



2023 CALENDAR OF TRAINING AND DEVELOPMENT PROGRAMMES

	PROGRAMME TITLE	CODE	DURATION	Venue	Fee	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
A	ACCREDITATION PROGRAMMES	AP															
1	BASIC MANAGEMENT TRAINERS' DEVELOPMENT WORKSHOP (BASIC MANDEV)	1	10 days	ABJ/LA	350,000		27 - 10 ABJ 1st Run 6 - 17 LA 1st Run			8-19 ABJ 2nd Run		3-14 ABJ 3rd Run 10 - 21 LA 2nd Run	Aug 14-24 ABJ 4th Run	4 - 15 LA 3rd Run	Oct 16-27 ABJ 5th Run	Nov 20- 1 ABJ 6th Run	
2	ADVANCED MANAGEMENT TRAINERS' DEVELOPMENT WORKSHOP (ADVANCED MANDEV)	2	10 days	ABJ/LA	400,000			20 - 31 ABJ 1st Run		15 - 26 LA 1st Run 29-9 ABJ 2nd Run		7-18 LA 2nd Run 24- 4 ABJ 3rd Run	4-15 ABJ 4th Run			6 - 17 LA 3rd Run 6 17 ABJ 5th Run	4-15 ABJ 6th Run
3	CURRICULUM DEVELOPMENT AND EVALUATION WORKSHOP	3	5 days	LA	150,000							17 - 21 LA					
4	TRAINING NEEDS ANALYSIS (TNA) AND METHODS WORKSHOP	4	5 days	LA	150,000									18 - 22 LA			
5	PROFESSIONAL TRAINERS' DEVELOPMENT WORKSHOP	5	3 days	ABJ/LA	70,000			27 - 29 ABJ 1st Run	17 - 19 LA 1st Run				28 - 30 ABJ 2nd Run	18 - 20 LA 2nd Run			
6	QUALITY SERVICE DELIVERY IN THE 21ST CENTURY WORKSHOP	6	5 days	ABJ/LA/UY /OW	150,000					22 - 26 UY	5 - 9 ABJ	10 - 14 LA	28 - 3 OW				
7	TOTAL QUALITY MANAGEMENT (TQM) WORKSHOP	7	5 days	LA/IB	150,000								21 - 25 LA	11 - 15 IB			
B	LEARNING AND DEVELOPMENT PROGRAMMES	LDP															
8	BASIC SUPERVISORY MANAGEMENT WORKSHOP	1	5 days	LA/UY/KN /OW/IB	150,000					15 - 19 UY		17 - 21 IB	21 - 25 KN	19 - 23 OW		6 - 10 LA	
9	WORKSHOP ON ADVANCED SUPERVISORY MANAGEMENT IN A VUCA WORLD	2	5 days	LA/OW	150,000						19 - 23 LA					20 - 24 OW	
10	WORKSHOP ON EFFECTIVE MANAGERS IN THE 21ST CENTURY ORGANISATIONS	3	5 days	A/KN/IB/BA	150,000					15 - 19 LA					16 - 21 KN 23 - 27 BA		
11	MANAGEMENT WORKSHOP FOR NEW MANAGERS IN THE 21ST CENTURY	4	5 days	LA	150,000								15 - 21 LA				
12	MIDDLE LEVEL MANAGEMENT DEVELOPMENT WORKSHOP	5	5 days	ABJ/LA/KN N/UY/IB/BA	150,000					29 - 2 IB 5 - 9 UY		24 - 28 LA				6 - 10 BA 27 - 1 ABJ 4 - 8 KN	
13	BASIC MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS	6	5 days	ABJ/LA/KN N/UY/OW /BA	150,000						19 - 23 UY	3 - 7 LA	16 - 20 KN 16 - 20 OW	18 - 22 BA		13 - 17 ABJ	
14	ADVANCED MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS	7	5 days	ABJ/LA/UY /OW/IB	150,000									11 - 15 IB	16 - 20 UY 23 - 27 ABJ 30 - 3 OW 13 - 17 LA		
15	WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION	8	5 days	LA/OW/UY Y/ IB/BA	150,000					22 - 26 LA		3 - 7 UY 24 - 28 OW		4 - 8 BA		4 - 8 IB	
