management in mortgage institutions
- Essential considerations for mortgage financing
- Modern motivation techniques for mortgage personnel
- Risk management and mortgage institutions operations
- Confidence Building Towards Total Quality Management in Mortgage Financing
- Constructive & Persuasive Communication for Effective Management
- Team work and Confidence Building for Effective Management

TARGET AUDIENCE:

Directors, Senior Managers and Officers of Financial & Mortgage Institutions and Mortgage Insurance Institutions

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

INTERNAL AUDITING - INTERNATIONAL BEST PRACTICES

ABOUT THE WORKSHOP

The workshop will highlight current trends and best practices in corporate internal auditing.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Plan an audit assignment on financial accounts and related systems
- □ Conduct the audit using informed and practical techniques
- Documention of finished jobs (manual and computerised)
- Present a report on audit findings for management consideration & decision

COURSE CONTENTS

- Public Sector Auditing
- □ Internal Auditing in the public Sector
- Characteristics of an effective auditor the internal auditor
- Different types of audits
- □ Types of controls: materiality and risk assessment
- E-dimension impact on audit
- □ Working papers and audit evidence
- Different phases of an audit assignment (Pre, During & Post)
- Auditing of transactions and account balances
- The wider scope of roles and responsibilities of modern internal
 auditor
- □ Systems documentations review and upgrading
- How to write an effective audit report
- How an Internal Auditor should relate to managers in other departments as well as external Auditors
- Financial Investigations
- □ The vexed issue of corporate fraud: Types, Causes, Detention and Management.
- Challenges of the future in the audit work

TARGET AUDIENCE:

Officers who are involved in auditing. (both internal & external) most especially the internal (audit) controller in public organizations.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

PUBLIC ACCOUNTABILITY AND **INTERNAL CONTROL**

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

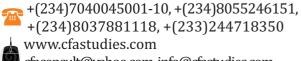
- Understand the process of accountability
- Understand the scope and nature of Government Auditing
- \Box Operate on with good knowledge of internal controls
- Identify control weaknesses, and turn it improvement strategies

COURSE CONTENTS

- \Box Principles of Accountability
- **Controls at Parliamentary Level**
- \square Levels of Control in treasury
- Controls at departmental level
- \square **Government Audit**
- Nature of Internal controls
- \square Internal Control Standard
- \square Internal Control System Reviews
- \square Internal control of financial systems relating to:
- - expenditure on manpower
- - other operating expenditures
- - development expenditure
- Revenue overview & current trends
- Current liabilities
- Awareness of fraud indicators
- The different types of Audits
- Conducting surprise cash checks

TARGET AUDIENCE:

Officers who are involved in auditing. (both internal & external) most especially the internal (audit) controller in public organizations.



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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N	A D A		GAMI	BIA
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CONFERENCE FOR AFRICA STUDIES LTD.

STRUCTURED APPROACH FOR ADVANCED INTERNAL AUDITING

ABOUT THE WORKSHOP

The demand for improved accountability and greater transparency within government has resulted in a call for more information about government programmes and services. Go beyond the boundaries of accounting and gain real insight into the managerial, political and technical dynamics of internal auditing. Against this background, it is imperative to learn a structured approach for conducting result oriented internal audits.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Identify "high-risk" processes and build control systems that mitigate the risk.
- Develop control based audit recommendations that truly help management meet tactical and strategic objectives.
- Encourage and assist in proper reportage and informed management of public debt.
- Appreciate Audit department as the custodian of rules, regulations and procedures in any establishment. The watch-dog of the financial system of the organisation
- Appreciate their roles in ensuring due process as well as standards compliance

COURSE CONTENTS

- □ Internal auditing guidelines & standards
- System Based Audit (SBA)
- Computer based audit and the use of the computer as an audit tool.
- □ Investigation of fraud and corruption.
- Audit Administration and management.
- Audit reporting, communication and quality control.
- The importance of corporate governance and the role of the audit committee
- "Selling" your audit recommendation to management.
- The importance of the relationship between internal and external audit.
- Overview of the internal audit functions
- □ Value added audit methodologies
- □ Risk Assessment, response and control activities
- Delegation and monitoring field work

TARGET AUDIENCE:

Internal Auditors supervisory level or management level and above. Those involved in the audit and computer based accounting and other financial system will also benefit from the course

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

ADVANCED TREASURY MANAGEMENT STRATEGY

ABOUT THE WORKSHOP

Attend this course and examine the current issues, techniques and technologies vital to the improved management of critical treasury activities.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify the organizational treasury functions
 Identify the main problems associated with treasury, management and proffer appropriate solutions
- Apply appropriate treasury management techniques
- Outline the roles and the relationship of the internal Audit in treasury management
- Have an up-to-date knowledge of treasury challenges
- Have an overview of corporate treasury management
- Know the various investment Management Techniques
 Be in a position to advise Management on sources of
- fund Know the current trends and practice in the Nigeria
- money and capital market
- Get updated on the current trends in the Nigeria Financial Markets
- □ Have an in-depth knowledge of various policies and how they affect treasury management
- Have clear understanding of corporate risks management and Various treasury investments

COURSE CONTENTS

- An overview of treasury management
- Features of a treasury management system
- The role & relationship of organization treasury and internal control functions
- □ Imprest Accounting and treasury management
- Fraud detection, prevention and control measures
- Budgeting and budgetary control
- Cash Budgeting And Cash Flow Management
- □ Impact of a country economy on corporate treasury management
- □ Treasury and Financial Services
- Corporate Treasury Investments and Analysis
- □ Treasury problems and solutions
- Current issues in treasury technology

TARGET AUDIENCE:

Senior & Middle Level Financial Officers, Treasurers, Controllers & their Assistants, Directors and Officers of Treasury Operations.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



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FORENSIC AUDITING AND ACCOUNTING: GUIDELINES FOR FINANCIAL PROFESSIONALS

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Gain the knowledge, behaviours, confidence and analytical skills required to meet the challenges of today's difficult economy with CFA Studies forensic auditing and accounting training & seminars
- Benefit from the latest forensic auditing and accounting strategies and techniques that will keep participants forensic accounting acumen strong and focused
- □ Calculate damages caused as a result of negligence or deliberate misconduct conduct forensic audit used to assess living and care cost
- Do forensic audits in anticipation of litigation or as part of a trial process

COURSE CONTENTS

- □ Introduction to Forensic Accounting and Auditing
- Presidential/Board/Management Powers and Financial Statements Management
- Duties and responsibilities of Forensic Accountants and Auditors
- Understanding litigation Support in Forensic Auditing
- □ Concepts of Operational and Transactional Risk Analysis in a Forensic Investigation
- □ Criminology & Ethics
- □ Applied Statistics
- □ Fraud Investigation Techniques
- □ Fraudulent Statement and Reporting Fraud
- □ Computer Forensics

TARGET AUDIENCE:

Accountants, Auditors, System Development Managers, Computer Managers, Relevant Information Technology Committee Managers, Consultants and others who perform related function in both the public and private sectors

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FINANCE AND ACCOUNTING

NEW COURSES ON DEMAND

- 401 Account/Audit Course for Executive/Personal officers.
- 402 Advanced Cost Management for the Competitive Business Environment.
- 403 Auditing for Internal auditors.
- 404 Budget Implementation, Monitoring & Evaluation (IME).
- 405 Cash & Treasury Management.
- 406 Computer Applications in Accounting, Auditing and Financial Management.
- 407 Effective Budget Tracking Techniques, Expenditure Control & Internal audit Report writing skills.
- 408 Effective Data Management, Record Keeping & Financial System for Pension Scheme under the Pension Reform Act 2004.
- 409 Emerging Issues in Final Accounts, Preparation, Salaries & Wages
 Management & Effective Cash Handling
 System.
- 410 Finance & Accounting for Non Financial Managers: Improving Financial Literacy.
- 411 Financial Management & Expenditure Control.
- 412 Financial Management of Donor Funded Project.
- 413 Financial Policy Making, Analysis and Risk Management
- 414 Forensic Accounting, fraud control in Government Accounting, Quality Audit Assurance system.
- 415 Fraud Auditing and Forensic Accounting. DETAILS ON REQUEST

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LOCATION AND DATE



£2,500 | £3,800

COURSE FEE £2,500 \$3,800

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1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01
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FINANCE AND ACCOUNTING

NEW COURSES ON DEMAND

- 416 Fraud Detection & Prevention in an Organization & the Role of Auditors.
- 417 **Global Best Practice for Effective** Pension Management & Administration.
- 418 **Global Best Practices for International** Reporting Standards, Fraud control in Government, Accounting, Project management.
- 419 Integrated Financial Management & Payroll system.
- Internal Auditing-International Best 420 Practices.
- 421 **International Financial Reporting Standards: Convergence Options** Methods and Issues.
- 422 International Public Sector Accounting Standards (IPSAS).
- 423 Investment Analysis & Management.
- 424 Mortgage Credit Analysis and Risk Management.
- 425 Prudent Financial Management & Accountability in Public & Private Institution.
- 426 **Public Sector Treasury Management** Workshop.
- Store Management, Stock Control Audit 427 & Inventory Training.
- 428 Strategic Financial Management & Accounting course.

DETAILS ON REQUEST

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LOCATION AND DATE



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£1,200	£2,000		£2,500	£3,800
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CONFERENCE FOR AFRICA STUDIES LTD.



A PRACTICAL APPROACH TO PROACTIVE **PROCUREMENT IN THE PUBLIC SECTOR ORGANIZATIONS**

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- This course is designed to provide the participating officers with information on key issues that they face. It provides techniques, the "how-tos" and sharing of the latest procurement trends from both the public and private sectors of our economy
- Pick up useful procurement tips and learn from practitioners through learning activities and research articles.
- □ This course is a complement to your understanding of public sector procurement policies (IM3B) and related IM3B courses conducted by IPAM

COURSE CONTENTS

PROCUREMENT- THE KEY TO SUCCESS IN AN ORGANISATION

- procurement officers \Box Fundamental principles of procurement
- Unlocking the truths of purchasing 🗌 Changing roles and responsibilities of Obtaining value for money
 - Understanding value for money Effective procurement techniques

PLANNING THE PROCUREMENT PROCESS \square

- Importance of distinguishing goods from services Overview of the different stages of procurement process
- **GOODS SOURCING TECHNIQUES**
- Suppliers and their evolving distribution channels \Box Successful networking Procuring quality product & services 🛛 Sourcing the right supplier through supplier assessment

WRITING PRECISE AND CLEAR SPECIFICATIONS

- Purpose of specifications \Box Principles needed to write good specifications
- Ensuring appropriate terms & conditions

PERFORMANCE AND VALUE CREATION

Contract management D Performance-based contracting D Elements for a contract 🛛 Successful monitoring and control 🗍 successful Communicating with suppliers

Ensuring good supplier relations

LATEST DEVELOPMENTS IN PROCUREMENT

- Virtual supply chain 🗆 Controlling procurement officer 🔲 Use of past performance evaluation

PROACTIVE PROCUREMENT

Measuring procurement performance \Box Negotiation Ethics in procurement

TARGET AUDIENCE:

Senior officers involved in the procurement, store and contract management

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED **TRIP PER PARTICIPANT**

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CONFERENCE FOR AFRICA STUDIES LTD.

THE STRATEGIC APPROACH TO PROCUREMENT

COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL GAIN GREATER UNDERSTANDING OF THE KEY PROCESSES OF STRATEGIC SOURCING AND LEARN HOW TO

- Draw up a sourcing strategy map
- Analyse purchasing related data
- □ Select the right supplier
- Manage total cost

COURSE CONTENTS

- Tactical vs. Strategic procurement
- Formulation of sourcing teams
- Taxonomy spend
- □ Supply positioning matrix
- Porter's five forces model
- Understanding total cost of ownership
- Developing supplier performance scorecards
- Implementation phase



TARGET AUDIENCE:

Directors and experienced Senior officers involved in the procurement, store and contract management

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

CONTRACT MANAGEMENT SKILLS

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Manage an overview of the process of contract management
- Have a greater in-depth understanding of the specific terms and conditions as used in typical government procurement contracts
- Have a more in-depth understanding of the entire process of contract management
- Better manage procurement through utilizing pointers, learnt during the course
- Understand how the contract activities fit under the policies and procedures of The Procurement Act.

COURSE CONTENTS

What is contract Management What is contract? **Overview of Contract Management Broad Process** How it fits into the overall Government procurement Process Relationship between contract management and project management **Different types of Procurement Contract** \square Typical Terms & Conditions (T&C) of Government **Procurement Contract** Applicable instructions Relationship with ITT/ITQ T&Cs under the different types of contract (eg. services, goods, turnkey system) \Box Understanding the Terms and Conditions through a Learning Activity Applicable instructions Relationship with ITT/ITQ T&Cs under the different types of contract (eg. services, goods, turnkey system) **Key Contract Management Process** Contract management process **Roles and Responsibilities Contract Analysis** Monitoring of Performance and Progress in Contract Management **Change Management Resolving Claims and Disputes Records**, Files and Documentation Communication Withdrawal of Contracts Variation/extension of Contracts Performance-based management of Contract **Contract Completion and Termination TARGET AUDIENCE:**

Director, Accountants, Personnnel and Admin Managers, members of tenders'board / committee and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies, Trading Organisations, Government ministries, Parastatals, Agencies.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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MAR. 25 - 29			MAR. 11 - 15	
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DEC 02 - 06	DEC 02 - 1		DEC 02 - 06	DEC 02 - 13
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CONFERENCE FOR AFRICA STUDIES LTD.

