

“Open Workshops”

“In-House Training”

“International Workshops”



**AP**  
ALPHA PARTNERS

# 2018

## *Training Calendar*



Alpha Partners is a reputable firm of Training and Management consultants with many years of Corporate training experience who in addition to rendering quality professional services to our numerous clients also run training programmes in Finance, Accounting, Auditing, Banking, Management, Information Technology, Oil and Gas Sector, Security, Engineering, Public Relations, Secretarial Studies, Leadership, Marketing and other fields of human endeavour.

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## Accounting & Finance

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	FINAL ACCOUNTS AND FINANCIAL REPORTING SYSTEMS	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
2	NEW APPROACHES TO CORPORATE AND INDIVIDUAL TAX COMPLIANCE	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
3	PAYROLL PROCEDURES AND ADMINISTRATION	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
4	MANAGING RECEIVABLES - CREDIT MONITORING AND CONTROL	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
5	EXCELLENCE IN NON CURRENT (FIXED) ASSET MANAGEMENT AND ACCOUNTING	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
6	FINANCIAL ANALYSIS AND REPORTING USING IFRS	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
7	ACCOUNTS PAYABLE: FROM ACCOUNTING TO MANAGEMENT	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
8	BUDGETING, FORECASTING AND THE PLANNING PROCESS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
9	ADVANCED FINANCIAL STATEMENT ANALYSIS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
10	CASH MANAGEMENT: CONTROL, RECONCILIATION AND RISK STRATEGIES	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
11	ACCOUNTS RECEIVABLES: PLANNING, ORGANIZING, ACCOUNTING AND ACHIEVING BEST PRACTICE	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
12	PRINCIPLES OF COST ACCOUNTING AND COST REDUCTION STRATEGIES	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
13	ACCOUNTING SKILLS IMPROVEMENT COURSE FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
14	ADVANCED PAYROLL MANAGEMENT	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
15	MANAGING ACCOUNT RECEIVABLES AND PAYABLES	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
16	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORT	10th - 13th April, 2018	18th - 21st Sept., 2018	₦120,000
17	EFFECTIVE TAX COMPUTATION, ACCOUNTING AND ADMINISTRATION	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
18	FUNDAMENTALS OF FINANCE AND ACCOUNTING	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
19	RECONCILIATION OF FINANCIAL TRANSACTIONS	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
20	THE EFFECTIVE ACCOUNTANT: SKILLS IMPROVEMENT METHODS	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
21	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
22	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
23	MANAGING THE CASH CYCLE: ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
24	ACCOUNTS RECEIVABLES AND CREDIT POLICIES MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
25	TAX PLANNING AND ADMINISTRATION	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
26	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
27	ACCOUNTS RECONCILIATION: BEST PRACTICES	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
28	EXCELLENCE IN CORPORATE CASH MANAGEMENT	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
29	ADVANCED PAYROLL MANAGEMENT AND ACCOUNTING	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
30	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
31	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
32	INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
33	ACCOUNTS RECONCILIATION STRATEGIES & MANAGEMENT OF SUSPENSE ACCOUNTS	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000





## Accounting & Finance

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
34	NIGERIAN TAXATION SYSTEMS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
35	ACCOUNTS RECEIVABLE AND COLLECTION MANAGEMENT	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
36	ADVANCED SKILLS FOR CASH OFFICERS: BEST PRACTICES	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
37	EXCELLENCE IN SALARIES AND WAGES, PENSION FUNDS AND PERSONAL INCOME TAX ADMINISTRATION	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
38	HOW TO BETTER ORGANIZE, CONTROL AND MANAGE ACCOUNTS PAYABLE	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
39	MONTHLY AND YEAR-END ACCOUNTS RECONCILIATION	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
40	EXCELLENCE IN BANKING PRACTICE FOR ACCOUNTANTS	5th - 8th June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
41	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
42	TAX PLANNING, COMPLIANCE AND INCENTIVES	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
43	MANAGING AND ORGANIZING ACCOUNTS PAYABLE	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
44	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTS	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
45	BEST PRACTICE IN CASH MANAGEMENT & ACCOUNTING	11th - 14th June, 2018	13th - 16th Nov., 2018	₦120,000
46	BEST PRACTICE IN TREASURY MANAGEMENT	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
47	FINAL ACCOUNTS: FAST CLOSING MONTHLY AND YEAR-END ACCOUNTING	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
48	PAYROLL: PREPARATION, ANALYSIS AND MANAGEMENT	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
49	FINANCIAL PLANNING, BUDGETING AND CONTROL	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
50	BEST PRACTICE IN THE PREPARATION OF FINAL ACCOUNTS AND YEAR END REPORTS	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
51	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
52	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	3rd - 6th July, 2018	27th - 30th Nov., 2018	₦120,000
53	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARD (IFRS)	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
54	MANAGING CASH AND ACCOUNTS PAYABLE	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
55	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
56	FUNDAMENTALS OF ACCOUNTS RECONCILIATION STRATEGIES	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
57	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	10th - 13th July, 2018	11th - 14th Dec., 2018	₦120,000
58	TAX ADMINISTRATION-POLICY AND PROCEDURES	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
59	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
60	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
61	ADVANCED TREASURY MANAGEMENT STRATEGIES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
62	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
63	BEST PRACTICE IN ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
64	PAYROLL MANAGEMENT AND EFFECTIVE PAYROLL CONTROLS	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000

The Fee for each course is N120,000.00 (One Hundred and Twenty Thousand Naira Only) per participant. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. E-mail: [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com), Website: [www.alphapartners-ng.net](http://www.alphapartners-ng.net)





## Auditing

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	HOW TO CONDUCT A SUCCESSFUL INTERNAL AUDIT	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
2	FRAUD DETECTION, PREVENTION AND CONTROL	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
3	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
4	MAKING YOUR AUDIT REPORTS PROFESSIONAL	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
5	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
6	MODERN CORPORATE GOVERNANCE: PRINCIPLES, POLICIES AND BEST PRACTICES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
7	FINANCIAL AUDITING FOR INTERNAL AUDITORS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
8	AUDITING FOR CONTRACTS AND PROCUREMENTS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
9	INTERNAL CONTROLS: GUIDELINES, CONCEPTS AND IMPLEMENTATION	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
10	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
11	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
12	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
13	MODERN INTERNAL AUDITING	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
14	AUDIT REPORT WRITING	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
15	INTERNAL AUDITING FOR FRAUD	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
16	INTERNAL CONTROL DOCUMENTATION, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	10th - 13th April, 2018	18th - 21st Sept., 2018	₦120,000
17	ADVANCED RISK BASED AUDITING	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
18	ADVANCED FRAUD AUDITING FOR INTERNAL AUDITORS	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
19	INTERNAL AUDIT AND RISK ASSURANCE COURSE	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
20	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULTS	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
21	INTERNAL CONTROLS POLICIES AND PROCEDURES	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
22	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
23	MASTERING INTERNAL CONTROLS AND FRAUD PREVENTION	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
24	MODERNIZING & UPGRADING THE INTERNAL AUDIT FUNCTION	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
25	AUDIT EVIDENCE AND WORKPAPERS	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
26	PERFORMING AND EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
27	THE EFFECTIVE AUDITOR: SKILLS IMPROVEMENT COURSE	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
28	AUDIT PLANNING AND MONITORING: BEST PRACTICE	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
29	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
30	DEVELOPING AUDIT PROCESSES AND PROCEDURES	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
31	AUDIT SENIOR MANAGERS COURSE	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
32	FINANCIAL AUDITING USING IFRS	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
33	FUNDAMENTALS OF INTERNAL AUDITING	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
34	AUDITS REPORT-COMMUNICATING ASSURANCE RESULTS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
35	FRAUD RISK AND THE INTERNAL AUDITOR	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
36	AUDITING TECHNIQUES FOR LEAD AUDITORS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
37	EFFECTIVE AUDIT SUPERVISION	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000