16	INTERPERSONAL SKILLS IMPROVEMENT WORKSHOP	9	5 days	ABJ/LA/UY / KN/OW/BA	150,000						5 - 9 OW	3 - 7 UY 3 - 7 BA	7 - 11 LA 7 - 11 KN				4 - 8 ABJ
17	WORKSHOP ON EFFECTIVE COMMUNICATION IN THE 21ST CENTURY	10	5 days	ABJ/LA/UY / KN/OW/BA	150,000						19 - 23 BA	10 - 14 LA 10 - 14 OW 17 - 21 UY	7 - 11 ABJ	19 - 23 KN			
18	REPORT WRITING AND PRESENTATION WORKSHOP	11	5 days	ABJ/LA/UY /OW/IB	150,000				24 - 28 LA		19 - 23 ABJ 19 - 23 IB	10 - 14 OW 24 - 28 UY					

19	SPEECH WRITING AND PUBLIC SPEAKING WORKSHOP	12	5 days	LA/KN/OW/IB	150,000							31 - 4 IB		4 - 8 OW 19 - 23 KN 19 - 23 LA			
20	MANAGEMENT WORKSHOP FOR PROTOCOL AND LIAISON OFFICERS	13	5 days	ABJ/LA/BA	150,000								14 - 18 LA		16 - 20 ABJ		12 - 16 BA
21	BASIC RECORDS MANAGEMENT WORKSHOP	14	5 days	ABJ/LA/OW/UY/BA	150,000				8 - 12 BA		10 - 14 LA	7 - 11 UY			9 - 13 OW	6 - 10 ABJ	
22	ADVANCED RECORDS MANAGEMENT WORKSHOP	15	5 days	ABJ/LA/OW	150,000										16 - 20 LA	6 - 10 ABJ	27 - 1 OW
23	CUSTOMER RELATIONS MANAGEMENT WORKSHOP	16	5 days	ABJ/LA/OW/UY/KN/IB	150,000				15 - 19 OW	5 - 9 KN 19 - 23 ABJ		7 - 11 UY			23 - 27 LA 23 - 27 IB		
24	WORKSHOP ON MANAGING THE HUMAN RESOURCE FOR SUSTAINABLE RESULTS	17	5 days	ABJ/LA/KN/UY/OW/IB	150,000				8 - 12 KN	5 - 9 LA		21 - 25 UY		4 - 8 IB 18 - 22 OW 18 - 22 ABJ			
25	WORKSHOP ON DEVELOPING HUMAN RESOURCE /ADMINISTRATIVE OFFICERS' COMPETENCIES IN THE 21ST CENTURY	18	5 days	ABJ/LA/KN/UY/OW/IB	150,000					19 - 23 OW	3 - 7 ABJ	14 - 18 IB 14 - 18 UY	18 - 22 KN	23 - 27 LA			
26	WORKSHOP ON SUCCESSION PLANNING AND MENTORING	19	5 days	ABJ/LA/OW/IB	150,000				15 - 19 ABJ 22 - 26 OW		3 - 7 KN				16 - 20 IB		
27	WORKSHOP ON WORK-LIFE HARMONY IN THE 21ST CENTURY	20	5 days	ABJ/LA/IB/KN/OW/BA	150,000				8 - 12 ABJ		3 - 7 OW	31 - 4 IB	4 - 8 KN			13 - 17 LA 20 - 24 BA	
28	SALARY AND REWARD SYSTEMS MANAGEMENT WORKSHOP	21	5 days	ABJ/IB/OW	150,000						3 - 7 OW	31 - 4 ABJ			16 - 20 IB		
29	WORKSHOP ON TRADE UNION MANAGEMENT AND ADMINISTRATION	22	5 days	LA	150,000											20 - 24 LA	
30	CONFLICT MANAGEMENT WORKSHOP	23	5 days	ABJ/LA/KN/OW/IB/UY/BA	150,000					19 - 23 IB 19 - 23 OW	24 - 28 BA 24 - 28 ABJ		4 - 8 UY 4 - 8 KN		30 - 3 LA		
31	WORKSHOP ON WORK ETHICS AND ORGANISATIONAL PRODUCTIVITY	24	5 days	ABJ/LA/OW/KN/IB/UY	150,000						17 - 21 OW 24 - 28 LA	21 - 25 UY 21 - 25 IB	4 - 8 ABJ			6 - 10 KN	
32	WORKSHOP ON ATTITUDINAL CHANGE AND ETHICAL CONDUCT IN ORGANISATIONS	25	5 days	ABJ/LA/KN/OW/IB/BA	150,000					5 - 9 KN	3 - 7 OW	7 - 11 BA 21 - 25 IB	18 - 22 LA	23 - 27 ABJ			