2013 INTERNATIONAL TRAINING DIRECTORY **53**

£1,500

£2,500

£3,800

£2,500

INTERNATIONAL & EMERGING BEST PRACTICES IN PROCUREMENT AND CONTRACT MANAGEMENT SKILLS

ABOUT THE WORKSHOP

This programme aims to provide you and your organisation with a full understanding of contracting, procurement and award of tender

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Improve their ability to understand each contract and develop a comprehensive brief
- Understand Output and Input-based specifications and use these new skills to optimise their performance
- Manage approved contractors and select tenders' lists more effectively
- Develop improved methods of legally seeking for expressions of interest in open tender and update their pre-selection processes
- Develop a better coordinated tender evaluation processes encompassing technical and financial assessment, together with statements of methodology
- Enhance the opportunities for cost saving and improved services
- Monitor and take corrective action against contractors failing in the delivery of their obligations
- Understand and be able to put in place a full range of security safeguard measures for non - performance options in contract clauses
- **Take advantage of the opportunities arising in the** international market place with the rapid expansion of Business Process Outsourcing (BPO).

COURSE CONTENTS

Π **EFFECTIVE CONTRACTING AND AWARD OF TENDER** -How to plan the Contracting process to ensure it meets with the required time frame and is fair and within bounds of probity -How to correctly operate a successful selective tender list and to seek expression of interest in the open market -What decisions are necessary concerning the method of contracting with reference to length of contract, partnership arrangements, etc. -How to use Method Statements to enhance your ability to gauge the worthiness of your chosen supllier before the award of tender

STRATEGIC PROCUREMENT AND CONTRACT MANAGEMENT

-The role of the procurement manager -Studies of policy regarding procurement -Contract management as a totally integrated process -How to build successful relations with suppliers -What to do when a contractor fails to perform -Principles of effective contract negotiation

TARGET AUDIENCE:

Director, Accountants, Personnnel and Admin Managers, members of tenders'board / committee and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies, Trading Organisations, Government ministries, Parastatals, Agencies.

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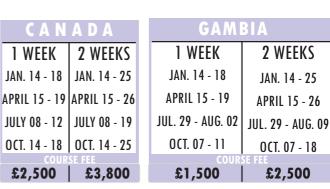
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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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1 WEEK	2 WEEKS	
JAN. 07-11	JAN. 07 - 18	
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MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
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MANAGEMENT AND CONTROL OF STOCKS /STORES AND MATERIALS HANDLING

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Identify and perform better the function of stores
- Understand the economies of storage and stock control
- Effectively apply the methods used in storing, handling and control of stock

COURSE CONTENTS

- Objectives and activities of the store
- Duties of a store controller and a store officer
- □ Stores location, Layout and stocks classification
- Measurement and storage methods
- Preservation and protection of stocks
- Packaging: objectives, methods and Procedures
- □ Stock control and Valuation Techniques
- Principles of issues, receipts and dispatch
- Stock check and verification
- □ Identification of and action on slow-moving and obsolete items
- Condemnation / redundancy
- Fire safety and security measures in the Store



TARGET AUDIENCE:

Store Officers, Admin. Officers and Head Of Admin. and Other Officers who manage the corporate stocks & stores services of the organisation



COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



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STORE ORGANISATION AND MATERIALS MANAGEMENT

COURSE OBJECTIVES

The course is aimed at helping participants to run smooth, efficient and accurate store activities, and effective inventory systems. Also participants will learn some specific techniques that will actually improve their speed and accuracy when dealing with inventory operations

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand the rudiments and acceptable standard in running stores, as a cost effective center for organisation effectiveness.
- Identify the many challenges facing them in the course of performing their jobs, and know how to apply the pragmatic solutions to the problems.

COURSE CONTENTS

Understanding Your Inventory System's Strength & Weaknesses Vendor/Supplier Evaluation and Adoption Characteristics Of Successful Inventory Record-keeping Overview of Materials Management Managing People Concerned With Inventory Stocks taking & Stores Accounting Conducting A Stress Free Physical Inventory Stores Receipt, Issues, Dispatch Problems Area And Overcoming Challenges Store Identification & Coding Techniques Ensuring Safety of Stocks and Staff in the Store



TARGET AUDIENCE:

Store Officers, Admin. Officers and Head Of Admin. and Other Officers who manage the corporate stocks & stores services of the organisation



COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

CONFERENCE FOR AFRICA STUDIES LTD.

LOCATION AND DATE



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£2,500	£3,800	£1,500	£2,500

PROCUREMENT

NEW COURSES ON DEMAND

- 501 Fundamentals of Purchasing for the New Procurement/Buyer Officer.
- 502 Implementation of Public Procurement Act.
- 503 Performance Improvement for Purchasing & store Executives
- 504 Performance Improvement Workshop for Purchasing Auditors.
- 505 Procurement Act & Consultancy in Procurement.
- 506 Procurement of Goods and Services fir Development Projects.
- 507 Procurement Process in public Sector: Challenges of its Implementation.
- 508 Risk Management in Procurement.
- 509 Understanding Procurement Act, Challenges & Solutions.

DETAILS ON REQUEST

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LOCATION AND DATE



CONFERENCE FOR AFRICA STUDIES LTD.



JUDICIAL RECORDS MANAGEMENT SKILLS

ABOUT THE WORKSHOP

Efficient and accountable court information systems are a key component in the delivery of justice and the maintenance of the rule of law.

These are built on records, case files and evidence. Delays in registering cases, locating records and filling documentations all have a direct impact on citizens and their legal rights. Incomplete or inaccurate documentation can result in incorrect sentencing or the inability of an individual to seek redress. In order to achieve a high level of efficiency, it is essential that court information and most particularly case files are properly managed.

PROGRAMME OBJECTIVES

This programme will explore the key principles of court records management and how they apply in the 21st century through a combination of lectures and discussions. You will also learn about new strategies for judicial administration and customer service and see at first hand how these ideas have been put into practice in Nigeria and elsewhere. Further more emphasis throughout the course will be on pragmatic strategies for implementing change based on 'what works'. You will be encouraged to look critically at a range of techniques and to select those suitable for adapting for your own legal system.

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Use the techniques learnt and tools acquired to analyze the effectiveness of judicial records systems and prioritise areas for improvement
- $\hfill\square$ Understand and explain the implications of the increase in electronic records
- □ Analyse existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and cost effective improvements within your own organization.
- □ Be more conscious of the importance of effective and efficient judicial records systems
- $\hfill\square$ \hfill Prepare a business case for presentation to senior management.
- □ Benefit from experienced resource speakers with first hand experience of implementing enhanced court.
- $\hfill\square$ records management systems in a number of countries.
- $\hfill\square$ $\hfill Learn through case studies and presentations.$
- Develop a wide range of the latest tools and techniques for enhancing the administration of justice and the running of courts
- Plan and control the implementation of practical strategies for improving effectiveness.

COURSE CONTENTS

- Core principles of judicial record management
- Identifying legislative and regulatory controls on the care of legal records.
- Establishing record keeping standards. Determining retention periods
- Ensuring appropriate presentation and access The relationship between court functions and records
- Automating case file management. Strategic management. Action planning
- Control indexing and retrieval mechanisms. Court responsibility for civil and criminal case management
- Enforcement. Staff appraisal. Human rights. Liaison with other agencies in the justice system
- Measuring court performance . Introduction to e-Judicial system
- Responding to the needs of vulnerable witnesses and defendants
- Total quality management in the judicial system.

TARGET AUDIENCE:

Registrars, Lawyers, Judges and other Senior and Mid - level Judicial Officers.



LOCATION AND DATE



C A N A D A		GAM	BIA	
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25		JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26		APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19		JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
	OCT. 14 - 25		OCT. 07 - 11	OCT. 07 - 18
	SE FEE			SE FEE
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		INDIA				
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001	OCT. 14 - 25					
£	SE FEE £3,800	£2,500				

1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COUR	SE FEE
£2,500	£3,800

NGAPORE

G H	ANA	U. A. E. (DUBAI)		
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS	
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01	
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22	
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19	
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28	
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26	
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27	
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01	
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13	
COURS	SE FEE	COUR	SE FEE	
£1,200	£2,000	£2,500	£3,800	

• CHINA •GERMANY • U. S. A. •HONGKONG • UK	• SOUTH AFRICA
1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - 22 FEB. 18 - MAR. 01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 09 NOV. 18 - 22 NOV. 18 - 29 COURSE FEE £2,500 £3,800	1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR.01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29 COURSE FEE \$\$2,000 \$\$3,500
FRANCE - MALAYSIA	

- JAM	AICA	SIERRA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
	SE FEE		SE FEE
£2,500	£3,800	£1,500	£2,500

POLICY DEVELOPMENT AND MANAGEMENT SKILLS FOR LEGAL OFFICERS

ABOUT THE WORKSHOP

The provision of efficient and effective services that enables the public and media to have full confidence in judiciary are constantly expected of the judiciary by the public

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Identify clearly the nature of policy problems and put them in proper context
- □ Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy
- Develop efficient channels of policy communication.
- □ Coordinate policy management activities

COURSE CONTENTS

- Policy process and Sustainability for Effectiveness
- Developing effective policy management options
- □ Communication as part of policy management
- Dynamics of change and Public Sector Approach
- Managing Policies in a Legal Environment
- □ Legal Officers as watchdogs to Public Policy Makers and Executives
- Application of Information Technology in management of Public Policy Development

TARGET AUDIENCE:

Registrars, Lawyers, Judges and other Senior and Mid - level Judicial Officers.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



C A N	A D A		GAMI	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25		JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL	29 - AUG. 02	JUL. 29 - AUG. 09
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IN	DIA		SING	A P O R E
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JAN. 07-11	JAN. 07 - 18		JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26		APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19		JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	0CT. 14 - 25	L	OCT. 21 - 25	OCT. 21 - NOV. 01
£2,500	£3,800		£2,500	£3,800
G	HANA		U. A. I	E. (DUBAI)

GH	ANA	U. A. E	<u>. (DUBAI)</u>
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
£1,200	£2,000	£2,500	£3,800

• CHINA •GERMANY • U. S. A. • HONGKONG • UK	• SOUTH AFRICA
1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR. 01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29	1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - 822 FEB. 18 - 848.01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 NOV. 18 - 22 NOV. 18 - 29 NOV. 18 - 29
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FRANCE -MALAYSIA	SIERRA LEONE

- JAM	AICA		A LEUNE
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COUR	SE FEE	COUR	SE FEE
£2,500	£3,800	£1,500	£2,500

PROFESSIONAL ETHICS, VALUES & EFFECTIVE ADMINISTRATION/GOVERNANCE WORKSHOP

COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Have a clearer understanding of current issues in the crusade against corruption, good governance, and the administration of justice in Nigeria.
- Identify and analyse what should be the position of the sector in the crusade against corruption, and dispensation of justice.

COURSE CONTENTS

- Corruption and administration of Justice in Nigeria. Prospects and challenges.
- The challenges of corruption and the court system in Nigeria.
- Overview and analysis of obstacles to good judicial governance in Nigeria.
- Immunity clause, effective administration of justice and good governance.
- Building integrity in the judicial sector, and national code of conduct for judicial officers.
- The crisis of leadership in the judiciary and the federal government transformation agenda



Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.



COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



C A N	A	D A		GAMI	BIA
1 WEEK	2	WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAI	N. 14 - 25		JAN. 14 - 18	JAN. 14 - 25
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	COURS				URSE FEE £2,500

LINK ANALYSIS, COUNTER-TERRORISM AND SECURITY

OBJECTIVES OF THE WORKSHOP

The awareness level workshop, is designed to enhance the knowledge of n a t i o n a l /

state/local law enforcement and public/private sector holders by providing exposure to improvised explosive devised (IED) threat, surveillance detection methods and soft target awareness.

This workshop illustrates baseline awareness and prevention actions that reduces vulnerability to counter the threat along with collaborating information sharing resources to improve preparedness. This designed approach better enables key-holders in safety to detect, prevent, protect against and respond to terrorist use of explosives in Nigeria.