## Auditing

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
38	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
39	AUDITING THE ENTERPRISE RISK MANAGEMENT PROCESS	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
40	BEST PRACTICE IN INTERNAL AUDITING	5th - 8th June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
41	INTERNAL CONTROL AND FRAUD AWARENESS	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
42	AUDIT PLANNING AND MANAGEMENT	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
43	INTERNAL CONTROL PRINCIPLE AND PRACTICE	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
44	EFFECTIVE CONTINUOUS AUDITING & MONITORING	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
45	AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	11th - 14th June, 2018	13th - 16th Nov., 2018	₦120,000
46	EXCELLENCE IN INTERNAL AUDIT REPORT WRITING	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
47	INTERVIEWING TECHNIQUES FOR EFFECTIVE AUDIT	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
48	RISK-BASED INTERNAL AUDITING TECHNIQUES	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
49	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
50	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
51	EFFECTIVE INTERNAL AUDITING, STRATEGIC AND FRAUD RISK MITIGATION	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
52	ESSENTIALS OF INTERNAL AUDIT	3rd - 6th July, 2018	27th - 30th Nov., 2018	₦120,000
53	FRAUD AUDITING FOR AUDITORS	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
54	ADVANCED AUDIT SKILLS	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
55	FUNDAMENTALS OF CONDUCTING AN INTERNAL FORENSIC INVESTIGATION	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
56	EFFECTIVE AUDITING AND INSPECTION SKILLS	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
57	INTERNAL AUDITING OF THE ACCOUNTING AND THE FINANCE FUNCTIONS	10th - 13th July, 2018	11th - 14th Dec., 2018	₦120,000
58	AUDITING ORGANIZATIONAL PROCESSES AND PROCEDURES	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
59	INTERNAL AUDIT REPORT WRITING	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
60	INTERNAL CONTROL AND FRAUD PREVENTION	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
61	EXCELLENCE IN INTERNAL AUDITING	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
62	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
63	REPORT WRITING FOR THE INTERNAL AUDITOR	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
64	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000

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## Stores & Purchasing

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	BEST PRACTICE IN INVENTORY MANAGEMENT	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
2	ADVANCED LOGISTICS AND TRANSPORTATION TECHNIQUES IN STOCK ADMINISTRATION	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
3	STOCK ACCOUNTING AND VALUATION	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
4	INVENTORY PLANNING AND STOCK CONTROL	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
5	MODERN PURCHASING AND CONTRACT MANAGEMENT	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
6	MAIN SKILLS OF STOCK TAKING IN WAREHOUSES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
7	EFFECTIVE PURCHASING, TENDERING AND SUPPLIER MANAGEMENT	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
8	SECURITY AND SAFETY IN THE STORES DEPARTMENT	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
9	EFFECTIVE INVENTORY MANAGEMENT TECHNIQUES AND CONTROL	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
10	MANAGING PURCHASING & STORES DEPARTMENT OF YOUR ORGANIZATION	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
11	PHYSICAL INVENTORY AND CYCLE COUNTING WORKSHOP	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
12	STOCK FORECASTING AND DEMAND MANAGEMENT	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
13	SOLVING THE PROBLEMS OF THE NON-MOVING STOCK	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
14	EFFECTIVE STOREKEEPING SKILLS	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
15	PRINCIPLES OF MATERIAL HANDLING AND STORES MANAGEMENT	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
16	ADVANCED PURCHASING, LOGISTICS AND STORES MANAGEMENT	10th - 13th April, 2018	18th - 21st Sept., 2018	₦120,000
17	INVENTORY MANAGEMENT TECHNIQUES: PLANNING, REPLENISHMENT AND ACTIVITIES CONTROL	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
18	ADVANCED WAREHOUSE MANAGEMENT	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
19	EFFECTIVE PURCHASING AND CONTRACT NEGOTIATION STRATEGIES	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
20	DETECTION AND PREVENTION OF CORRUPTION IN PROCUREMENT	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
21	MODERN INVENTORY AND STORES MANAGEMENT	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
22	STOCK QUANTIFICATION, VALUATION AND DOCUMENTATION	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
23	EFFECTIVE PURCHASING MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
24	STORES MANAGEMENT AND PURCHASING PROCEDURES	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
25	PREVENTION OF STOCK DETERIORATION AND OBSOLESCENCE IN THE STORES AND WAREHOUSE	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
26	STOCK CONTROL AND INVENTORY MANAGEMENT	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
27	ADVANCED PURCHASING AND COST SAVING TECHNIQUES	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
28	STOCK FRAUD PREVENTION AND CONTROL	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
29	ADVANCED STORES AND INVENTORY CONTROL MANAGEMENT	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
30	BEST PRACTICES FOR STOCK RECONCILIATION	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
31	RISK BASED STRATEGY TO FIGHT PURCHASING AND STOCK FRAUD	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
32	WAREHOUSE, STORE AND STOCK CONTROL MANAGEMENT	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
33	NEGOTIATION STRATEGIES FOR BETTER PURCHASING VALUE	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
34	PURCHASING AND STOCK FRAUD: DETECTION, AVOIDANCE & CONTROL	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
35	EXCELLENCE IN STORES MANAGEMENT	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
36	STOCK AND INVENTORY MANAGEMENT BEST PRACTICE	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000





## Stores & Purchasing

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
37	FUNDAMENTALS OF PURCHASING	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
38	COMPUTERIZED STORES MANAGEMENT SYSTEMS	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
39	ADVANCED PURCHASING AND STORES MANAGEMENT	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
40	NEW TRENDS IN STORES/STOCK MANAGEMENT FOR EFFECTIVENESS	5th - 8th June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
41	EXCELLENCE IN WAREHOUSE AND STORES MANAGEMENT	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
42	ADVANCED STORES AND INVENTORY MANAGEMENT	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
43	STOCK TAKING AND STOCK RECONCILIATION	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
44	PURCHASING PRINCIPLES AND PRACTICES	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
45	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	11th - 14th June, 2018	13th - 16th Nov., 2018	₦120,000
46	INTEGRATING PURCHASING, LOGISTICS AND INVENTORY WITH SUPPLIES	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
47	STOREKEEPING AND WAREHOUSE MANAGEMENT	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
48	PURCHASING TECHNIQUES, NEGOTIATION AND COST REDUCTION	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
49	WAREHOUSE MANAGEMENT: STRATEGY, IMPLEMENTATION AND CONTROL	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
50	STOCK TAKING, VALUATION AND STOCK RECORDING	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
51	WORLD-CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
52	DEVELOPING PURCHASING POLICIES AND PROCESSES	3rd - 6th July, 2018	27th - 30th Nov., 2018	₦120,000
53	EXCELLENCE IN WAREHOUSE AND INVENTORY	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
54	ADVANCED PURCHASING AND TENDERS MANAGEMENT	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
55	EFFECTIVE STORES ADMINISTRATION AND LOGISTICS MANAGEMENT	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
56	CONDUCTING EFFECTIVE STOCK AND INVENTORY CYCLE COUNTING	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
57	IMPROVING YOUR BUYING SKILLS	10th - 13th July, 2018	11th - 14th Dec., 2018	₦120,000
58	ADVANCED FORECASTING AND INVENTORY MANAGEMENT	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
59	STORES PROCEDURES, REGULATIONS AND PRACTICES	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
60	E-PROCUREMENT STRATEGIES FOR SUCCESS	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
61	STOCK TAKING SKILLS AND STOCK VALUATION	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
62	UNDERSTANDING THE PROCUREMENT MANAGEMENT PRINCIPLES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
63	WAREHOUSE AND DISTRIBUTION MANAGEMENT	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
64	MANAGING INVENTORY EFFECTIVELY	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000