33	PROBLEM SOLVING AND DECISION-MAKING WORKSHOP	26	5 days	ABJ/LA/OW/IB/UY	150,000								4 - 8 UY 25 - 29 IB	23 - 27 OW	13 - 17 LA 13 - 17 KN	4 - 8 ABJ	
34	WORKSHOP ON CREATIVITY AND INNOVATION IN A VUCA WORLD	27	5 days	ABJ/LA/KN	150,000					19 - 23 ABJ			18 - 22 LA 18 - 22 KN				
35	WORKSHOP ON PERFORMANCE MANAGEMENT IN A VUCA WORLD	28	5 days	ABJ/LA/UY/OW	150,000								11 - 15 LA	9 - 13 UY	13 - 17 ABJ		
36	WORKSHOP ON EFFICIENCY AND PERFORMANCE IMPROVEMENT IN THE 21ST CENTURY	29	5 days	ABJ/LA/KN/OW/IB/UY/BA	150,000				8 - 12 BA		31 - 4 OW 7 - 11 KN 21 - 25 ABJ			9 - 13 IB 23 - 27 LA	20 - 24 UY		
37	WORKSHOP ON BUILDING HIGH PERFORMING TEAMS IN THE 21st CENTURY	30	5 days	ABJ/LA/KN/OW/IB/UY/BA	150,000				8 - 12 KN 29 - 3 ABJ 19 - 23 LA			21 - 25 OW	18 - 22 UY 18 - 22 BA	23 - 27 IB			
38	WORKSHOP ON TIME MANAGEMENT AND PERSONAL EFFECTIVENESS IN THE 21ST CENTURY	31	5 days	ABJ/LA/IB/UY/OW	150,000				22 - 26 IB			21 - 25 LA	4 - 8 OW 18 - 22 UY		20 - 24 ABJ		
39	MANAGEMENT WORKSHOP FOR HEALTH PROFESSIONALS AND ADMINISTRATORS IN THE 21ST CENTURY	32	5 days	LA	150,000								18 - 22 LA				

40	WORKSHOP ON OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT (HSE) IN THE 21ST CENTURY	33	5 days	LA/IB	150,000								25 - 29 LA 25 - 29 IB			
41	WORKSHOP ON 21ST CENTURY LEADERSHIP	34	5 days	ABJ/LA/KN/OW/IB/UY/BA	150,000				5 - 9 OW	17 - 21 KN		7 - 11 ABJ 14 - 18 LA 28 - 1 IB	9 - 13 UY			11 - 15 BA
42	WORKSHOP ON STRATEGIC MANAGEMENT IN A VUCA WORLD	35	5 days	LA/UY/IB	150,000									16 - 20 UY	6 - 10 LA 20 - 24 IB	
43	STRATEGIC HUMAN RESOURCE MANAGEMENT (SHRM) WORKSHOP	36	5 days	LA/IB	150,000							14 - 18 IB			20 - 24 LA	
44	WORKSHOP ON TRAINING CONTENT DEVELOPMENT	37	5 days	LA/IB	150,000				19 - 23 LA				25 - 29 IB			
45	WORKSHOP ON STRATEGIES FOR HANDLING DIFFICULT STUDENTS IN THE 21ST CENTURY	38	2 days	LA	40,000							8 - 9 LA				
46	WORKSHOP ON EFFECTIVE TEACHING TECHNIQUES IN THE 21st CENTURY	39	2 days	LA	40,000							15 - 16 LA				
47	WORKSHOP ON CURRENT TRENDS IN MARKETING FOR SCHOOL GROWTH	40	2 days	LA	150,000							22 - 23 LA				
48	STAKEHOLDER MANAGEMENT WORKSHOP	41	5 days	LA/IB	150,000							21 - 25 LA			6 - 10 IB	
49	WORKSHOP ON EFFECTIVE CHANGE MANAGEMENT IN THE 21ST CENTURY	42	5 days	LA/OW	150,000					24 - 28 LA					6 - 10 OW	
50	WORKSHOP ON MATERIALS AND LOGISTICS MANAGEMENT IN THE 21ST CENTURY	43	5 days	LA/UY/OW	150,000									9 - 13 OW	6 - 10 UY 20 - 24 LA	
C	ECONOMIC MANAGEMENT PROGRAMMES	EMP														
51	PUBLIC SECTOR ACCOUNTING WORKSHOP	1	5 days	LA	150,000					3 - 7 LA						