COURSE CONTENTS

COUN	
	The Definition of the term terrorism and terrorist What is an improvised explosive devise
	Different types of explosive devises and methods that terrorists employ
	The cycle of attack
	Hostile reconnaissance
	Contingency and emergency planning
	Threat assessment and management
	Risk reduction measures to reduce the threat faced
	The new reality
	The importance of incident management planning
	Link Analysis
	Privacy Issues
	Performance Evaluation Measure
	Text Mining applied to Security and Counter-Terrorism
	Social Network Analysis
	Innovative Applications related to Link Analysis
	Visualization of link structures
	Graph Mining
	Relational Data Mining
	Scalability of algorithms
	Dynamic network Analysis web mining applied to security and counter-terrorism

TARGET AUDIENCE:

National/State/Local Law enforcement personnel and other stake holdersin national security and safety matters.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



C A N	A D	A			GAM	BIA		
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APRIL 15 - 19	APR	IL 15 - 26		APRIL 08 - 12		APR	RIL 08 - 19	
JULY 08 - 12	JUL	Y 08 - 19		JUL	15 - 19	JU	L. 15 - 26	
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£1,200		£2,00)0		£2,500		3,800	
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JUNE 17 - 21		JUNE 17 SEPT. 16			UNE 17 - 21		IUNE 17 - 2 Sept. 16 - 2	
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£2,500		£3,8(3	61,300		\$2,300	

TRENDS & APPROACHES IN PARLIAMENTARY ADMINISTRATION & OVERSIGHT FUNCTIONS IN THE 21st CENTURY

ABOUT THE WORKSHOP

Historically, parliaments were established to represent citizens' interests and give them greater voice in government. Parliament thus provide opportunities for more open and participatory governors. Over time, parliaments have evolved to take on greater legislative and oversight powers. The challenges today is for parliaments to use their oversight responsibilities - (particularly through the budget process and legislative leverage) - to ensure that the needs of all citizens, including the poor are heard and met through the delivery of well designed programs and services. In practice however, many parliaments lack the capacity and/or resources to carry out their role. This programme therefore aims at enhancing parliaments' capacity to effectively fulfil their responsibilities particularly with regards to oversight of the budget and implementation and performance of government policies and programs.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- □ Appraise how the workshop had strengthen their capacity to oversee the allocation and use of public funds.
- Enumerate the needs to better represents the interest of citizens in the policy process, particularly in the context of the poverty reduction strategies process.
- □ Identify parliamentary learning networks on key policy issues related to development.
- □ List strategies that can be adopted to improve parliamentary administration and finance.
- □ Identify the role of parliament in conflict resolution.

COURSE CONTENTS

- \Box Structure and Organisation for parliamentary activities/processes
- Legislative Oversight Functions
- \Box The Role of Parliaments in the Budget Process
- □ Improving Parliamentary Administration and Finance
- e-Parliament: The use of Information and Communication Technology to improve -Parliamentary Process-
- Women and Parliament
- □ Legislative Ethics and Code of Conduct
- Project Management and Evaluation

TARGET AUDIENCE:

Legislators, Parliamentary staff/Aids, Senior Officials of the Executive Arm of Government, Independent and members of the civil society groups

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



1 WEEK 2 WE		K 2 WEEKS
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APRIL 15 - 19 APRIL 1	5 - 26 APRIL 15 -	19 APRIL 15 - 26
JULY 08 - 12 JULY 08	8 - 19 JUL. 29 - AU	G. 02 JUL. 29 - AUG. 09
OCT. 14 - 18 OCT. 14		
COURSE FEE £2,500 £3,	800 £1,50	COURSE FEE D £2,500

1 WEEK	2 WEEKS
JAN. 07- 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COUR	SE FEE
£2,500	£3,800

JINUF	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
	OCT. 21 - NOV. 01
COUR	SE FEE
£2,500	£3,800

GHANA (DUBAI) 1 WEEK 2 WEEKS 1 WEEK 2 WEEKS JAN. 21-25 JAN. 28 - FEB. 01 JAN. 28 - FEB. 08 JAN. 21 - FEB. 01 MAR. 11 - 15 MAR. 25 - 29 MAR. 25 - APR. 05 MAR. 11 - 22 APR. 01 - 05 APR.01 - 12 APR. 18 - 22 APRIL 08 - 19 JUN. 03 - 14 JUN. 17 - 21 JUN. 03 - 07 JUNE 17 - 28 JUL. 22 - AUG. 02 JUL. 15 - 19 JUL. 22 - 26 JUL. 15 - 26 SEPT. 02 - 13 SEPT. 16 - 20 SEPT. 16 - 27 SEPT. 02 - 06 OCT. 21 - 25 OCT. 28 - NOV. 01 OCT. 28 - NOV. 08 OCT. 21 - NOV. 01 DEC. 09 - 20 DEC. 02 - 06 DEC. 02 - 13 DEC. 09 - 13 £1,200 £2,000 £2,500 £3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK				• SOUTH	AFRICA
	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22 COUR £2,500	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29 SE FEE £3,800		1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22 COUR £2,000	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29 SE FEE \$3,500
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– JAM	AICA			
1 WEEK	1 WEEK 2 WEEKS		2 WEEKS	
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22	
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28	
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27	
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13	
COUR	SE FEE	COUR	SE FEE	
£2,500	£3,800	£1,500	£2,500	

CONFERENCE FOR AFRICA STUDIES LTD.

COURT MANAGEMENT AND JUDICIAL ADMINISTRATION

ABOUT THE WORKSHOP

Efficient and accountable court information systems are a key component in the delivery of justice and the maintenance of the rule of law.

These are built on records, case files and evidence. Delays in registering cases, locating records and filling documentations all have a direct impact on citizens and their legal rights. Incomplete or inaccurate documentation can result in incorrect sentencing or the inability of an individual to seek redress. In order to achieve a high level of efficiency, it is essential that court information and most particularly case files are properly managed.

PROGRAMME OBJECTIVES

This programme will explore the key principles of court records management and how they apply in the 21 st century through a combination of lectures and discussions. You will also learn about new strategies for judicial administration and customer service and see at first hand how these ideas have been put into practice in Niaeria and elsewhere. Further more emphasis throughout the course will be on pragmatic strategies for implementing change based on 'what works'. You will be encouraged to look critically at a range of techniques and to select those suitable for adapting for your own legal system.

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Use the techniques learnt and tools acquired to analyze the effectiveness of judicial records systems and prioritise areas for improvement
- Understand and explain the implications of the increase in electronic records
- Analyse existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and cost effective improvements within your own organization.
- Be more conscious of the importance of effective and efficient judicial records systems
- Prepare a business case for presentation to senior management.
- Benefit from experienced resource speakers with first hand experience of implementing enhanced court.
- records management systems in a number of countries.
- Learn through case studies and presentations.
- Develop a wide range of the latest tools and techniques for enhancing the administration of justice and the running of courts
- Plan and control the implementation of practical strategies for improving effectiveness.

COURSE CONTENTS

- Core principles of judicial record management
- Identifying legislative and regulatory controls on the care of legal records.
- Establishing record keeping standards. Determining retention periods
- Ensuring appropriate presentation and access The relationship between court functions and records
- Automating case file management. Strategic management. Action planning
- \square Control indexing and retrieval mechanisms. Court responsibility for civil and criminal case management
- Enforcement. Staff appraisal. Human rights. Liaison with other agencies in the justice system
- Measuring court performance. Introduction to e-Judicial system
- Responding to the needs of vulnerable witnesses and defendants
- Total quality management in the judicial system.

TARGET AUDIENCE:

Registrars, Lawyers, Judges and other Senior and Mid - level Judicial Officers.



LOCATION AND DATE



C A N A D A		GAMBIA		
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS	
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25	
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26	
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09	
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18	
COURSE FEE		COURSE FEE		
£2,500	£3,800	£1,500	£2,500	

INDIA				
1 WEEK	2 WEEKS			
JAN. 07-11	JAN. 07 - 18			
APRIL 15 - 19	APRIL 15 - 26			
JULY 08 - 12	JULY 08 - 19			
OCT. 14 - 18				
	SE FEE			
£2,500	£3,800			

SINGAPORE					
1 WEEK	2 WEEKS				
JAN. 21 - 25	JAN. 21 - FEB. 01				
APRIL 08 - 12	APRIL 08 - 19				
JUL. 15 - 19	JUL. 15 - 26				
OCT. 21 - 25	OCT. 21 - NOV. 01				
COURSE FEE					

G H	ANA	U. A. E. (DUBAI)			
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS		
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01		
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22		
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19		
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28		
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26		
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27		
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01		
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13		
COURS	SE FEE	COUR	SE FEE		
£1,200	£2,000	£2,500	£3,800		

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- JAM	AICA	SIERRA LEONE		
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FREEDOM OF INFORMATION ACT. Its Challenges, Solutions & Management

COURSE OBJECTIVES

- International dimensions on implementation process of FOI Act
- Acquainting participants with the cutting-edge issues and best implementation practices on the official secrecy and FOI

COURSE CONTENTS

- General Understanding of the Freedom of Information Act
- □ Acceptable procedures & process in monitoring request for information
- Public interest test mechanism and access challenges
- □ The enforcement/legal action procedures in the Act
- The Process, Publication & the Act
- General Objectives of Freedom of Information Act and International Best Practices
- Penalties of infringement
- Dynamics between official Secrecy Act and Freedom of Information Act



TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chief of Security Service, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT



C A N A D A			GAMBIA		
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CONFERENCE FOR AFRICA STUDIES LTD.

EFFECTIVE MANAGEMENT OF LEGAL SERVICES

ABOUT THE WORKSHOP

An in-house legal function as never had, and cannot have enough to handle all the needs to make a legal department of an organisation run as expected.

The pressures on in-house departments are increasing, as a result of: business people expecting the in-house lawyers to absorb more and more activities which they don't feel inclined or equipped to handle. The need to keep legal spendings under tight control and regulate with greater vigilance on the part of those affected by the organisation activities has constantly put this function under close watch. To achieve this, this programme has been designed to promote sharing of ideas, evaluation and adoption of materials, the sharing of ideas, the evaluation and adoption of materials, debate on issues and comparison of solutions. It is not just a training forum, but a collectivity of result - oriented manuals for effectiveness.

BENEFITS OF ATTENDING

A STIMULUS FOR THOSE MANAGING, OR ASPIRING TO MANAGE, IN-HOUSE LEGAL FUNCTIONS TO:

- □ Guide their businesses and organisations on how the relationships and activities which give rise to legal risk should be managed
- □ Adopt a strategic approach to sourcing legal services which meet the needs of their organisation
- □ Make the most of the in-house legal resources and narrow the gap between levels of demand and capability

COURSE CONTENTS

 Principles and Practice of Management, Risk Management, Ethics and Professional Responsibility, Client Development, Financial and Business Planning, Work Management, Stress Management, Trust Accounts and Controlled Money, Peoples Management Partnership Relations, Corporate Ethical Culture Who owns or should own legal risk? How should it be managed? What legal services does an organisation need? How should they be sourced and orchestrated What are the expectations of the in-house legal functions? What should they be How can the level of demand for services from the in-house team be reconciled with resources constraints
 Maximising performance of the in-house team Orchestrating the contribution of external advisers Getting the legal dimension across to business colleagues and equipping them for business development preservation Grappling with challenges of dispersed organisations and cultural differences

TARGET AUDIENCE:

The head of legal department/section, any senior in-house lawyer and a private practitioner. Anyone with responsibility for managing legal services will also benefit from this programme.



LOCATION AND DATE



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LEGAL

NEW COURSES ON DEMAND

- 601 Conflict Resolution.
- 602 Court management and Judicial Administration.
- 603 International Company Secretaries & Corporate Legal Advisor's Course& Advanced Legal Advisor's Programme.
- 604 Judicial Administration & Record Management.
- 605 Pension Reform Act 2004: Salient Features & Emerging Issues.
- 606 The Right of the Child and the UN Convention on the Rights of the Child.

DETAILS ON REQUEST

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LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

EFFECTIVE HEALTH MANAGEMENT IN PRIVATE AND PUBLIC ORGANIZATIONS

BENEFITS OF ATTENDING

The workshop is expected to provide the right perspective and modern ways of approaching and understanding the problems of managerial and institutional effectiveness in Health Organisations.

SPECIFICALLY THE WORKSHOP IS DESIGNED TO:

- Provide participants with skills, knowledge and techniques to institute and implement change, innovate and co-ordinate the diverse and specilised workforce in Health Care Organisations
- Enable participants imbibe the qualities of resultoriented managers and stimulate their self-directed learning
- Enable participants to acquire and utilize latest management concepts, tools, techniques to their jobs.
- Provide a forum for exchange of ideas and conflicts resolution and ensuring effective industrial relations in the health sector

COURSE CONTENTS

- Introduction to Management and Task handling
- Organisation Theory and Health care Management
- Human Resource Management and Industrial relations
 Financing the Health Sector
- Resource Management
- Team Building
- Conflict Management in Health Sector
- Problem Solving and Decision Making

TARGET AUDIENCE:

The Course is designed for strategic apex of the Health Management System consisting of Chief Medical Director, Executive Directors, Chairman of Medical Advisory Committee and Consultants, Directors of Administration and Finance in Teaching/Specialists Hospital, General Hospitals, Medical Centres as well as Heads of Professional Association such as Surgeons, Radiographers, Pharmacists, Nurses, Medical Laboratory Technologists, etc, Policy makers and Health Project Team Leaders/Members

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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MILLENNIUM DEVELOPMENT GOALS (MDG) IN MATERNAL & CHILD MORTALITY RATE IN NIGERIA (CHALLENGES AND SOLUTIONS)

BENEFITS OF ATTENDING

The workshop is expected to provide the right perspective and modern ways of approaching and understanding the problems of managerial and institutional effectiveness in Health Organisations.

SPECIFICALLY THE WORKSHOP IS DESIGNED TO:

- Provide participants with skills, knowledge and techniques to institute and implement change, innovate and co-ordinate the diverse and specilised workforce in Health Care Organisations
- Enable participants imbibe the qualities of resultoriented managers and stimulate their self-directed learning

Enable participants to acquire and utilize latest management concepts, tools, techniques to their jobs.