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## Works, Services & Maintenance

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	DESIGN, OPERATION AND MAINTENANCE OF BUILDING SYSTEMS	6th - 9th March,2018	7th - 10th August, 2018	₦125,000
2	AIR CONDITIONING, INSTALLATION, COMMISSIONING AND MAINTENANCE	6th - 9th March,2018	7th - 10th August, 2018	₦125,000
3	GENERATOR TESTING, INSPECTION AND MAINTENANCE	6th - 9th March,2018	7th - 10th August, 2018	₦125,000
4	IMPLEMENTING EFFECTIVE PREVENTING AND PREDICTIVE MAINTENANCE PROGRAMMES	13th - 16th March, 2018	14th - 17th August, 2018	₦125,000
5	BEST PRACTICE IN HYDRAULICS PUMPING & VALVES SYSTEMS	13th - 16th March, 2018	14th - 17th August, 2018	₦125,000
6	TROUBLESHOOTING, MAINTENANCE AND PROTECTION OF AC ELECTRICAL MOTORS AND DRIVES	13th - 16th March, 2018	14th - 17th August, 2018	₦125,000
7	IMPROVING EFFECTIVENESS OF WORKS, SERVICES & MAINTENANCE DEPARTMENTS	20th - 23rd March, 2018	28th - 31st August, 2018	₦125,000
8	OPTIMIZING EQUIPMENT MAINTENANCE AND REPLACEMENT DECISIONS	20th - 23rd March, 2018	28th - 31st August, 2018	₦125,000
9	STRUCTURAL DESIGN, CONDITION ASSESSMENT & RENOVATION OF BUILDINGS	20th - 23rd March, 2018	28th - 31st August, 2018	₦125,000
10	PUMPS AND PUMP SYSTEMS: SPECIFICATION, INSTALLATION AND OPERATION	26th - 29th March, 2018	4th - 7th Sept., 2018	₦125,000
11	BEST PRACTICE IN ELECTRICAL SYSTEM GROUNDING AND EARTHING	26th - 29th March, 2018	4th - 7th Sept., 2018	₦125,000
12	BEST PRACTICE IN MAINTENANCE MANAGEMENT	26th - 29th March, 2018	4th - 7th Sept., 2018	₦125,000
13	ELECTRICAL SAFETY FOR MAINTENANCE STAFF	4th - 6th April, 2018	18th - 21st Sept., 2018	₦125,000
14	AIR CONDITIONING SYSTEMS MAINTENANCE AND DIAGNOSTICS	4th - 6th April, 2018	18th - 21st Sept., 2018	₦125,000
15	TRANSFORMER OPERATION PRINCIPLES, SELECTION AND TROUBLESHOOTING	4th - 6th April, 2018	18th - 21st Sept., 2018	₦125,000
16	DESIGN, OPERATION AND MAINTENANCE OF POWER CIRCUITRY, ELECTRIC MOTORS AND OTHER ELECTRICAL ROTATING EQUIPMENT	10th - 13th April, 2018	18th - 21st Sept., 2018	₦125,000
17	TROUBLESHOOTING MECHANICAL DRIVE SYSTEMS & ROTATING EQUIPMENT	10th - 13th April, 2018	25th - 28th Sept., 2018	₦125,000
18	BEST PRACTICE IN GENERATOR MAINTENANCE AND PROTECTION	10th - 13th April, 2018	25th - 28th Sept., 2018	₦125,000
19	PUMPS, VALVES, ACTUATORS, MOTORS AND VARIABLE SPEED DRIVERS: SELECTION, APPLICATIONS, OPERATION, DIAGNOSTIC, TESTING, TROUBLESHOOTING AND MAINTENANCE	17th - 20th April, 2018	25th - 28th Sept., 2018	₦125,000
20	ADVANCED GENERATOR MAINTENANCE	17th - 20th April, 2018	25th - 28th Sept., 2018	₦125,000
21	ELECTRICAL INSTALLATION AND MAINTENANCE	17th - 20th April, 2018	3rd - 5th October, 2018	₦125,000
22	MAINTENANCE WORK QUALITY CONTROL ASSURANCE	24th - 27th April, 2018	3rd - 5th October, 2018	₦125,000
23	SAFETY REQUIREMENTS FOR PUBLIC BUILDINGS	24th - 27th April, 2018	3rd - 5th October, 2018	₦125,000
24	AIR CONDITIONING EQUIPMENT, SYSTEM REPAIRS AND MAINTENANCE	24th - 27th April, 2018	3rd - 5th October, 2018	₦125,000
25	HYDRAULIC AND PNEUMATIC MAINTENANCE AND TROUBLESHOOTING	2nd - 4th May, 2018	9th - 12th October, 2018	₦125,000
26	VEHICLES MAINTENANCE MANAGEMENT AND INSPECTION	2nd - 4th May, 2018	9th - 12th October, 2018	₦125,000
27	ELECTRICAL EQUIPMENT AND CONTROL SYSTEMS: TESTING IMPLEMENTATION AND MAINTENANCE OF ELECTRICAL SYSTEMS	2nd - 4th May, 2018	9th - 12th October, 2018	₦125,000
28	ADVANCED PUMP AND COMPRESSOR MAINTENANCE	8th - 11th May, 2018	9th - 12th October, 2018	₦125,000
29	BEST PRACTICE IN BUILDINGS OPERATIONS MAINTENANCE & MANAGEMENT	8th - 11th May, 2018	16th - 19th October, 2018	₦125,000
30	MAINTENANCE STRATEGY DEVELOPMENT & COST EFFECTIVE IMPLEMENTATION	8th - 11th May, 2018	16th - 19th October, 2018	₦125,000
31	OPERATION AND MAINTENANCE OF GENERATORS	15th - 18th May, 2018	16th - 19th October, 2018	₦125,000
32	INSTALLATION, MAINTENANCE AND PROTECTION OF ELECTRICAL, ELECTRONIC AND ELECTRO MECHANICAL EQUIPMENT'S	15th - 18th May, 2018	16th - 19th October, 2018	₦125,000
33	MAINTENANCE MANAGEMENT BEST PRACTICES: SYSTEMS, TOOLS AND TECHNIQUES	15th - 18th May, 2018	23rd - 26th October, 2018	₦125,000
34	FUNDAMENTALS OF PUMPS AND VALVES AND THEIR SELECTION FOR OPTIMAL SYSTEM PERFORMANCE	22nd - 25th May, 2018	23rd - 26th October, 2018	₦125,000