52	AUDITING IN PUBLIC AND PRIVATE SECTOR ORGANISATIONS WORKSHOP	2	5 days	LA/KN	150,000							19 - 23 KN	16 - 20 LA			
53	FINANCIAL MANAGEMENT AND EXPENDITURE CONTROL WORKSHOP	3	5 days	LA/IB	150,000							7 - 11 IB			6 - 10 LA	
54	MANAGEMENT OF FINANCIAL RESOURCES WORKSHOP	4	5 days	LA	150,000									30 - 3 LA		
55	WORKSHOP ON FINANCE AND ACCOUNTING FOR NON-ACCOUNTANTS	5	5 days	LA/IB	150,000				19 - 23 LA			14 - 18 IB				
56	FINANCE AND ACCOUNTING SKILLS IMPROVEMENT WORKSHOP	6	5 days	LA/IB/KN	150,000					3 - 7 IB		18 - 22 LA			13 - 17 KN	
57	PUBLIC FINANCE MANAGEMENT WORKSHOP	7	5 days	LA/IB	150,000							4 - 8 LA 18 - 22 IB				
58	BUDGETING AND BUDGETARY CONTROL WORKSHOP	8	5 days	LA/IB/KN	150,000							21 - 25 LA	19 - 23 KN	9 - 13 IB		
59	STRATEGIC FINANCIAL MANAGEMENT WORKSHOP	9	5 days	LA	150,000						31 - 4 LA					
60	STORES AND INVENTORY MANAGEMENT WORKSHOP	10	5 days	LA	150,000							7 - 11 LA				
61	FORENSIC AND INVESTIGATIVE ACCOUNTING WORKSHOP	11	5 days	LA	150,000							11 - 15 LA				
62	ZERO BASED BUDGETING SYSTEM WORKSHOP	12	5 days	LA	150,000										13 - 17 LA	
63	PROJECT MANAGEMENT WORKSHOP	13	5 days	ABJ/LA/IB	150,000				19 - 23 ABJ			7 - 11 IB	4 - 8 LA			
64	PROJECT FEASIBILITY AND VIABILITY STUDY WORKSHOP	14	5 days	LA	150,000				22 - 26 LA							
65	MANAGERIAL ECONOMICS FOR ORGANISATIONAL EFFICIENCY WORKSHOP	15	5 days	LA	150,000					3 - 7 LA						
66	RESULTS-BASED MONITORING AND EVALUATION WORKSHOP	16	5 days	ABJ/LA	150,000					17 - 21 LA				9 - 13 ABJ		
67	PROGRAMME IMPACT EVALUATION WORKSHOP	17	5 days	ABJ/LA	150,000							18 - 22 LA	23 - 27 ABJ			
68	PROJECT MANAGEMENT IN A VUCA ENVIRONMENT WORKSHOP	18	5 days	LA	150,000							11 - 15 LA				

69	STRATEGIC FRAMEWORK FOR DEVELOPING MANUFACTURING SECTOR WORKSHOP	19	5 days	LA	150,000													6 - 10 LA
70	PLAN AND BUDGET MANAGEMENT WORKSHOP	20	5 days	ABJ/LA	150,000					5 - 9 LA		7 - 11 ABJ						
71	WORKSHOP ON MICROSOFT PROJECT FOR EFFECTIVE PROJECT MANAGEMENT	21	5 days	LA	150,000							24 - 28 LA						
72	ECONOMIC POLICY ANALYSIS AND MANAGEMENT WORKSHOP	22	5 days	ABJ/LA	150,000							14 - 18 LA	4 - 8 ABJ					
73	WORKSHOP ON EFFECTIVE MANAGEMENT OF BUDGETARY RESOURCES IN THE PUBLIC SECTOR	23	5 days	LA	150,000							28 - 1 LA						
74	ECONOMIC AND FINANCIAL INDICATORS REPORTING WORKSHOP	24	5 days	ABJ/LA	150,000								18 - 22 LA	23 - 27 ABJ				
75	PROCUREMENT PLANNING AND CONTRACT MANAGEMENT WORKSHOP	25	5 days	ABJ/LA/IB	150,000					5 - 9 IB	17 - 21 ABJ			16 - 20 LA				
76	WORKSHOP ON CUSTOMER ANALYTICS USING IBM SPSS	26	5 days	LA	150,000												30 - 3 LA	