Provide a forum for exchange of ideas and conflicts resolution and ensuring effective industrial relations in the health sector

COURSE CONTENTS

- Introduction to Management and Task handling
- Organisation Theory and Health care Management
- Human Resource Management and Industrial relations
- Financing the Health Sector
- Resource Management
- 🗌 🛛 Team Building
- Conflict Management in Health Sector
- Problem Solving and Decision Making

TARGET AUDIENCE:

The Course is designed for strategic apex of the Health Management System consisting of Chief Medical Director, Executive Directors, Chairman of Medical Advisory Committee and Consultants, Directors of Administration and Finance in Teaching/Specialists Hospital, General Hospitals, Medical Centres as well as Heads of Professional Association such as Surgeons, Radiographers, Pharmacists, Nurses, Medical Laboratory Technologists, etc, Policy makers and Health Project Team Leaders/Members

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

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CONFERENCE FOR AFRICA STUDIES LTD.

INDUSTRIAL, HOSPITAL WASTE AND ENVIRONMENT MANAGEMENT

ABOUT THE WORKSHOP

The global trends in technological development necessitates, that organizations must include efective industrial waste and environment management as part of its policies and social responsibilities. This course is, therefore, aimed at exposing participants to the emerging principles and techniques for dealing with waste generated from industrial and work activities, and the need to know how to protect the environment and workers from the harmful effects of such waste.

BENEFITS OF ATTENDING AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Explain their roles in the company's corporate waste and environmental waste management drive
- Identify and classify industrial waste and effects on the environment
- □ Apply modern day pollution free or waste environment control mechanisms with respect to the human ecosystems

COURSE CONTENTS

- Globalisation, sustainable development and environmental management
- Production processes and waste generation
- Industrial waste : nature and scope, sources and classes
- Waste management, risk, reduction, prevention, disposals and controls, as well as economic benefits
- Environment conservation: role of various relevants organs
- Environment audit techniques/environmental checklists
- Environment impact assessment
- Management of renewable and non-renewable natural resources
- Health and safety

Relevance of environmental education in pollution control

TARGET AUDIENCE:

Production Engineers, Pollution Control Officers, Safety Officers, Water Treatment Plant Officers, All line Supervisors & All Officers Responsible for various types of work involving Waste control and management.

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234)8037881118, +(233)244718350	

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

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PERFORMANCE IMPROVEMENT PROCESS **TOWARDS HEALTH QUALITY ASSURANCE**

OBJECTIVES OF THE WORKSHOP

The objective of this programme is to improve the quality of health delivery services in order for the organization to develop a network of training systems that produce quality personnel to run the in-service training, who in turn are expected to prepare health care providers towards accreditation.

THE ABOVE OBJECTIVE RAISES THE FOLLOWING QUESTIONS:

- Do training networks improve the performance of health care workers at the service delivery site?
- Is training the best investment for improving performance or should other intervention also be considered?
- What other factors contribute to improved performance and what can be done to address them.

COURSE CONTENTS

- \square Identifying and constituting performance improvement consultative group
- \square Definition of performance improvement
- \square What performance improvement process is?
- \Box Performance improvement framework
- Why performance improvement process important?
- \square Adoption of performance improvement approach
- Emphasizing cascading training
- \Box Performance factors and their applications

TARGET AUDIEN

Medical Officers, Heads of Departments, Primary Health Care Coordinators, Community/ Environmental Health Officers, Staff Nurses, Social Welfare Officers, Community Health Extension Workers (CHEWs) and other Health Officers on GL 08 and above.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED **TRIP PER PARTICIPANT**

LOCATION AND DATE

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PRIMARY HEALTH CARE MANAGEMENT

OBJECTIVES OF THE WORKSHOP

The major objective of the course is to improve the capacity of participants in the planning and implementation of consistent, systematic and effective primary health care service at the grassroots.

AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Manage a primary health care facility effectively
- Display acquired skills required to plan, organize and effectively implement basic national health care delivery programme within the local areas/communities
- Identify and apply existing strategies for including and managing development programme (Change) at the Local (Government) level
- Get More familiar with the integrated nature of health care projects (i:e water, sanitation, mobilization, household, food security, nutrition and education etc) in the overall development of communities



Primary Health Workers; Medical Officers; Heads Of Department; Primary Health Care Coordinators; Staff Nurses; Social Welfare Officers; Community Health Extension Workers And Other Health Officers On GL 08 And Above.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

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CONFERENCE FOR AFRICA STUDIES LTD.

e-MEDICAL RECORDS MANAGEMENT SKILLS

ABOUT THE WORKSHOP

Efficient and accountable medical information systems are key components in the health care delivery. These are built on records, medical case files and treated cases. Delays in registering patient's cases, locating their records and filling documentation, all have a direct impact on patients and their rights to good medical care. Incomplete or inaccurate documentation can result in unexpected death, incorrect diagnosis. In order to achieve a high level of efficiency, it is essential that medical information and most particularly patient's files are properly managed.

PROGRAMME AIMS

This programme will explore the key principles of medical records management and how they apply in the 21st century through a combination of lectures, discussions and practical sessions.

BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Use the techniques learnt and tools acquired to analyze the effectiveness of medical records systems and prioritise areas for improvement
- Understand and explain the implications of the increase in electronic records management
- \square Analyse existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and cost effective improvements within their own organization.
- Raises awareness of the importance of effective and efficient medical records systems
- \square Prepare a medical case for presentation to senior management.
- Implement a practical improvement programme
- Benefit from experienced resource speaker with first hand experience of implementing enhanced hospital records management systems in a number of countries.
- Develop a wide range of the latest tools and techniques for enhancing the treatment of patients
- Plan and control the implementation of practical strategies for improving effectiveness.

COURSE CONTENTS

- Core principles of medical & statistical record management
- Identifying legislative and regulatory control on the care of medical records. Establishing record keeping standards. Determining retention periods and general documentation
- Ensuring appropriate presentation and access. The relationship between medical functions and records
- Hospital responsibility for department case management. Strategic file management
- Public Relations. Control indexing and retrieval mechanisms.
- Software applications for medical records 🗌 Enforcement 🔲 Staff appraisal 🗍 Human rights
- Liaison with other agencies in the healthcare system П Measure hospital performance
- The role of e-Government in the health system \Box Responding to the needs of clients
- Total quality management in the healthcare system.

TARGET AUDIENCE:

Doctors, Nurse, Health Care Management Staff and Medical Professionals

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LOCATION AND DATE



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£2,500	£3,800	£1,500	£2,500

ENVIRONMENTAL POLLUTION, FLOOD & SOLID WASTE MANAGEMENT.

OBJECTIVES OF THE WORKSHOP BY THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify, and in details, analyse the interface of ecological and solid waste concerns, as it affects our environment.
- Increase their technical, administrative capacity, and organisational competence, together with their capacity to develop efficient and environmentally sustainable waste/ flood control services.
- Provide a systematic and analytical approach for efficient solid waste management, and increase the understanding of how to develop a financially efficient organisation for environmental pollution control and solid waste handling.

COURSE CONTENTS

- □ Waste composition and characteristics.
- National and International regulations, legislation and conventions.

 Operations connected to the handling and disposal of hazardous and industrial waste.

- Climate change and impending attendant environmental problems.
- Environmental pollution risk assessment, mitigation and management
- Monitoring and evaluation indicators.

 \square Health problems connected with environmental pollution,

waste treatment, landfills, site operations.etc

TARGET AUDIENCE:

Professional Engineers, Town Planners, Project officers and their Supervisors. Executive Chairmen and Vice chairmen at the Local Government /Area council levels. Community representatives and other selected stakeholders, who are directly or indirectly involved in management and administration of the welfare of their environment/community

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



2013 INTERNATIONAL TRAINING DIRECTORY (73)

£3,800

£1,500

£2,500

£2,500



HEALTH

NEW COURSES ON DEMAND

- 701 Computerized Data Management for Medical records.
- 702 Health, Safety & Environmental Risk Communications in Organizations.
- 703 Health and Safety Scheme Planning & Management in the 21st Century.
- 704 Highway Accident and Emergency Management.
- 705 Hospital Management & Administration.
- 706 Hospital Supplies & Stores Management.
- 707 Improving the Quality of Health Service.
- 708 Making Decentralization Work: Tools for Policy Makers & Managers.
- 709 Personal Protection Equipment in Respirator Fit Testing and Respiratory Protection.
- 710 Quality & Performance Assurance in Health Service Delivery: Better Outcomes for Organization.
- 711 Clinical Management & Coordination, Supervisory & Administration Duties
- 712 Leadership in the Implementation & Management of Community and Health Care Management

DETAILS ON REQUEST

LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

COMMUNICATING WITH DIPLOMACY, DISCRETION AND INFLUENCE

ABOUT THE WORKSHOP

Top-level communication skills has become "sine-qua-non" for today's senior administrative professionals! ability to communicate with high level of diplomacy and discretion is very critical for any executive, more especially organisations.

This course has been designed to assist you increase your value by building and maintaining powerful business relationship, communicating with savvy and finesse and handling sensitive issuesand-people-with tact and diplomacy.

OBJECTIVES OF THE WORKSHOP AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Communicate more effectively with senior executives, their colleagues and clients
- Redefine their communication style to better match their organization's culture
- Handle office politics and turf ' wars' effectively and gracefully
- Increase their comfort zone, handle the social and protocol aspects of business at an executive level

COURSE CONTENTS

- Build a foundation of influence and credibility to handle situations with discretion and authority
- ldentifying and building on your communication strengths
- Communicating strategically and employing diplomacy
- Handling sensitive information and delicate situations
- Conducting international business and communicating effectively on topical issues across global boundaries
- Effective communication for the electronic age

TARGET AUDIENCE:

Senior Administrative Professionals assisting CEOs, COOs, CIOs, Chairmen, Directors and parliament members.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

ABOUT THE WORKSHOP

Now you can get the skills that spell project success. Learn how to conquer the project cycle and gain the confidence you need to take a project from conception to completion, through effective scheduling, budgeting and planning.

OBJECTIVES OF THE WORKSHOP AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Learn the skills to plan, organize and control projects of any size
- Organize and track all resources to maximize productivity
- Develop solution for anticipate problems, or solve them as they arise
- Manage time while juggling multiple projects with ongoing daily responsibilities
- Gain the ability to exert influence without authority

COURSE CONTENTS

- Defining project management
- Planning and controlling projects
- Meeting project objectives
- Solving project problems
- Managing time and priorities
- Learning from each project
- Coordinating work done by others
- Improving communication skills

TARGET AUDIENCE:

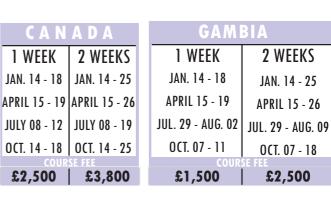
Executive secretaries and assistants, administrative assistants and support executives, office managers, and assistants, and any administrative professional responsible for projects.

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LOCATION AND DATE



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£2,500	£3,800	£1,500	£2,500



CONFERENCE FOR AFRICA STUDIES LTD.

FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR ADMINISTRATIVE PROFESSIONALS

ABOUT THE WORKSHOP

Gain confidence in dealing with financial information and situations. Understand the financial aspects of business and ensure budgets and expenditures stay on track.

OBJECTIVES OF THE WORKSHOP AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand accounting language, key terms and financial definitions
- Understand financial statements and balance sheet analysis
- Study annual reports to determine their company's overall financial condition
- Get more familiar with the accounting process
- Assist their manager in making-bottom line decisions with knowledge of the figures end of the business
- Dramatically expand their professional expertise...and open up new career possibilities for themselves

COURSE CONTENTS

- Different methods of cash flow Analysis, Uses and Benefits
- Basic accounting and budgeting
- Double-entry accounting
- The annual report and the auditor's role
- □ Spreadsheet Analysis and Decision Making

TARGET AUDIENCE:

Administrative assistants and executive secretaries working with finance professionals, managers and or executives who handle financial matters

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
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SMATER DECISION MAKING AND CRITICAL THINKING FOR ADMINISTRATIVE PROFESSIONALS

ABOUT THE WORKSHOP

Get the high-powered thinking tools you need to tackle today's business challenges! This interactive workshop is designed to help you build and expand your decision-making, ability critical thinking and creative problem-solving skills. discover methods of assessing and resolving problems and understanding the role of inferences and assumptions as well as gain confidence in asking the "right questions" and overcoming the stress of making complex decisions.