## Works, Services & Maintenance

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
35	ELECTRICAL FAULTS: CAUSES ANALYSIS, DETECTION & REMEDIES	22nd - 25th May, 2018	23rd - 26th October, 2018	₦125,000
36	MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATORS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦125,000
37	ADVANCED AIR CONDITIONING AND REFRIGERATING TECHNOLOGY	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
38	START-UP, COMMISSIONING AND TESTING OF ELECTRICAL SYSTEMS	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
39	BEST PRACTICE IN FACILITIES MANAGEMENT	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
40	OPERATION, MAINTENANCE AND FAILURE PREVENTION OF PLANT AND BUILDING PIPING SYSTEMS	5th - 8th June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
41	HEATING, VENTILATION AND AIR-CONDITIONING SYSTEMS (HVAC): MAINTENANCE AND TROUBLESHOOTING	5th - 8th June, 2018	6th - 9th Nov., 2018	₦125,000
42	TROUBLESHOOTING & MAINTENANCE OF ELECTRICAL EQUIPMENT	5th - 8th June, 2018	6th - 9th Nov., 2018	₦125,000
43	PUMPS OPTIMIZATION: PERFORMANCE, RELIABILITY & EFFICIENCY	11th - 14th June, 2018	6th - 9th Nov., 2018	₦125,000
44	INVESTIGATION, ANALYSIS AND REMEDIATION OF BUILDING FAILURES	11th - 14th June, 2018	6th - 9th Nov., 2018	₦125,000
45	GENERATORS INSTALLATION, SERVICES AND MAINTENANCE	11th - 14th June, 2018	13th - 16th Nov., 2018	₦125,000
46	TRANSFORMER TESTING AND MAINTENANCE	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦125,000
47	ELECTRICAL INSTALLATIONS IN HAZARDOUS AREAS: CLASSIFICATION, SAFE HANDLING, OPERATION AND MAINTENANCE	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦125,000
48	MAINTENANCE PLANNING, SCHEDULING AND CONTROL	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦125,000
49	ROTATING EQUIPMENT: START-UP, OPERATION, MAINTENANCE & TROUBLESHOOTING	26th - 29th June, 2018	27th - 30th Nov., 2018	₦125,000
50	MAINTENANCE AND OPERATION OF DIESEL FUEL INJECTION PUMPS IN EQUIPMENTS	26th - 29th June, 2018	27th - 30th Nov., 2018	₦125,000
51	AIR CONDITIONING SYSTEM, DESIGN, SELECTION, OPERATION & TROUBLESHOOTING	26th - 29th June, 2018	27th - 30th Nov., 2018	₦125,000
52	BUILDING MAINTENANCE: STANDARDS AND BEST PRACTICES	3rd - 6th July, 2018	27th - 30th Nov., 2018	₦125,000
53	MAINTENANCE MANAGEMENT & TECHNOLOGY BEST PRACTICES	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦125,000
54	CONTRACTS AND TENDERS AND ADMINISTRATION	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦125,000
55	ADVANCED TECHNIQUES IN OFFICE FURNITURE, FITTING AND EQUIPMENT'S MAINTENANCE AND MANAGEMENT	10th - 13th July, 2018	4th - 7th Dec., 2018	₦125,000
56	MODERN ELECTRIC POWER SYSTEM: DESIGN, MODELING, ANALYSIS AND PROBLEM SOLVING	10th - 13th July, 2018	4th - 7th Dec., 2018	₦125,000
57	MAINTENANCE AND OPERATING OF ROTATING EQUIPMENT	10th - 13th July, 2018	11th - 14th Dec., 2018	₦125,000
58	ADVANCED PUMPS AND VALVE TECHNOLOGY: DESIGN, SELECTION, INSTALLATION, APPLICATION, SIZING, INSPECTION AND MAINTENANCE	17th - 20th July, 2018	11th - 14th Dec., 2018	₦125,000
59	MAINTENANCE ERRORS: UNDERSTANDING, IDENTIFYING AND MANAGING MAINTENANCE ERRORS	17th - 20th July, 2018	11th - 14th Dec., 2018	₦125,000
60	GENERATORS: OPERATIONS, MAINTENANCE, CONTROL & TROUBLESHOOTING	17th - 20th July, 2018	11th - 14th Dec., 2018	₦125,000
61	ELECTRICAL EQUIPMENT AND SAFETY: OPERATION, CONTROL, MAINTENANCE AND TROUBLESHOOTING	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000
62	BUILDING AND FACILITIES MAINTENANCE MANAGEMENT	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000
63	OPERATION, MAINTENANCE AND TROUBLESHOOTING OF PUMPS, COMPRESSORS AND VALVES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000
64	MODERN MAINTENANCE TECHNOLOGIES: BEST APPROACHES IN MAINTENANCE	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000

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## Management & Leadership

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	MANAGING YOUR BOSS IN THE WORKPLACE	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
2	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
3	EFFECTIVE OFFICE MANAGEMENT AND ADMINISTRATION SKILLS	6th - 9th March,2018	7th - 10th August, 2018	₦120,000
4	HUMAN RESOURCES DEVELOPMENT & PERSONNEL MANAGEMENT	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
5	NIGERIAN LABOUR LAWS AND PRACTICES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
6	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
7	CUSTOMER SERVICE EXCELLENCE: HOW TO WIN AND KEEP CUSTOMERS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
8	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
9	DOCUMENT MANAGEMENT AND RETENTION COURSE	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
10	FINANCE AND ACCOUNTING FOR NON-FINANCIAL PROFESSIONALS	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
11	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
12	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	26th - 29th March, 2018	4th - 7th Sept., 2018	₦120,000
13	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
14	PRE-RETIREMENT PLANNING: LIFE AFTER RETIREMENT	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
15	EFFECTIVELY MANAGING AND LEADING PEOPLE	4th - 6th April, 2018	18th - 21st Sept., 2018	₦120,000
16	HUMAN RESOURCES POLICIES AND PROCEDURES	10th - 13th April, 2018	18th - 21st Sept., 2018	₦120,000
17	MANPOWER PLANNING, RESOURCING AND RETENTION	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
18	ADVANCED OFFICE MANAGEMENT & ADMINISTRATIVE SKILLS	10th - 13th April, 2018	25th - 28th Sept., 2018	₦120,000
19	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
20	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	17th - 20th April, 2018	25th - 28th Sept., 2018	₦120,000
21	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
22	CORPORATE LEGAL ADVISERS COURSE	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
23	PRIORITY MANAGEMENT: OPTIMISING TIME, WORKFLOW AND PRODUCTIVITY	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
24	ACHIEVING ADMINISTRATIVE EXCELLENCE	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
25	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
26	MANAGING CUSTOMERS FOR COMPETITIVE ADVANTAGE	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
27	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
28	SUCCESSFUL FLEET AND TRANSPORT MANAGEMENT	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
29	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
30	ADVANCED HUMAN RESOURCE MANAGEMENT	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
31	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
32	BEST PRACTICE IN PENSION ADMINISTRATION	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
33	HOW TO MANAGE HR DEPARTMENT OF YOUR ORGANIZATION	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
34	COMMUNICATION AND INTERPERSONAL SKILLS WORKSHOP	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
35	EMPLOYEE COMPENSATION AND BENEFITS ADMINISTRATION	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000