77	WORKSHOP ON DATA ANALYSIS AND VISUALIZATION USING MICROSOFT POWER BI	27	5 days	LA	150,000												20 - 24 LA	
78	MONITORING AND EVALUATION WORKSHOP FOR COMMUNITY BASED DEVELOPMENT PROGRAMMES	28	5 days	ABJ	150,000												30 - 3 ABJ	
79	WORKSHOP ON ETHICAL CONDUCT AND MODALITIES FOR MITIGATING FINANCIAL LOSSES IN ORGANISATIONS	29	5 days	IB	150,000							17 - 21 IB						
80	WORKSHOP ON REVENUE GENERATION	30	5 days	IB	150,000												13 - 17 IB	
81	WORKSHOP ON INTERNATIONAL NEGOTIATIONS FOR EFFECTIVE POLICY	31	5 days	IB	150,000												20 - 24 IB	
D	ENTREPRENEURSHIP AND BUSINESS DEVELOPMENT PROGRAMMES	EBDP																
82	INVESTMENT AND RISK MANAGEMENT WORKSHOP	1	5 days	ABJ/LA	150,000							17 - 21 LA					20 - 24 ABJ	
83	PUBLIC EVENTS MANAGEMENT WORKSHOP	2	5 days	LA	150,000												30 - 3 LA	
84	MONITORING AND EVALUATION (M&E) WORKSHOP FOR MICRO-FINANCE SCHEMES	3	3 days	LA	70,000									11 - 13 LA				
85	ENTREPRENEURSHIP DEVELOPMENT WORKSHOP	4	5 days	LA	150,000							19 - 23 LA						
86	MICRO-FINANCE RISK MANAGEMENT WORKSHOP	5	5 days	LA	150,000												13 - 17 LA	
87	PRE-RETIREMENT WORKSHOP	6	5 days	ABJ/LA/UY/BA	70,000							19 - 23 ABJ	14 - 18 UY	18 - 22 LA			30 - 3 BA	
88	PENSION SCHEME MANAGEMENT AND ADMINISTRATION WORKSHOP	7	5 days	LA	150,000												16 - 20 LA	
89	WOMEN IN ENTREPRENEURSHIP DEVELOPMENT WORKSHOP	8	3 days	LA	50,000												16 - 18 LA	
90	BUSINESS AND PEOPLE MANAGEMENT WORKSHOP	9	3 days	LA	50,000						15 - 17 LA							
91	PROJECT APPRAISAL REPORT WRITING WORKSHOP	10	3 days	LA	50,000												18 - 20 LA	
92	BUSINESS PERFORMANCE IMPROVEMENT WORKSHOP	11	5 days	ABJ/LA	70,000						22 - 26 LA						18 - 22 ABJ	
93	FACILITY MANAGEMENT WORKSHOP	12	5 days	LA	70,000								31 - 4 LA					
94	ORGANIZATIONAL REBRANDING AS A TOOL FOR BUSINESS SURVIVAL	13	3 days	LA	50,000								14 - 18 LA					
95	ENTERPRISE DEVELOPMENT AND WEALTH CREATION WORKSHOP	14	5 days	LA	70,000						5 - 9 LA							
96	BUSINESS START-UP AND MANAGEMENT WORKSHOP	15	5 days	LA	70,000								7 - 11 LA					
97	GENDER AND SOCIAL INCLUSION WORKSHOP	16	5 days	LA	70,000												4 - 8 LA	
98	SCHOOL BUSINESS MANAGEMENT WORKSHOP	17	5 days	LA	50,000									14 - 16 LA				

127	ICT APPLICATION WORKSHOP FOR LIBRARIANS AND EDUCATIONISTS	1	5 days	LA	150,000										16 - 20 LA		
128	MANAGEMENT WORKSHOP FOR LIBRARIANS AND INFORMATION MANAGERS	2	5 days	LA	150,000						20 - 24 LA						
129	INTERPERSONAL RELATIONS SKILLS IN LIBRARY MANAGEMENT	3	5 days	LA	150,000									5 - 9 LA			