OBJECTIVES OF THE WORKSHOP AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Enhance their ability to be more proactive and to act independently
- Become more confident in making decisions
- Π Minimise stress related to making critical decision and solving workplace problems
- Strengthen their ability to influence and persuade others
- \square Learn how to ask questions that get the answers you need
- Learn creative problem-solving techniques
- \square Build greater professional recognition through enhanced skills

COURSE CONTENTS

- \Box Defining terms: critical thinking, problem solving, decision making, creativity and strategic thinking.
- Understanding accelerated learning and Gardeners 8 intelligences: identifying how you learn best
- \square Create new ways to ask questions: open questions, closed questions, leading questions, assumption challenges
- \Box Critical thinking: enhance your credibility with management
- Π Applying different problem solving techniques at work
- Flexing your methods of problem solving
- Enhancing self and interpersonal awareness

TARGET AUDIENCE:

Administrative professionals including secretaries, executives secretaries, administrative assistants, office managers, executive assistants and other office support staff

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LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

2013 INTERNATIONAL TRAINING DIRECTORY **78**

STRATEGIC QUALITY & TIME MANAGEMENT, PLANNING AND ORGANISING FOR OFFICERS

ABOUT THE WORKSHOP

IN TODAY'S WORKING ENVIRONMENT, TECHNICAL ABILITIES ARE NOT ENOUGH TO GUARANTEE YOUR SUCCESS.

You need interpersonal skills to support your technical expertise! You have heard the "hard side" of your job done. But how about the "soft side?" Your interpersonal skills can make the difference between success and failure at work.

OBJECTIVES OF THE WORKSHOP AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Find solutions to "people problems" - Project a presence that attracts the right kind of attention
- Develop "active listening" skills to really carry along their co-workers and cultivate productive relationships
- Be assertive without being intimidating Overcome "automatic resistance" to new ideas and get their proposals approved
- Build a team approach to motivate others and facilitate change
- Uncover the root causes of conflict and achieve resolution - Deal with organisational politics
- Sell their Idea to the group
- Realise how others perceive them and improve their communication to get the response they want
- Create a climate for action: give constructive criticism and positive reinforcement

COURSE CONTENTS

Differences between how you manage tasks as opposed to relationship Demonstrate the difference between technical and non-technical professionals

Critical Elements of communication and Interpersonal Skills

- Recognise interpersonal skills that promote success with co-workers
- Discuss the barriers to the effective use of interpersonal skills
- Understand how to blend and communicate with different styles

Managing and Responding to Management Issues

- Be Exposed to modern secretarial practices
- The functions of Management and the role of the management team
- The application of the concept of Total Quality and Time Management in Secretariat dutie

LISTENING AND RESPONDING TO OTHERS **ASSERTIVE THEORY AND INTERPERSONAL SKILLS** ASKING QUESTIONS THE GATEWAY TO OPEN THINKING

TARGET AUDIENCE:

Executive Secretaries, Senior Secretaries, Personal Assistants and Technical Professionals who need to develop the interpersonal skills necessary to communicate their knowledge to those around them.

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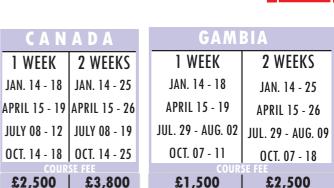
cfaconsult@yahoo.com, info@cfastudies.com

COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED **TRIP PER PARTICIPANT**

LOCATION AND DATE

1 WEEK

JAN. 14 - 18



INDIA					
1 WEEK	2 WEEKS				
JAN. 07-11	JAN. 07 - 18				
APRIL 15 - 19	APRIL 15 - 26				
JULY 08 - 12	JULY 08 - 19				
OCT. 14 - 18	OCT. 14 - 25				
COUR					
OCT. 14 - 18 OCT. 14 - 25 COURSE FEE £2,500 \$ £3,800					

S I N G A P O R E						
1 WEEK	2 WEEKS					
JAN. 21 - 25	JAN. 21 - FEB. 01					
APRIL 08 - 12	APRIL 08 - 19					
JUL. 15 - 19	JUL. 15 - 26					
OCT. 21 - 25	OCT. 21 - NOV. 01					
COURSE FEE						
£2,500 £3,800						

G H		U. A. E	. (DUBAI)
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR.01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURS	SE FEE	COUR	SE FEE
£1,200	£2,000	£2,500	£3,800

• CHINA •GERMANY • U. S. A. •HONGKONG • IIK	• SOUTH AFRICA
1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 09 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29 COURSE FEE £2,500 £3,800	1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR. 01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29 COURSE FEE \$\$2,000 \$\$3,500
FRANCE -MALAYSIA	SIERRA LEONE

- JAM	AICA	SIEKKA LEUNE			
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS		
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22		
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28		
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27		
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13		
COUR	SE FEE	COUR	SE FEE		
£2,500	£3,800	£1,500	£2,500		



INTERNATIONAL WORKSHOP FOR EXECUTIVE SECRETARIES AND SENIOR **PERSONAL ASSISTANTS**

OBJECTIVES OF THE WORKSHOP

The dynamism of operation and global trends in today's modern establishments, cannot be treated in isolation from the complexities involved, which according to research conducted, is becoming increasingly tasking enough, let alone combining it with other office administrative responsibilities. This development, as a matter of fact, gives the Executives no other choice than to depend on a well trained and resourceful "Assistant", which is modestly versed in handling some essential aspects of their boss jobs, as well as improves on their core secretarial and administrative duties, thereby providing the much desired assistance for the Executive peak performance.

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- \Box Get more acquainted with the rudiments of getting their bosses to be more effective.
- \Box Be better equipped with operational skills, as regards their core secretarial functions, current trends and practice in the IT world, and of course, basic
 - management and office skills
- \square Assume better their role as 'Public Relation Officers of their respective department/organisation.

COURSE CONTENTS

- Up-date and challenges of a modern day (21st century) Secretary. \square Modern Management/Administration. Concepts, Principles Practice. Π An overview of the concept of strategic planning. Office organisation and method.
- Leadership and effective team building & networking skills.
- Achieving effectiveness in internal and external communication. \square Strategies for organising management or departmental heads' meetings and coferences.etc.
- \square The human side of secretarial practice in modern organisation.
- \square Strategic time management and personal planning.
- Information management.- Handling corporate secrecy and confidential issues.
- \square The today secretary, IT, office automation and different computer applications.
- The secretary as the number one Public Relations Officer of the oraanisation.

TARGET AUDIENCE:

Personal Assistants, Executive Secretaries to Top Management officials & Directors. Principal confidential Secretaries and experienced senior Secretaries in both private and public organisations.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED **TRIP PER PARTICIPANT**

LOCATION AND DATE



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MANAGEMENT DEVELOPMENT & PERFORMANCE IMPROVEMENT FOR EXECUTIVE SECRETARIES & PERSONAL ASSISTANTS.

OBJECTIVES OF THE WORKSHOP

Executive Secretaries and Personal Assistants to Chief Executives of functional organisations are no longer office "aids" to their bosses. They are expected to be "partners". They can be called upon to plan, organise, negotiate and participate in decision making at the highest level, amongst other top management jobs usually carried out by their bosses. This workshop has been designed to expose the participants to the various management skills and techniques, needed to improve on their performance in order to be an effective "partner" to their bosses.

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- At the end of the workshop, participants will be able to:
- Be more dependable, reliable and gain the more the respect of their bosses.
- Achieve results through the efforts of their subordinates, and by extension held the boss to achieve the overall organisation/dept objectives.
- Be more confident to act on behalf of the boss on certain sensitive official matters.
- Be more professional in time and other resource management.

COURSE CONTENTS

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Concepts, Principles and Practice of management & Administration. Up-date and challenges of a modern day (21st century) Secretary. An overview of the concept of strategic planning and time

management.

Tactical approach to modern office organisation and method. Effective delegation and performance control for administrative

effectiveness.

Leadership styles and supervisory techniques.

Planning and organising the boss Techniques for effective administrative decision making process. Achieving effectiveness in internal and external communication. Strategies for organising management/Board meetings.(Pre, during

& post meetings responsibilities.)

The human side of secretarial practice in modern organisation. Appreciation of how policy are formulated and implemented Public relations and protocol management. Information management. - Handling corporate secrecy and

confidential issues.

The today secretary, IT, office automation and different computer

applications.



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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



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DEC 02 - 06

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RESEARCH METHODOLOGY AND PLANNING

ABOUT THE WORKSHOP

The degree of growth and development in an organization can be said to be a product of the quality of the research being constantly conducted into solving the ever-present organizational problem. So for your organization to be adequately guided by sound decision, relevant data, research instruments, both in quantity and quality must be obtained and properly analysedfor the purpose of achieving an informed decision for the groth of the organization.

OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- ** Identify, diagnose and define a research problem, and select appropriate research methodology
- ** Understand different research methods, assess them, and get the know-how skill on how to put them into use.

COURSE CONTENTS

- * Problem identification, diagnosis and statement.
- * Planning and managing a research project.
- * Interviewing techniques and analysis.
- * Role of research in problem solving and decision making.
- * Data analysis, presentation and different usage
- * Sampling techniques.
- $\dot{\mathbf{v}}$ Research report writing techniques.
- * Importance of I.C.T in research development and methodology

TARGET AUDIENCE:

Research & Dev officers, Trainers and other officers, whose job involves developing effective problem-solving platforms, for day to day problems in the organization.

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COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED **TRIP PER PARTICIPANT**

LOCATION AND DATE

JUL. 22 - 26

SEPT. 02 - 06

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JUL. 15 - 26

SEPT. 16 - 27

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ADMINISTRATIVE SUPPORT/ SECRETARIAL

NEW COURSES ON DEMAND

- 801 Advanced & Effective Document Tracking, Records/Registry and Archiving Management Course.
- 802 Advanced Management skill For Secretaries and Personal assistant.
- 803 Advanced Secretaries Workshop, Communication Networking and Information Management.
- 804 Corporate Governance & Ethical Management Practice.
- 805 Developing Administrative Officers Competence for Organizational Change Workshop.
- 806 e-generation Secretaries and P.A's: Filling the Knowledge Gaps.
- 807 Effective Secretarial & Administrative Seminar; Exposing the New Technologies.
- 808 Excellent Protocol function & Organizational Efficiency.
- 809 Fundamentals of Finance and Accounting for Administrative Professionals.
- 810 Secretarial Administration & the Use of My script Technology for Effective Documentation.
- 811 Secretarial Competence, Development & Effective Boss, Officer Co-ordination Strategies for Seasoned Administrative Professionals, Executive Assistants, Administrative Assistants, Senior Secretaries, Protocol Officers.
- 812 The Advanced Development Course for Secretaries & Personal Assistants. Total Quality Management.
- 813 Transformational Change & High Value for Organizational Success.
- 814 Workshop on Plan & Budget Management at State & Local Government Administrative Level.

DETAILS ON REQUEST

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LOCATION AND DATE



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GEOGRAPHICAL INFORMATION SYSTEM

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1 WEEK **1 WEEK** 2 WEEKS JAN. 14 - 25 JAN. 14 - 18 JAN. 14 - 18 **Environmental Application** APRIL 15 - 19 APRIL 15 - 26 APRIL 15 - 19 JULY 08 - 12 JULY 08 - 19 OCT. 14 - 18 OCT. 14 - 25 OCT. 07 - 11 Fisheries Application of GIS. £2,500 | £3,800 £1,500 Human Terrain Analysis INDIA 1 WEEK 2 WEEKS 1 WEEK JAN. 07-11 JAN. 07 - 18 JAN. 21 - 25 Security Application of GIS. APRIL 15 - 19 APRIL 15 - 26 **APRIL 08 - 12** JULY 08 - 12 JULY 08 - 19 JUL. 15 - 19 **Transportation application** OCT. 14 - 18 OCT. 14 - 25 OCT. 21 - 25 £2,500 | £3,800 £2,500 GHANA 1 WEEK 2 WEEKS 1 WEEK JAN. 28 - FEB. 01 JAN. 28 - FEB. 08 MAR. 25 - APR. 05 MAR. 25 - 29 APR. 01 - 05 APR.01 - 12 JUN. 03 - 14 JUN. 03 - 07 JUL. 22 - AUG. 02 JUL. 22 - 26 SEPT. 02 - 13 SEPT. 02 - 06 **DETAILS ON REQUEST** OCT. 28 - NOV. 08 OCT. 28 - NOV. 01 DEC. 09 - 20 DEC. 09 - 13 £1,200 £2,000 CHINA • GERMANY U. S. A. • HONGKONG 1 WEEK 2 WEEKS FEB. 18 - 22 FEB. 18 - MAR. 01 MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29 £3,800 £2,500 - FRANCE -MALAYSI



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STUDIE

PROJECT MANAGEMENT

LOCATION AND DATE



1001	Project Financial Management
	and Cost Control.

- 1002 Project Risk Management.
- 1003 Project management for Administrative Professionals.
- 1004 Advanced Project management.
- 1005 Project Budgeting and estimating taking Control of Your Project
- 1006 Project Management: Skills for Success.
- 1007 Project Management in Cooperative
- 1008 Project Scheduling: Controlling the Project Timeline.
- 1009 Recovering Troubled Projects.
- 1010 Project fund disbursement and Cost Control

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CONFERENCE FOR AFRICA STUDIES LTD.

PROFESSIONAL MANAGEMENT

- 1101 Achieving Organizational Goals & Target Setting.
- 1102 Advanced Management Skills & Total Quality Management for Personnel & Organizational Development Workshop.
- 1103 Advanced Management Workshop for Administrative/Personnel Officers.
- 1104 Applied Strategic Planning & Management.
- 1105 Business Process Management Seminar: Managing Change, People and Process for senior Managers & Executives.
- 1106 Corporate Planning for Organizational Transformation.
- 1107 Entrepreneurship Development Workshop for Retiring officers.
- 1108 General Management Skills Programme for Senior Government Officers.
- 1109 Management Skills Improvement Workshop.
- 1110 Management workshop for Cooperative and Agro-Allied Venture.
- 1111 Management Workshop for heads of Libraries/documentation.