## Management & Leadership

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
36	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
37	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
38	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
39	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
40	THE EFFECTIVE HUMAN RESOURCES ADMINISTRATOR	5th - 8th June, 2018	30th Oct- 2nd Nov, 2018	₦120,000
41	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PAS	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
42	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	5th - 8th June, 2018	6th - 9th Nov., 2018	₦120,000
43	INSURANCE AND RISK MANAGEMENT PRINCIPLES AND PRACTICE	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
44	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT	11th - 14th June, 2018	6th - 9th Nov., 2018	₦120,000
45	HEALTH AND SAFETY IN THE WORKPLACE	11th - 14th June, 2018	13th - 16th Nov., 2018	₦120,000
46	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
47	EFFECTIVE SUCCESSION PLANNING AND DEVELOPMENT	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
48	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦120,000
49	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
50	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
51	STRATEGIC HUMAN RESOURCES MANAGEMENT	26th - 29th June, 2018	27th - 30th Nov., 2018	₦120,000
52	MANAGING THE TRANSPORT DEPT OF YOUR ORGANIZATION	3rd - 6th July, 2018	27th - 30th Nov., 2018	₦120,000
53	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
54	MANAGEMENT SKILLS FOR SECRETARIES, ADMINISTRATIVE SUPPORT STAFF	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦120,000
55	SKILLS IMPROVEMENT COURSE FOR ADMIN. OFFICERS	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
56	SALES MANAGEMENT TECHNIQUES AND STRATEGIES	10th - 13th July, 2018	4th - 7th Dec., 2018	₦120,000
57	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	10th - 13th July, 2018	11th - 14th Dec., 2018	₦120,000
58	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICE	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
59	CUSTOMER RELATIONSHIP AND MARKETING SKILLS MANAGEMENT	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
60	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	17th - 20th July, 2018	11th - 14th Dec., 2018	₦120,000
61	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
62	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
63	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000
64	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	24th - 27th July, 2018	17th - 20th Dec., 2018	₦120,000

The Fee for each course is N120,000.00 (One Hundred and Twenty Thousand Naira Only) per participant. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. E-mail: alphapartners111@yahoo.com, Website: www.alphapartners-ng.net





# INTERNATIONAL TECHNOLOGY CONSULTS

.....ICT Capacity Builders.....  
 200, Muritala Mohammed Way (3rd Floor), Adekunle BRT B/Stop, Yaba, Lagos. Nigeria. Tel: 08033045484, 09060002727, 09060007799, 09060008877  
 Website: www.alphapartners-ng.net e-mail: alphapartners111@yahoo.com

## Information Technology

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
1	INFORMATION SYSTEM CONTROL FOR IT PROFESSIONALS	6th - 9th March,2018	7th - 10th August, 2018	₦125,000
2	WEB BASED INFORMATION SYSTEM	6th - 9th March,2018	7th - 10th August, 2018	₦125,000
3	IT INFRASTRUCTURE MANAGEMENT	6th - 9th March,2018	7th - 10th August, 2018	₦125,000
4	ADVANCED NETWORK CONFIGURATION AND TROUBLESHOOTING	13th - 16th March, 2018	14th - 17th August, 2018	₦125,000
5	BEST PRACTICE IN INFORMATION & COMMUNICATION TECHNOLOGY	13th - 16th March, 2018	14th - 17th August, 2018	₦125,000
6	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	13th - 16th March, 2018	14th - 17th August, 2018	₦125,000
7	COMPUTER NETWORKS: SWITCHING, ROUTING AND WANS	20th - 23rd March, 2018	28th - 31st August, 2018	₦125,000
8	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	20th - 23rd March, 2018	28th - 31st August, 2018	₦125,000
9	PRINCIPLES OF INFORMATION SECURITY	20th - 23rd March, 2018	28th - 31st August, 2018	₦125,000
10	SECURING WEB APPLICATIONS, SERVICES AND SERVERS	26th - 29th March, 2018	4th - 7th Sept., 2018	₦125,000
11	ICT MANAGEMENT AND INFORMATION SECURITY	26th - 29th March, 2018	4th - 7th Sept., 2018	₦125,000
12	BEST PRACTICE IN SERVER ADMINISTRATION AND MAINTENANCE	26th - 29th March, 2018	4th - 7th Sept., 2018	₦125,000
13	COMPUTER DISASTER MANAGEMENT AND CONTINGENCY PLANNING	4th - 6th April, 2018	18th - 21st Sept., 2018	₦125,000
14	NETWORK AND COMPUTER SYSTEMS ADMINISTRATORS	4th - 6th April, 2018	18th - 21st Sept., 2018	₦125,000
15	IT SECURITY MANAGER'S WORKSHOP	4th - 6th April, 2018	18th - 21st Sept., 2018	₦125,000
16	ADVANCED PC CONFIGURATION, TROUBLESHOOTING & DATA RECOVERY	10th - 13th April, 2018	18th - 21st Sept., 2018	₦125,000
17	INFORMATION SECURITY FOR IT PROFESSIONALS	10th - 13th April, 2018	25th - 28th Sept., 2018	₦125,000
18	DEPLOYING AND MANAGING WINDOWS	10th - 13th April, 2018	25th - 28th Sept., 2018	₦125,000
19	SECURITY MANAGEMENT IN AN ICT ENVIRONMENT	17th - 20th April, 2018	25th - 28th Sept., 2018	₦125,000
20	INFORMATION TECHNOLOGY SECURITY: CONCEPTS AND APPLICATION	17th - 20th April, 2018	25th - 28th Sept., 2018	₦125,000
21	NETWORK AND TELECOMMUNICATION MANAGEMENT	17th - 20th April, 2018	3rd - 5th October, 2018	₦125,000
22	BEST PRACTICES IN ICT SYSTEMS MAINTENANCE MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦125,000
23	CLIENT SERVER SYSTEM AND DISTRIBUTED WORKSTATION ADMINISTRATION	24th - 27th April, 2018	3rd - 5th October, 2018	₦125,000
24	INFORMATION STORAGE AND MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦125,000
25	IT SECURITY AWARENESS CONCEPTS AND PRACTICES	2nd - 4th May, 2018	9th - 12th October, 2018	₦125,000
26	BEST PRACTICES IN CONFIGURING, MANAGING AND MAINTAINING WINDOWS SERVER	2nd - 4th May, 2018	9th - 12th October, 2018	₦125,000
27	SYSTEMS MANAGEMENT AND PC MAINTENANCE	2nd - 4th May, 2018	9th - 12th October, 2018	₦125,000
28	INFORMATION SYSTEMS MANAGEMENT, CONTROL AND SECURITY	8th - 11th May, 2018	9th - 12th October, 2018	₦125,000
29	COMPUTER NETWORKING AND SECURITY	8th - 11th May, 2018	16th - 19th October, 2018	₦125,000
30	FUNDAMENTALS OF INFORMATION AND SECURITY CONTROLS	8th - 11th May, 2018	16th - 19th October, 2018	₦125,000
31	BUSINESS CONTINUITY AND OPERATIONS SECURITY	15th - 18th May, 2018	16th - 19th October, 2018	₦125,000
32	INSTALLING AND CONFIGURING WINDOW NETWORKS (WINDOWS SERVERS AND CLIENTS)	15th - 18th May, 2018	16th - 19th October, 2018	₦125,000
33	NETWORK MANAGEMENT TOOLS, OPTIMIZATION AND TROUBLESHOOTING	15th - 18th May, 2018	23rd - 26th October, 2018	₦125,000
34	IMPLEMENTING WEB APPLICATION SECURITY	22nd - 25th May, 2018	23rd - 26th October, 2018	₦125,000
35	SYSTEMS AND NETWORK SECURITY	22nd - 25th May, 2018	23rd - 26th October, 2018	₦125,000
36	NETWORK ADMINISTRATION AND OPERATIONS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦125,000
37	IT RELATIONSHIP MANAGEMENT: ALIGNING IT WITH THE BUSINESS	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦125,000



200, Muritala Mohammed Way (3rd Floor), Adekunle BRT B/Stop, Yaba, Lagos. Nigeria.



+2348033045484, +2349060002727  
 +2349060007799, +2349060008877



www.alphapartners-ng.net



alphapartners111@yahoo.com



# INTERNATIONAL TECHNOLOGY CONSULTS

*.....ICT Capacity Builders.....*

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## Information Technology

S/N	COURSE TITLE	1ST BATCH	2ND BATCH	FEE
38	COMPUTER HARDWARE, SOFTWARE AND NETWORK INSTALLATION, AND OPERATION MAINTENANCE	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
39	DATABASE SYSTEMS DESIGNS TOOLS AND TECHNIQUES: MYSQL	30th May - 1st June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
40	INFORMATION TECHNOLOGY MANAGEMENT	5th - 8th June, 2018	30th Oct- 2nd Nov, 2018	₦125,000
41	WINDOWS SERVER GROUP POLICY MANAGEMENT	5th - 8th June, 2018	6th - 9th Nov., 2018	₦125,000
42	IT SECURITY STRATEGIC PLANNING, POLICY AND LEADERSHIP	5th - 8th June, 2018	6th - 9th Nov., 2018	₦125,000
43	LINUX TOOLS AND UTILITIES	11th - 14th June, 2018	6th - 9th Nov., 2018	₦125,000
44	CYBER SECURITY RISK ASSESSMENT & MANAGEMENT	11th - 14th June, 2018	6th - 9th Nov., 2018	₦125,000
45	NETWORKING WITH WINDOWS SERVER/CLIENTS	11th - 14th June, 2018	13th - 16th Nov., 2018	₦125,000
46	ADVANCED STRATEGIC INFORMATION TECHNOLOGY	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦125,000
47	SECURING THE WINDOWS FILE SYSTEM	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦125,000
48	NETWORK CONFIGURATION AND TROUBLESHOOTING	19th - 22nd June, 2018	13th - 16th Nov., 2018	₦125,000
49	ELECTRONIC DOCUMENT AND RECORD MANAGEMENT	26th - 29th June, 2018	27th - 30th Nov., 2018	₦125,000
50	ADVANCED NETWORK ADMINISTRATION AND INFORMATION SECURITY MANAGEMENT	26th - 29th June, 2018	27th - 30th Nov., 2018	₦125,000
51	BEST PRACTICE IN CYBER SECURITY TECHNOLOGIES	26th - 29th June, 2018	27th - 30th Nov., 2018	₦125,000
52	COMPUTER SECURITY, VULNERABILITY ANALYSIS AND CONTROL	3rd - 6th July, 2018	27th - 30th Nov., 2018	₦125,000
53	IT INFRASTRUCTURE AND DISASTER RECOVERY PLANNING	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦125,000
54	CYBER SECURITY: INFORMATION SECURITY MANAGEMENT BEST PRACTICE	3rd - 6th July, 2018	4th - 7th Dec., 2018	₦125,000
55	NETWORK AND SECURITY FUNDAMENTALS	10th - 13th July, 2018	4th - 7th Dec., 2018	₦125,000
56	MANAGING STORAGE AND HIGH AVAILABILITY WITH WINDOWS SERVERS	10th - 13th July, 2018	4th - 7th Dec., 2018	₦125,000
57	COMPUTER FORENSIC AND SECURITY MANAGEMENT TECHNIQUES FOR IT PROFESSIONAL	10th - 13th July, 2018	11th - 14th Dec., 2018	₦125,000
58	NETWORKING WITH WINDOWS SERVER INFRASTRUCTURE	17th - 20th July, 2018	11th - 14th Dec., 2018	₦125,000
59	IT SYSTEMS: IDENTITY AND ACCESS MANAGEMENT	17th - 20th July, 2018	11th - 14th Dec., 2018	₦125,000
60	VULNERABILITY ASSESSMENT: PROTECTING YOUR ORGANIZATION RESOURCE	17th - 20th July, 2018	11th - 14th Dec., 2018	₦125,000
61	CONFIGURING, MANAGING AND MAINTAINING WINDOWS BASED NETWORKS	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000
62	DESIGNING AND IMPLEMENTING A WINDOWS SERVER INFRASTRUCTURE	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000
63	IMPLEMENTING CISCO NETWORK SECURITY	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000
64	WINDOWS SERVER ADMINISTRATION FUNDAMENTALS	24th - 27th July, 2018	17th - 20th Dec., 2018	₦125,000

**The Fee for each course is N125,000.00 (One Hundred and Twenty-Five Thousand Naira Only) per participant. Payment should be made in cash or Bank Draft made payable to THE INTERNATIONAL TECHNOLOGY CONSULTS. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877.**

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## International Courses

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	PREPARING FINANCIAL STATEMENTS AND THE ANNUAL REPORTS	6th - 9th March, 2018	7th - 10th August, 2018	\$5,500.00
2	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR ACCOUNTANTS	6th - 9th March, 2018	7th - 10th August, 2018	\$5,500.00
3	STRATEGIC PLANNING USING THE BALANCED SCORECARD: TURNING STRATEGY INTO REALITY	13th - 16th March, 2018	14th - 17th August, 2018	\$5,500.00
4	ETHICS AND GOVERNANCE IN PUBLIC AND PRIVATE SECTOR: BEST PRACTICE	13th - 16th March, 2018	14th - 17th August, 2018	\$5,500.00
5	IMPLEMENTING A CORPORATE GOVERNANCE FRAMEWORK	20th - 23rd March, 2018	28th - 31st August, 2018	\$5,500.00
6	BEST PRACTICE IN PROCUREMENT PROCESSES AND MANAGEMENT	20th - 23rd March, 2018	28th - 31st August, 2018	\$5,500.00
7	SETTING PRIORITIES, TIME MANAGEMENT AND STRESS REDUCTION	26th - 29th March, 2018	4th - 7th September, 2018	\$5,500.00
8	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	26th - 29th March, 2018	4th - 7th September, 2018	\$5,500.00
9	RISK BASED INTERNAL AUDITING TECHNIQUES	4th - 6th April, 2018	18th - 21st September, 2018	\$5,500.00
10	STRATEGIC HUMAN RESOURCES MANAGEMENT	10th - 13th April, 2018	18th - 21st September, 2018	\$5,500.00
11	EXCELLENCE IN CONTRACT ADMINISTRATION	17th - 20th April, 2018	25th - 28th September, 2018	\$5,500.00
12	STRATEGIC PLANNING AND GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	17th - 20th April, 2018	3rd - 5th October, 2018	\$5,500.00
13	PRIORITY MANAGEMENT: OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	24th - 27th April, 2018	3rd - 5th October, 2018	\$5,500.00
14	FINANCE AND ACCOUNTING FOR NON-FINANCIAL EXECUTIVES	2nd - 4th May, 2018	9th - 12th October, 2018	\$5,500.00
15	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	2nd - 4th May, 2018	9th - 12th October, 2018	\$5,500.00
16	LEADERSHIP, CRITICAL THINKING AND INNOVATION	8th - 11th May, 2018	9th - 12th October, 2018	\$5,500.00
17	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	8th - 11th May, 2018	16th - 19th October, 2018	\$5,500.00
18	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	15th - 18th May, 2018	16th - 19th October, 2018	\$5,500.00
19	HOW TO OPTIMIZE THE EFFECTIVENESS OF YOUR BOARD OF DIRECTORS	15th - 18th May, 2018	23rd - 26th October, 2018	\$5,500.00