DETAILS ON REQUEST

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LOCATION AND DATE



- FRANCE - JAM	-MALAYSIA AICA	SIERRA	LEONE
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
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DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
£2,500	\$E FEE £3,800	£1,500	£2,500

£2,000

£3,500



CONFERENCE FOR AFRICA STUDIES LTD.

2013 INTERNATIONAL TRAINING DIRECTORY (86)

£3,800

£2,500

PROFESSIONAL MANAGEMENT

1112 Managing for Result: Driving to Driver Result. 1113 Material Management and Corporate Strategies Planning. 1114 Middle level Management Development workshop. Performance Management & the 1115 Balanced Scorecard. 1116 Policy Analysis & Strategic Planning for Management Staff. 1117 **Reputation Management & Brand** Management 1118 **Risk Management: Adding Value to** your Organization. 1119 Strategic Financial Analysis & **Planning Business Seminar** 1120 Strategic Management Course: Enhancing Strategic Thinking for **Directors & Senior Managers.** Strategic Management Skills Seminar 1121 for Admin Assistants. Senior Secretaries & Personal Assistants. 1122 Strategic Management workshop for education Administrators and executives. 1123 Strategic Management workshop 1124 Strategic Sales Negotiation. 1125 Strategic Thinking & Strategic Direction for Change. 1126 **Tendering and Contracting** Management 1127 Transformational Leadership, Inspiring & Leading people& Team through Change. 1128 Youth Empowerment and Entrepreneur skills development Workshop. **DETAILS ON REQUEST**



LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

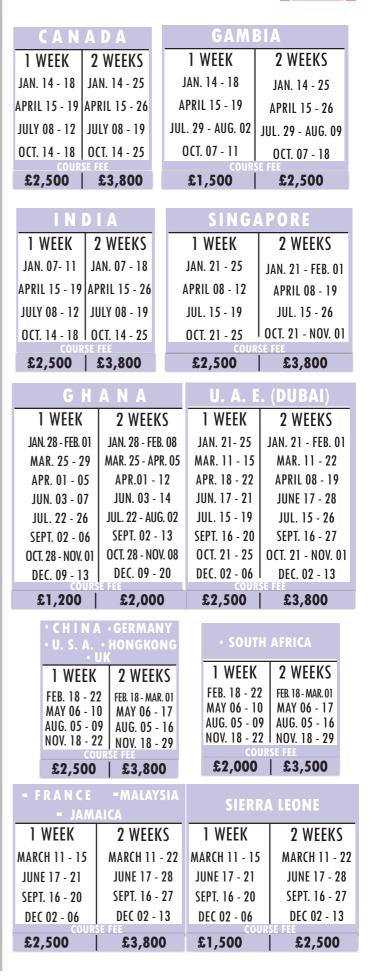
COOPERATIVE MANAGEMENT.

- 1201 Abiding with Cooperative Regulatory Bodies Rules.
- 1202 Conflict management /Resolution in Cooperative: Primary Societies, Unions and Movements.
- 1203 Importance of Audit and Supervision in Co-operative Management
- 1204 Leading and Managing Cooperative Societies for Higher Performance.
- 1205 Managing Savings and Credit in Cooperative societies.
- 1206 Membership Welfare in Cooperative.
- 1207 Nitty Gritty of Cooperative Management.
- 1208 Understanding Cooperative Accounting System and Practice

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LOCATION AND DATE







TRANSPORT

		C
1301	Administration &Management of Transport Operations.	1 W JAN, 1
1302	Advanced Transport Planning & Strategic Management.	APRIL
1202	6 6	JULY O
1303	Air Operations & Management.	0CT. 1
1304	Assets Management in Transport Operations.	£2,
1305	Data Gathering & Analysis in Transport.	1 W
1306	Fleet Management in Road transport Operations.	JAN. April
1307	Freighting Forward Operations & management.	JULY OCT.
1308	Highway Accidents & Emergency Management.	£2,
1309	Inland Water Ways Transport Operations& Management.	1 Jan.
1310	Management of Logistics & Transport System.	MAI Apf Jun
1311	Oil & gas Distribution Management.	JUL
1312	Port Operations & Management.	SEP OCT. 2
1313	Quality Service Management in Logistics & Transport.	DEC £
1314	Road Traffic System Management.	
1315	Shipping & Port Management Course.	
1316	Shipping Operations & Management	
1317	Supervisory Management for Transport Officers, Supervisors & Senior Drivers.	
1318	Transport Journalism & Information Management.	- F 8
	DETAILS ON REQUEST 234)7040045001-10, +(234)8055246151,	1 V march june
— +(2	234)8037881118, +(233)244718350	SEPT.
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LOCATION AND DATE



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CONFERENCE FOR AFRICA STUDIES LTD.

EDUCATION

LOCATION AND DATE



- 1401 Education, skills and Professional Training Workshop.
- 1402 Educational Research, Data Analysis & Report Writing.
- 1403 Effective school supervision, Inspection & Administration Workshop.
- 1404 International Best Practices in Testing Preparation Strategy.
- 1405 Planning, Administration, & Supervision Workshop for Tertiary/Higher Institutions Administration Managers.
- 1406 Strategic Management Workshop for Educational Administrative, Modern & Executives.
- 1407 Teaching with poverty in mind.
- 1408 Teaching with the Brain in Mind.

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AVIATION

LOCATION AND DATE



1501	Aviation Safety & Security Management.
1502	Defensive Driving & Supervisory Management.
1503	Human Factor in Aviation Maintenance
1504	Incident Investigation & Accountability.
1505	International Search & Rescue Operations.

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C A N A	A D A		GAMBIA			
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AGRICULTURAL BIOTECHNOLOGY FOR THE PUBLIC GOOD

ABOUT THE WORKSHOP

In the face of increasing population pressure and diminishing natural resources, sustainable agriculture and food production are vital for our continued survival as a species. Despite constant advances in technology and improved agricultural practices, a substantial portion to the world's population continues to be plagued by malnutrition, starvation and lack of clean drinking water. Today the biotechnology revolution has begun to radically change the practice of agriculture worldwide and has the potential to dramatically improve human health and well being.

OBJECTIVES OF THE WORKSHOP THE OBJECTIVES OF THE WORKSHOP ARE TO:

- □ Facilitate better understanding of how biotechnology revolution will change the proactive, efficiency and applicability of agriculture.
- Expand common understanding and efforts to address emerging agricultural biotechnology issues faced by our community

COURSE CONTENTS

- □ Introduction History and Definition
- Mechanisms of plant defense: Pathogens and Diseases of Crop Plants
- Comparative Genesis: Genome Analysis of Crop plants
- □ Biotic Stress Environments
- Bioenergy: Plants and Future Energy Prospects
- □ Metabolic Engineering: Biofortification and Pharmacology issues
- Biotechnology: opportunities, challenges and looking towards the future
- Health and Environmental risks of biotechnology
- □ Applied technology for Molecular diagnosis
- □ Visits to laboratories on research facilities that expand the

understanding of the state of biotechnology TARGET AUDIENCE:

Engineers and Scientists within the field of Biotechnology



COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



LUCATION	STUDIES			
CANA	A D A		GAMI	BIA
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	10 MAY 06 09 AUG. 05	- 17 - 16		0 MAY 06 - 17)9 AUG. 05 - 16

= FRANCE = JAM	-MALAYSIA AICA	SIERRA	LEONE
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
£2,500	\$E FEE £3,800	£1,500	\$E FEE \$2,500

£2,000

£3,500

£3,800

£2,500

AGRICULTURE

NEW COURSES ON DEMAND

- 1601 Advanced Agriculture Project Monitoring and Evaluation: Tools, Techniques and Reporting Workshop.
- 1602 Effective Agricultural Development Project Workshop: Enhancing Leadership Skills
- 1603 Management Workshop for Corporate Agro-allied & Agriculture Institutions.

DETAILS ON REQUEST

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LOCATION AND DATE



C A N A	DA		GAM	RIA	
	2 WEEKS		1 WEEK	2 WEEKS	
	AN. 14 - 25		AN. 14 - 18	JAN. 14 - 25	
APRIL 15 - 19 AP			PRIL 15 - 19	APRIL 15 - 26	
	JLY 08 - 19		. 29 - AUG. 02	JUL. 29 - AUG. 09	
	CT. 14 - 25)CT. 07 - 11	OCT. 07 - 18	
COURSE	FEE		COUR	SE FEE	
£2,500 £3,800 £1,500 £2,500					
IND	IA		SING	APORE	
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS	
JAN. 07-11 J	AN. 07 - 18		JAN. 21 - 25	JAN. 21 - FEB. 01	
APRIL 15 - 19 A	PRIL 15 - 26	A	PRIL 08 - 12	APRIL 08 - 19	
JULY 08 - 12 J	ULY 08 - 19		JUL. 15 - 19	JUL. 15 - 26	
OCT. 14 - 18 C)CT. 14 - 25		OCT. 21 - 25	OCT. 21 - NOV. 01	
	£3,800		£2,500	£3,800	
G H	ΑΝΑ		U. A. I	E. (DUBAI)	
1 WEEK	2 WEEKS	5	1 WEEK	2 WEEKS	
JAN. 28 - FEB. 01	JAN. 28 - FEB.	08	JAN. 21- 25	JAN. 21 - FEB. 01	
MAR. 25 - 29	MAR. 25 - APR	. 05	MAR. 11 - 15	MAR. 11 - 22	
APR. 01 - 05	APR.01 - 1				
JUN. 03 - 07	JUN. 03 - 1		JUN. 17 - 21		
JUL. 22 - 26 SEPT. 02 - 06	JUL. 22 - AUG. SEPT. 02 - 1		JUL. 15 - 19 SEPT. 16 - 20		
OCT. 28 - NOV. 01			OCT. 21 - 25		
DEC. 09 - 13	DEC. 09 - 2		DEC. 02 - 06		
cour. £1,200	SE FEE £2,000		£2,500	RSE FEE \$\$,800	
·CHIN	A •GERMAN	Y			
	• HONGKON		• SOUT	TH AFRICA	
1 WEEK	2 WEEK	S	1 WEEK	2 WEEKS	
FEB. 18 - 2			FEB. 18 - 2		
MAY 06 - 1 AUG. 05 - 0		-	MAY 06 - 1 AUG. 05 - (
NOV. 18 - 2	22 NOV. 18 - 2		NOV. 18 - 2		
	COURSE FEE £2,500 £3,800) £3,500	
- FRANCE	=MALAYS	IA	SIER	RA LEONE	
- JAM 1 WEEK	AICA 2 WEEKS	5	1 WEEK	2 WEEKS	
MARCH 11 - 15	MARCH 11 -		MARCH 11 - 1		
JUNE 17 - 21	JUNE 17 - 2		JUNE 17 - 21		
SEPT. 16 - 20	SEPT. 16 - 2	27	SEPT. 16 - 20	SEPT. 16 - 27	
DEC 02 - 06	DEC 02 - 1	3	DEC 02 - 06	DEC 02 - 13	
£2,500	SE FEE £3,800)	£1,500	URSE FEE \$2,500	

MARITIME/TRANSPORT

LOCATION AND DATE



	C A N A	D A	GAME	BIA
	1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
	JAN. 14 - 18 J/	AN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
ıg.	APRIL 15 - 19 AF	PRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
			IL. 29 - AUG. 02	JUL. 29 - AUG. 09
	OCT. 14 - 18 0 COURSE	CT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
	£2,500	£3,800	£1,500	£2,500
ing			41110	
				APORE
		2 WEEKS	1 WEEK	2 WEEKS
•		IAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
rse.	APRIL 15 - 19 A		APRIL 08 - 12	APRIL 08 - 19
		ULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
J	OCT. 14 - 18 (COURSE	FEE	OCT. 21 - 25 COUR	OCT. 21 - NOV. 01 Se fee
and	£2,500	£3,800	£2,500	£3,800
	GH	ΑΝΑ	U. A. I	. (DUBAI)
	1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
and	JAN. 28 - FEB. 01	JAN. 28 - FEB. 08		JAN. 21 - FEB. 01
	MAR. 25 - 29	MAR. 25 - APR. 05		
	APR. 01 - 05	APR.01 - 12 JUN. 03 - 14	APR. 18 - 22 JUN. 17 - 21	APRIL 08 - 19 JUNE 17 - 28
	JUN. 03 - 07 JUL. 22 - 26	JUN. 03 - 14 JUL. 22 - AUG. 02		JUNE 17 - 26 JUL. 15 - 26
	SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
	OCT. 28 - NOV. 01			OCT. 21 - NOV. 01
	DEC. 09 - 13 COUR	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
	£1,200	£2,000	£2,500	£3,800
		A ∙GERMANY •HONGKONG	• SOUT	'H AFRICA
	•	UK		
	1 WEEK	-	1 WEEK FEB. 18 - 2	
	FEB. 18 - 2 May 06 - 1		MAY 06 - 1	0 MAY 06 - 17
	AUG. 05 - 0	09 AUG. 05 - 16	AUG. 05 - 0 NOV. 18 - 2	
		OURSE FEE	CO	URSE FEE
	£2,500		£2,000	£3,500
	- FRANCE - JAM		SIER	RA LEONE
	1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
1	MARCH 11 - 15	MARCH 11 - 22		
	JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
	SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
		DEC 02 - 13		DEC 02 - 13 URSE FEE
	£2,500	£3,800	£1,500	 £2,500