# ALPHA PARTNERS

(Excellence in Professional Training and Manpower Development)

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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
20	CORPORATE GOVERNANCE: EFFECTIVENESS AND ACCOUNTABILITY IN THE BOARDROOM	22nd - 25th May, 2018	23rd - 26th October, 2018	\$5,500.00
21	WORLD-CLASS WAREHOUSE AND INVENTORY CONTROL OPERATIONS	22nd - 25th May, 2018	23rd - 26th October, 2018	\$5,500.00
22	BEST PRACTICES ON ETHICS AND INTEGRITY MANAGEMENT	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	\$5,500.00
23	PROBLEM SOLVING AND DECISION MAKING SKILLS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	\$5,500.00
24	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	5th - 8th June, 2018	6th - 9th November, 2018	\$5,500.00
25	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	11th - 14th June, 2018	6th - 9th November, 2018	\$5,500.00
26	MAKING YOUR AUDIT REPORT PROFESSIONAL	11th - 14th June, 2018	13th -16th November, 2018	\$5,500.00
27	THE PRINCIPLES AND PRACTICES OF CORPORATE GOVERNANCE	19th - 22nd June, 2018	13th -16th November, 2018	\$5,500.00
28	INDUSTRIAL RELATIONS AND PERSONNEL MANAGEMENT BEST PRACTICES	19th - 22nd June, 2018	13th -16th November, 2018	\$5,500.00
29	HUMAN RESOURCES POLICIES AND PROCEDURES	26th - 29th June, 2018	27th - 30th November, 2018	\$5,500.00
30	BOARD OF DIRECTORS DOCUMENTATION AND PROCESSES	3rd - 6th July, 2018	27th - 30th November, 2018	\$5,500.00
31	PRE-RETIREMENT PLANNING: LIFE AFTER RETIREMENT	3rd - 6th July, 2018	4th - 7th December, 2018	\$5,500.00
32	SENIOR MANAGEMENT EXCELLENCE WORKSHOP	10th - 13th July, 2018	4th - 7th December, 2018	\$5,500.00
33	ADVANCED STRATEGIC PLANNING AND BUSINESS DEVELOPMENT	10th - 13th July, 2018	11th - 14th December, 2018	\$5,500.00
34	ADVANCED SUPERVISORY SKILLS AND STRATEGIES	17th - 20th July, 2018	11th - 14th December, 2018	\$5,500.00
35	MANAGING YOUR BOSS: THE EFFECTIVE SECRETARY/PERSONAL ASSISTANT	24th - 27th July, 2018	17th - 20th December, 2018	\$5,500.00
36	BEST PRACTICES IN ADMINISTRATION AND OFFICE PROCEDURES	24th - 27th July, 2018	17th - 20th December, 2018	\$5,500.00

The Fee for each course is \$5,500.00 (Five Thousand Five Hundred US Dollar Only) per participant to cover workshop literature and materials, Executive Bag, Tea/Coffee, Lunch, Photographs, Certificate and a LAPTOP. All the courses will hold SunLodge Hotel, Off Achimota - Circle Road Behind the Shell Filling Station at No. 76, 4th Road (Saxel Estates) Tesano – Accra, Ghana. Please note that all nominations are to be received and confirmed at least one week before commencement date of each course. For further information on these courses, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877 E-mail: [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com), Website: [www.alphapartners-ng.net](http://www.alphapartners-ng.net)





## Oil and Gas

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	PROCUREMENT STRATEGIES FOR SUCCESS IN THE OIL AND GAS SECTOR	6th - 9th March, 2018	7th - 10th August, 2018	₦150,000
2	SECURITY AND SAFETY IN THE OIL AND GAS INDUSTRY	6th - 9th March, 2018	7th - 10th August, 2018	₦150,000
3	OIL AND GAS PIPELINE DESIGN, OPERATIONS AND MAINTENANCE	6th - 9th March, 2018	7th - 10th August, 2018	₦150,000
4	CONTRACTS AND TENDERS FUNDAMENTALS FOR OIL & GAS INDUSTRY	13th - 16th March, 2018	14th - 17th August, 2018	₦150,000
5	OIL AND GAS PROJECT MANAGEMENT, ACCOUNTING AND FINANCIAL MANAGEMENT	13th - 16th March, 2018	14th - 17th August, 2018	₦150,000
6	SALES, PURCHASING, MARKETING & DISTRIBUTION OF OIL AND GAS	13th - 16th March, 2018	14th - 17th August, 2018	₦150,000
7	PETROLEUM COMPANY PERFORMANCE MANAGEMENT	20th - 23rd March, 2018	28th - 31st August, 2018	₦150,000
8	BUSINESS AND SYSTEMS ANALYSIS FOR IT PROFESSIONALS	20th - 23rd March, 2018	28th - 31st August, 2018	₦150,000
9	MANAGING LOGISTICS (TRANSPORT, MATERIALS STORAGE AND MATERIALS HANDLING)	20th - 23rd March, 2018	28th - 31st August, 2018	₦150,000
10	FUNDAMENTALS OF PETROLEUM DRILLING	26th - 29th March, 2018	4th - 7th September, 2018	₦150,000
11	ESSENTIAL PROJECT MANAGEMENT SKILLS IN OIL AND GAS SECTOR	26th - 29th March, 2018	4th - 7th September, 2018	₦150,000
12	FUNDAMENTALS OF PUMP AND COMPRESSOR SYSTEM FOR OIL AND GAS OPERATION	4th - 6th April, 2018	18th - 21st September, 2018	₦150,000
13	ACCOUNTING AND TAXATION IN OIL AND GAS SECTOR	10th - 13th April, 2018	18th - 21st September, 2018	₦150,000
14	CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE	17th - 20th April, 2018	25th - 28th September, 2018	₦150,000
15	ENVIRONMENTAL AND COMMUNITY RELATIONS MANAGEMENT IN THE OIL AND GAS SECTOR	17th - 20th April, 2018	3rd - 5th October, 2018	₦150,000
16	ACCOUNTS RECEIVABLE AND CREDIT POLICIES MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦150,000
17	DISASTER RECOVERY PLANNING: ENSURING BUSINESS CONTINUITY	2nd - 4th May, 2018	9th - 12th October, 2018	₦150,000
18	OIL AND GAS EFFECTIVE MAINTENANCE MANAGEMENT	8th - 11th May, 2018	9th - 12th October, 2018	₦150,000
19	OIL AND GAS OPERATIONS AND CURRENT REFORMS IN NIGERIA	8th - 11th May, 2018	16th - 19th October, 2018	₦150,000
20	ADVANCED INTERNAL AUDITING AND QUALITY ASSURANCE IN OIL & GAS SECTOR	8th - 11th May, 2018	16th - 19th October, 2018	₦150,000
21	HUMAN RESOURCES MANAGEMENT FOR OIL AND GAS SECTOR	15th - 18th May, 2018	16th - 19th October, 2018	₦150,000