1701	Applied Marine Engineering.	J Ai
1702	AUX Equipment and Construction.) J
1703	Basic Offshore Safety Training (Bosiet).	
1704	Bridge Team management.	
1705	Bridge Watch keeping Course.	A
1706	Enhancing the Roles and contribution of the Driver and the Transport Officer for Improved performance	(
1707	Gas Tanker Familiarization and Safety	

DETAILS ON REQUEST

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ENVIRONMENT

1801	Air Dispersion Modeling, Pollution Management & Technology	C A
1802	Analysis & Decision Making in environmental Management.	JAN. 14 April 15 July 08
1803	Contingency Planning & Development Workshop	0CT. 14
1804	Effective Application of AutoCAD Skills in Environmental Design & Engineering Practice.	1 WE
1805	Emergency Preparedness & Response Plans in industries.	JAN. 07 April 15
1806	Environmental Impact Assessment- Application & Procedure.	JULY 08 OCT. 14
1807	Entrepreneurship Development Workshop for Retiring officers.	£2,5
1808	Environmental Management & Development Workshop	1 W JAN. 28 MAR.
1809	Environmental pollution, Flood & Solid Waste Management.	APR. JUN. (
1810	Environmental Protection: Air, Water Pollution & waste Disposal Management.	JUL. 2 SEPT. OCT. 28 DEC. (
1811	Geographical Information System.	£1,
1812	Managing Environmental Pollution & Climate Change.	• () • ()
1813	Industrial Pollution Management Workshop	1 FE M/ AU
1814	Oil Storage Facilities: risk & Environmental Management.	NO £
1815	Problem Analysis & Decision Making in HSE (PAD) workshop.	- FR /
Ι	DETAILS ON REQUEST	1 WE MARCH 1
+(2	34)7040045001-10, +(234)8055246151,	JUNE 17
+(2	234)8037881118, +(233)244718350	SEPT. 10
	w.cfastudies.com onsult@yahoo.com,info@cfastudies.com	DEC 02
<u> </u>		

LOCATION AND DATE



CAN			GAM	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
	JAN. 14 - 25	J	AN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL	. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	()CT. 07 - 11	OCT. 07 - 18
cours £2,500	£ FEE £3,800		cours £1,500	
INI			SING	APORE
1 WEEK	2 WEEKS	-	1 WEEK	2 WEEKS
JAN. 07-11	JAN. 07 - 18		JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19			APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19		JUL. 15 - 19	JUL. 15 - 26
	OCT. 14 - 25		OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE COURSE FEE				
£2,500	£3,800		£2,500	£3,800
GI			U. A. I	. (DUBAI)
1 WEEK	2 WEEK	S	1 WEEK	2 WEEKS
JAN. 28 - FEB. 0			JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 2				
APR. 01 - 05			APR. 18 - 22	
JUN. 03 - 07 JUL. 22 - 26			JUN. 17 - 21 JUL. 15 - 19	JUNE 17 - 28 JUL. 15 - 26
SEPT. 02 - 0			SEPT. 16 - 20	
OCT. 28 - NOV.	-		OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	3 DEC. 09 - 2	20	DEC. 02 - 06	DEC. 02 - 13
£1,200	JRSE FEE £2,000)	£2,500	SE FEE \$\$,800
	A • GERMAN		. 500	TH AFRICA
• U. S. A	A. • HONGKOI • UK	NG		
1 WEE	EK 🛛 2 WEEK	S	1 WEEK	-
FEB. 18 -			FEB. 18 - 2 May 06 - 1	
MAY 06 - AUG. 05 -			AUG. 05 - 0	
NOV. 18			NOV. 18 - 2	2 NOV. 18 - 29 URSE FEE
£2,50)	£2,000	
= FRANC	E =MALAYS MAICA	SIA	SIER	RA LEONE
1 WEEK	2 WEEK	S	1 WEEK	2 WEEKS
MARCH 11 - 15			MARCH 11 - 1	-
JUNE 17 - 21	JUNE 17 - 2	28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 -		SEPT. 16 - 20	
DEC 02 - 06	DEC 02 - 1 JRSE FEE	3	DEC 02 - 06	DEC 02 - 13 URSE FEE
£2,500	£3,800)	£1,500	£2,500

CONFERENCE FOR AFRICA STUDIES LTD.

OIL & GAS INDUSTRY, DEVELOPMENT PLANNING AND RURAL COMMUNITIES

AIMS AND OBJECTIVES OF THE WORKSHOP

This workshop is designed to help oil & gas industry meet effectively with the revolting, rebelling & often Conflict-Prone environment that houses their base of exploitations.

To this effect, participants will be exposed to designing and implementing community-oriented projects, incorporating modern ways of surviving threats and active rebellions, ensuring effective inter-relations and developing exquisite negotiation skills & diplomatic tact.

COURSE CONTENTS

- Developmental Planing and Partnership
- Organisation, Behavioural and Multi-cultural Management
- Economics of Oil, Gas and Energy: Managing Energy Sources
- □ Negotiation & Diplomacy: Skills to Compromise
- Health, Safety & Environment Management: Leading a
 Forum for Successful Operations
- Effective Cooperate Social Responsibility: Trans-mutual Benefits
- Community Relations: Managing & Surviving Rebellions

TARGET AUDIENCE:

Planners, Administrators, Directors, Project Officers, Community Development Officers and Community Representatives

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cfaconsult@yahoo.com, info@cfastudies.com

COURSE FEE COVERS: FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

LOCATION AND DATE



C A N	A D A		GAMI	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	J	IAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL	29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	(DCT. 07 - 11	OCT. 07 - 18
£2,500	£ FEE £3,800		cour £1,500	£2,500
IN	DIA		SING	APORE
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 07-11	JAN. 07 - 18		JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26		APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19		JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25 Se fee		OCT. 21 - 25	OCT. 21 - NOV. 01
£2,500	£3,800		£2,500	£3,800
G	HANA		U. A. I	E. (DUBAI)
1 WEEK		<u> </u>	1 WEEK	2 WEEKS
JAN. 28 - FEB. (JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 2			MAR. 11 - 15	
APR. 01 - 0	5 APR.01 -	12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 0			JUN. 17 - 21	
JUL. 22 - 2			JUL. 15 - 19	
SEPT. 02 - 0			SEPT. 16 - 20 OCT. 21 - 25	
OCT. 28 - NOV. DEC. 09 - 1	•••		DEC. 02 - 06	
	URSE FEE £2,00		cou £2,500	
			ar,500	
	NA ∙GERMA A. ∙HONGKO		· SOUT	TH AFRICA
1 WE	EK 2 WEE	KZ	1 WEEK	2 WEEKS
FEB. 18			FEB. 18 - 2	
MAY 06	- 10 MAY 06 -	- 17	MAY 06 - 1 AUG. 05 - (
AUG. 05 NOV. 18			NOV. 18 - 2	
	COURSE FEE		£2,000	URSE FEE
- FRANC		_		
	MAICA		SIER	RA LEONE
1 WEEK	2 WEE	KS	1 WEEK	2 WEEKS
MARCH 11 - 15	5 MARCH 11	- 22	MARCH 11 - 1	5 MARCH 11 - 22

£2,500	£3,800	£1,500	£2,500
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS

OIL AND GAS

NEW COURSES ON DEMAND

- 1901 Advanced Petroleum Measurement.
- 1902 Carbonate Reservoir Geology.
- 1903 Engaging with Young Professionals in Oil & Gas.
- 1904 Engineering of Subsea Production System.
- 1905 Fire Service/Disaster Management.
- 1906 Gas & LLG Contract Negotiation.
- 1907 Maintenance Planning & Scheduling.
- 1908 Oil Storage Facilities: Risk and environmental Management.
- 1909 Pressure Measurement Training.
- 1910 Random Measurement Course.
- 1911 Test and Management Course in Oil/Gas.
- 1912 Upstream Oil & Gas Engineering Fundamentals.
- 1913 Well Intervention & Productivity with Howard Crumpton

DETAILS ON REQUEST

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LOCATION AND DATE



			_					
	N A	DA			GAMI			_
1 WEEK	2	WEEKS		1	WEEK		2 WEEKS	
JAN. 14 - 18	B JA	N. 14 - 25		JAN.	14 - 18	J	AN. 14 - 25	
APRIL 15 - 1	9 API	RIL 15 - 26	ļ	PRI	L 15 - 19	A	PRIL 15 - 26	
JULY 08 - 12	2 JU	LY 08 - 19	JU	L. 29) - AUG. 02	JUL	. 29 - AUG. 09	9
OCT. 14 - 18				OCT.	07 - 11)CT. 07 - 18	L
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					SING	ΛD	O D E	
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JAN. 07-1		AN. 07 - 18			l. 21 - 25		N. 21 - FEB. 0	
APRIL 15 -					IL 08 - 12		APRIL 08 - 19	
JULY 08 - 1		JLY 08 - 19			15 - 19		JUL. 15 - 26	
	8 0 URSE	CT. 14 - 25		001	. 21 - 25 Cour	I OC RSE FI	T. 21 - NOV. O	1
£2,500		£3,800		£	2,500		£3,800	
G	H	ANA			U. A. I	E. (DUBAI)	
1 WEE	K	2 WEE	KS		1 WEEK		2 WEEKS	
JAN. 28 - FE	B. 01	JAN. 28 - F	EB. 08	J	AN. 21- 25	JA	N. 21 - FEB. 0	1
MAR. 25	- 29	MAR. 25 - A	PR. 05	Μ	AR. 11 - 15		MAR. 11 - 22	
APR. 01		APR.01			PR. 18 - 22	1	APRIL 08 - 19	
JUN. 03 ·		JUN. 03				JUNE 17 - 28		
JUL. 22 - Sept. 02		JUL. 22 - A Sept. 02			UL. 15 - 19 EPT. 16 - 20	1	JUL. 15 - 26 SEPT. 16 - 27	
OCT. 28 - N		OCT. 28 - N			CT. 21 - 25		T. 21 - NOV. (11
DEC. 09 -	. 13	DEC. 09			EC. 02 - 06		DEC. 02 - 13	<i></i>
£1,20	COURS	£2,00	00		cou £2,500		£3,800	
۰сн	I N A	• GERMA	NY					
• U. S	. A. • L	• HONGK JK	ONG		• SOU1	ih a	FRICA	
1 W	/EEK	2 WEE	KS		1 WEEK		2 WEEKS	
FEB. 1					FEB. 18 - 2		FEB. 18 - MAR. 01	
MAY (AUG. (MAY 06 - 1 AUG. 05 - (MAY 06 - 17 AUG. 05 - 16	
		2 NOV. 18	- 29		NOV. 18 - 2	22 1	NOV. 18 - 29	
	col 500	JRSE FEE			£2,000		£3,500	
- FRAN	CE	-MALA	_		CLED	D.A		
-		AICA		_		KA	LEONE	_
1 WEEK		2 WEE			1 WEEK		2 WEEKS	
MARCH 11 -		MARCH 1			ARCH 11 - 1		MARCH 11 -	
JUNE 17 - 2		JUNE 17			UNE 17 - 21		JUNE 17 - 2	
SEPT. 16 - 2		SEPT. 16			EPT. 16 - 20		SEPT. 16 - 2	
	COURS			_		URSE		
£2,500		£3,8	00	1	E1,500		£2,500	

WATER RESOURCES

LOCATION AND DATE



2001 Material Handling and Water Treatment Management.

- 2002 Operation, Maintenance & Management of Pipe Network & Appetencies.
- 2003 Water Quality Control.
- 2004 Water Treatment &Preventive Maintenance Management Workshop.

DETAILS ON REQUEST

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C A	N A	D A			GAM	31 .	A	
1 WEEK		2 WEEKS		1	WEEK		2 WEEKS	
JAN. 14 - 1	8 J	AN. 14 - 25	J	AN.	. 14 - 18		JAN. 14 - 25	
APRIL 15 - T	19 A	PRIL 15 - 26	A	PRI	L 15 - 19		APRIL 15 - 26	
JULY 08 - 1	2 J	ULY 08 - 19	JUL	. 29	9 - AUG. 02	JU	L. 29 - AUG. 09	,
OCT. 14 - 1)CT. 14 - 25	(DCT	. 07 - 11		OCT. 07 - 18	
£2,500		£3,800		£1	cours ,500	SE F	£2,500	
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11	N D	A			SING	A P	P O R E	
1 WEEK		2 WEEKS		1	WEEK	Γ	2 WEEKS	
JAN. 07- 1	1.	JAN. 07 - 18		JAN	l. 21 - 25	J	AN. 21 - FEB. O	1
APRIL 15 -	19 A	PRIL 15 - 26	ļ	٩PR	IL 08 - 12		APRIL 08 - 19	
JULY 08 -	12 .	JULY 08 - 19		JUL	15 - 19		JUL. 15 - 26	
OCT. 14 -	18	OCT. 14 - 25		00	T. 21 - 25		CT. 21 - NOV. 0	1
£2,500	DURSE)	£3,800		£	cour 2,500	SE 	£3,800	_
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1 WE		2 WEE	KS	_	1 WEEK	Γ	2 WEEKS	٦
JAN. 28 - F		JAN. 28 - FE		J	AN. 21- 25	」	AN. 21 - FEB. 0	1
MAR. 25	- 29	MAR. 25 - A	PR. 05	Ν	AR. 11 - 15		MAR. 11 - 22	
APR. 01	- 05	APR.01 -	12	A	PR. 18 - 22		APRIL 08 - 19	
JUN. 03		JUN. 03 -			UN. 17 - 21		JUNE 17 - 28	
JUL. 22		JUL. 22 - AU			UL. 15 - 19		JUL. 15 - 26	
SEPT. 02		SEPT. 02 · 1 Oct. 28 - N(EPT. 16 - 20 ICT. 21 - 25		SEPT. 16 - 27 OCT. 21 - NOV. (11
OCT. 28 - N DEC. 09		DEC. 09 -			EC. 02 - 06		DEC. 02 - 13	, 1
£1,20	COUR	RSE FEE £2,00			cour £2,500	RSE		
					<i>az,500</i>	1	23,000	
		A •GERMA			• SOU1	IH .	AFRICA	
1 V	VEEI		KS		1 WEEK		2 WEEKS	
FEB.					FEB. 18 - 2		FEB. 18 - MAR. 01	
MAY		10 MAY 06	- 17		MAY 06 - 1 AUG. 05 - 0	- 1	MAY 06 - 17 AUG. 05 - 16	
AUG. NOV.					NOV. 18 - 2		NOV. 18 - 29	
		DURSE FEE			£2,000		£3,500	
- FRAN	I C E		_		CIED			
-		AICA		_		K/A	LEONE	
1 WEEI		2 WEE			1 WEEK		2 WEEKS	
MARCH 11		MARCH 11			ARCH 11 - 1.	5	MARCH 11 -	
JUNE 17 -		JUNE 17			UNE 17 - 21		JUNE 17 - 2	
SEPT. 16 -		SEPT. 16			EPT. 16 - 20		SEPT. 16 - 2	
DEC 02 -	COU	DEC 02 -				URS	DEC 02 - 1 SE FEE	
£2,500		£3,80	0	3	E1,500		£2,500	

WATER SUPPLY

LOCATION AND DATE



2 WEEKS

JAN. 14 - 25

APRIL 15 - 26

JUL. 29 - AUG. 09

OCT. 07 - 18 £2,500

2 WEEKS

JAN. 21 - FEB. 01

APRIL 08 - 19

JUL. 15 - 26

OCT. 21 - NOV. 01

£3,800

2 WEEKS

JAN. 21 - FEB. 01

MAR. 11 - 22

APRIL 08 - 19

JUNE 17 - 28

JUL. 15 - 26

SEPT. 16 - 27

OCT. 21 - NOV. 01

DEC. 02 - 13

£3,800

2 WEEKS

FEB. 18 - MAR. 01

MAY 06 - 17

AUG. 05 - 16

£3,500

2 WEEKS

MARCH 11 - 22

JUNE 17 - 28

SEPT. 16 - 27

DEC 02 - 13

£2,500

GAMBIA

SINGAPORE

U. A. E. (DUBAI)

1 WEEK

JAN. 14 - 18

APRIL 15 - 19

JUL. 29 - AUG. 02

OCT. 07 - 11

£1,500

1 WEEK

JAN. 21 - 25

APRIL 08 - 12

JUL. 15 - 19

OCT. 21 - 25

£2,500

1 WEEK

JAN. 21-25

MAR. 11 - 15

APR. 18 - 22

JUN. 17 - 21

JUL. 15 - 19

SEPT. 16 - 20

OCT. 21 - 25

DEC. 02 - 06

£2,500

1 WEEK

FEB. 18 - 22

MAY 06 - 10

AUG. 05 - 09

£2,000

1 WEEK

MARCH 11 - 15

JUNE 17 - 21

SEPT. 16 - 20

DEC 02 - 06

£1,500

• SOUTH AFRICA

NOV. 18 - 22 | NOV. 18 - 29

SIERRA LEONE

	1	
		C A N A D A
2101	Basic Maintenance of Treatment Plant	1 WEEK 2 WEEKS
2102	Basic Operation & Maintenance of	JAN. 14 - 18 JAN. 14 - 25 J
	Pipe Network & Appurtenance	APRIL 15 - 19 APRIL 15 - 26 A July 08 - 12 July 08 - 19 Jul
2103	Billing & Collection.	OCT. 14 - 18 OCT. 14 - 25
2104	Borehole Maintenance & Rehabilitation.	COURSE FEE £2,500 £3,800
	Development Efficiency and Effective Communication Ability.	INDIA
2105	Foundation Course for Engineers & Scientists.	1 WEEK 2 WEEKS JAN. 07- 11 JAN. 07 - 18
2106	Fundamentals of Operation & Maintenance of Electric Motors.	APRIL 15 - 19 APRIL 15 - 26 J July 08 - 12 July 08 - 19
2107	Leak Detection & Repairs.	OCT. 14 - 18 OCT. 14 - 25
2108	Maintenance Management.	£2,500 £3,800
2100	Maintenance of Electro-Mechanical	GHANA
2107	Equipments.	1 WEEK 2 WEEKS
2110	Maintenance of Generators.	JAN. 28 - FEB. 01 JAN. 28 - FEB. 08
2111	Meter Reading Supervision & analysis.	MAR. 25 - 29 MAR. 25 - APR. 05 APR. 01 - 05 APR.01 - 12 JUN. 03 - 07 JUN. 03 - 14
2112	Motor Vehicle Routine Maintenance.	JUL. 22 - 26 JUL. 22 - AUG. 02
2113	Operation & Maintenance of Pumps.	SEPT. 02 - 06 SEPT. 02 - 13 OCT. 28 - NOV. 01 OCT. 28 - NOV. 08
2114	Operation & Maintenance of water Meters.	DEC. 09 - 13 DEC. 09 - 20 £1,200 £2,000
2115	Plumbing Works and Services Connections.	·CHINA ·GERMANY ·U.S.A. ·HONGKONG
2116	Preventive Maintenance.	• UK 1 WEEK 2 WEEKS
2117	Pump Design & Selection.	FEB. 18 - 22 FEB. 18 - MAR. 01
2118	Water Distribution System Operations & Maintenance.	MAY 06 - 10 MAY 06 - 17 AUG. 05 - 09 AUG. 05 - 16 NOV. 18 - 22 NOV. 18 - 29
2119	Water Quality & Control	£2,500 £3,800
		FRANCE -MALAYSIA
		- JAMAICA
	DETAILS ON REQUEST	1 WEEK 2 WEEKS MARCH 11 - 15 MARCH 11 - 22
_	-	JUNE 17 - 21 JUNE 17 - 28
1 (234)7040045001-10, +(234)8055246151, 234)8037881118, +(233)244718350	SEPT. 16 - 20 SEPT. 16 - 27
(237J003/001110, T(233J244/10330	DFC 02 - 06 DEC 02 - 13

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2013 INTERNATIONAL TRAINING DIRECTORY **99**

DEC 02 - 13

£3,800

DEC 02 - 06

£2,500

MEDIA

LOCATION AND DATE



2201	Advanced Television Journalism.	ļ
2202	Basic Camera Operation Techniques.	
2203	Basic Research and Marketing Techniques & Strategies	
2204	Intensive Scripting & Production Course.	
2205	Lighting for engineers.	
2206	Solid State Transmitter Maintenance Course.	
		-

DETAILS ON REQUEST

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+(234)8037881118, +(233)2447	18350
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CAN.	A D A		GAME	BIA
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	J	AN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	A	PRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL	29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	(DCT. 07 - 11	OCT. 07 - 18
£2,500	£ FEE £3,800		cours £1,500	
	20,000		31,300	22,500
INI	DIA		SING	APORE
1 WEEK	2 WEEKS		1 WEEK	2 WEEKS
JAN. 07- 11	JAN. 07 - 18		JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26		APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19		JUL. 15 - 19	JUL. 15 - 26
	OCT. 14 - 25		OCT. 21 - 25	OCT. 21 - NOV. 01
cour £2,500	\$E FEE £3,800		£2,500	SE FEE £3,800
G	HANA		U. A. E	. (DUBAI)
1 WEEK	2 WEE	KS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 0)1 JAN. 28 - FE	B. 08	JAN. 21- 25	JAN. 21 - FEB. 01
MAR. 25 - 2	9 MAR. 25 - A	PR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 03	-		APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07				
JUL. 22 - 26			JUL. 15 - 19 SEPT. 16 - 20	JUL. 15 - 26 SEPT. 16 - 27
SEPT. 02 - 0 Oct. 28 - Nov.	-		OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13			DEC. 02 - 06	DEC. 02 - 13
£1,200		0	£2,500	SE FEE \$\$,800
	NA •GERMA			
	A. • HONGKO • UK		• SOUT	H AFRICA
1 WEE	EK 2 WEE	KS	1 WEEK	2 WEEKS
FEB. 18 -			FEB. 18 - 2	
MAY 06 AUG. 05			MAY 06 - 1 AUG. 05 - 0	
NOV. 18	- 22 NOV. 18		NOV. 18 - 2	2 NOV. 18 - 29
£2,50	COURSE FEE)0 £3,80	00	£2,000	URSE FEE \$\$,500
FRANC	E -MALAY MAICA	YSIA	SIER	RA LEONE
1 WEEK	2 WEE	KS	1 WEEK	2 WEEKS
MARCH 11 - 15			MARCH 11 - 15	5 MARCH 11 - 22
JUNE 17 - 21	JUNE 17	- 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16	- 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 -	13	DEC 02 - 06	DEC 02 - 13
£2,500	URSE FEE £3,80	00	£1,500	URSE FEE £2,500

BOOKING, TERMS AND CONDITIONS

FEES

Course fee must be paid in full at least 1 week before the start of each course. Fee include all tuition costs, materials supplied during the course, lunch and light refreshment each course day. Your booking is not confirmed until payment has been received. Payment can be made by cheque (bankers draft) or by bank transfer.

Programme is non residential as this is the responsibility of the participant. However CFA Studies will be prepared to help with arrangement for accommodation. For further information, please call us. Also note that Breakfast, Dinner and Travel are also the responsibility of the participant.

PAYMENT DETAILS

Payment is required at the time of booking and can be made in any of the following ways in GBP (sterling) & US Dollars. All bankers drafts and cheque must be made payable to Conference for Africa Studies Ltd.

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IN FAVOUR OF	:	CONFERENCE FOR AFRICA STUDIES LTD.
ACCOUNT NUMBER	:	28002-351491-00GBP OFF SHORE C/A
PURPOSE	:	COURSE FEE

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BANK	:	FIRST BANK PLC JABI, ABUJA.	
SORT CODE	:	011087274	
ACCOUNT NUMBER	:	2018177266	
TIN	:	01913216-0001	

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SUBSTITUTIONS

If you are unable to attend a booked course we will accept a substitute at any time without penalty.

TRANSFERS

It is usually possible to transfer to another programme please call us and we will advise you. Please note that only one transfer is permitted.

CANCELLATION

All cancellations must be made in writing. Course fees will be carried forward to another course subject if required.

Alternatively: For cancellations received more than four weeks before the start of the course we will refund 100% of the course fee

- For cancellations received within two weeks before the start of the course we will refund 80% of the course fee
- For cancellations received within one week of the start of course we will refund 50% of the course fee
- For cancellations received within two days of the start, or if a delegate fails to attend the course, the fee will be charged.

WORKSHOP ATTENDANCE

Workshop attendance is strictly for participants who paid course fee. No admittance of persons(s) shall be allowed in the class room or dinning room

THE OPEN TRAINING PROGRAMME

CFA Studies courses are regularly reviewed and updated. We reserve the right to make alterations to the programme, to cancel a course at anytime. An alternatives course date or course will be offered or a full refund or credit given.

COURSE DOCUMENTATION

All delegates will be provided with handouts that will be a useful reference on return to work. All course materials are copyrighted and may not be reproduced without prior permission in writing from CFA Studies.

Arrangement for visa (if required) is your responsibility. Please contact country of venue Embassy to find out whether you will need a visa to visit the country. Obtaining a visa may take some time; delegates are advised to commence this procedure as soon as possible. CFA Studies will give assistance where needed. Please note that further visas may be required if you are going to visit other countries of the European Union during your course. It will be necessary to make sure that your visa will allow you re-entry to the UK.

2013 COURSE NOMINATION FORM

Course Title:	
Proposed Course Venue:	
Date:	
Names of Nominees and their Positions / Designation & Telephone No.: (USE ADDITIONAL SHEETS IF NECESSARY	
1	
2	
3	
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10	
NAME AND ADDRESS OF ORGANISATION:	
PAID (CASH/CHEQUE)	
NAME OF APPROVING / REPORTING OFFICER:	
TELEPHONE (S)	
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