S/N	TITLE	1ST BATCH	2ND BATCH	FEE
22	PIPING SYSTEMS – MECHANICAL DESIGN AND SPECIFICATION FOR OIL AND GAS SECTOR	15th - 18th May, 2018	23rd - 26th October, 2018	₦150,000
23	FUNDAMENTALS OF OIL AND GAS ACCOUNTING	22nd - 25th May, 2018	23rd - 26th October, 2018	₦150,000
24	PETROLEUM PRODUCTION ENGINEER	22nd - 25th May, 2018	23rd - 26th October, 2018	₦150,000
25	STOREKEEPING AND WAREHOUSING SKILLS IN THE OIL AND GAS SECTOR	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦150,000
26	FUNDAMENTALS OF ONSHORE AND OFFSHORE PIPELINE SYSTEMS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦150,000
27	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS) FOR OIL & GAS INDUSTRY	5th - 8th June, 2018	6th - 9th November, 2018	₦150,000
28	INSTRUMENTATION, CONTROLS AND ELECTRICAL SYSTEMS FOR FACILITIES ENGINEERS IN OIL AND GAS SECTORS	11th - 14th June, 2018	6th - 9th November, 2018	₦150,000
29	MANAGING BIDS AND TENDERS FROM SUPPLIERS	11th - 14th June, 2018	13th -16th November, 2018	₦150,000
30	PETROLEUM REVENUE GENERATION, TREASURY AND FUNDS MANAGEMENT IN THE OIL AND GAS SECTOR	19th - 22nd June, 2018	13th -16th November, 2018	₦150,000
31	SKILLS IMPROVEMENT COURSE FOR INTERNAL AUDITORS IN OIL AND GAS	19th - 22nd June, 2018	13th -16th November, 2018	₦150,000
32	MANAGING UPSTREAM OIL AND GAS ASSETS	26th - 29th June, 2018	27th - 30th November, 2018	₦150,000
33	EFFECTIVE FIXED ASSETS ACCOUNTING IN THE OIL AND GAS SECTOR	26th - 29th June, 2018	27th - 30th November, 2018	₦150,000
34	INTRODUCTION TO PETROLEUM EXPLORATION	3rd - 6th July, 2018	27th - 30th November, 2018	₦150,000
35	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	3rd - 6th July, 2018	4th - 7th December, 2018	₦150,000
36	HSE IN EXPLORATION AND PRODUCTION	10th - 13th July, 2018	4th - 7th December, 2018	₦150,000
37	FINAL ACCOUNTS AND FINANCIAL REPORTING FOR THE PETROLEUM INDUSTRY	10th - 13th July, 2018	11th - 14th December, 2018	₦150,000
38	BUDGETING, COST CONTROL AND FINANCIAL REPORTING IN OIL AND GAS SECTOR	17th - 20th July, 2018	11th - 14th December, 2018	₦150,000
39	NEGOTIATION SKILLS FOR OIL AND GAS	24th - 27th July, 2018	17th - 20th December, 2018	₦150,000
40	INTERNAL AUDITING STRATEGIES IN THE OIL AND GAS SECTOR	24th - 27th July, 2018	17th - 20th December, 2018	₦150,000

The Fee for each course is N150,000.00 (One Hundred and Fifty Thousand Naira Only) per participant. Payment should be made in cash or Bank Draft made payable to Alpha Partners. All courses will hold at Alpha Partners Professional Training Conference Centre, 200, Muritala Mohammed Way (3rd Floor) Opposite Adekunle BRT Bus-stop, Yaba - Lagos. For further information on these courses and for in-house training arrangements, please call CHRIS ONWUASIGWE, 08033045484, 09060002727, 09060007799, 09060008877. E-mail: [alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com), Website: [www.alphapartners-ng.net](http://www.alphapartners-ng.net)





## Public Sector

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	PUBLIC ADMINISTRATION AND MANAGEMENT	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	THE PENSION ACT AND CURRENT REFORMS IN PENSIONS ADMINISTRATION IN NIGERIA	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	HUMAN CAPITAL MANAGEMENT IN THE PUBLIC SECTOR	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	LEGAL ISSUES IN LOCAL GOVERNMENT ADMINISTRATION	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	DUE PROCESS AND POLICY GUIDELINES FOR PROCUREMENT AND AWARD OF CONTRACTS IN NIGERIA	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	THE DISCIPLINARY PROCESS IN THE PUBLIC SECTOR	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT PROGRAM FOR PUBLIC SECTOR OFFICERS	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	PUBLIC SECTOR FINANCIAL REGULATIONS PROVISIONS, IMPLEMENTATION AND CHALLENGES	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
9	LABOUR LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
10	PUBLIC SERVICE RULES: PROVISIONS IMPLEMENTATION AND CHALLENGES	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
11	FRAUD DETECTION AND INVESTIGATION FOR GOVERNMENT AUDITORS	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
12	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
13	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FUNDAMENTALS –ACCRUAL BASIS	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
14	FINANCIAL CRIME MANAGEMENT IN THE PUBLIC SECTOR	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
15	IMPROVING PUBLIC SECTOR PERFORMANCE IN THE 21ST CENTURY	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
16	PUBLIC SECTOR AUDIT CONCEPTS AND TECHNIQUES	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
17	CURRENT ISSUES IN PUBLIC SECTOR TREASURY MANAGEMENT IN NIGERIA	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
18	PUBLIC SECTOR BUDGETING: PREPARATION, IMPLEMENTATION AND CONTROLS	5th - 8th June, 2018	6th - 9th November, 2018	₦120,000
19	INTENSIVE INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) TRAINING	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000



# ALPHA PARTNERS

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200, Muritala Mohammed Way (3rd Floor),  
Adekunle BRT B/Stop, Yaba, Lagos, Nigeria.

Tel: 08033045484, 09060002727, 09060007799, 09060008877  
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20	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR MANAGERS, DIRECTORS AND STAKEHOLDERS	11th - 14th June, 2018	13th -16th November, 2018	₦120,000
21	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR ACCOUNTANTS AND AUDITORS	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
22	INTRODUCTION TO PUBLIC PROCUREMENT AND SUPPLY CHAIN MANAGEMENT	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
23	CODE OF CONDUCT FOR PUBLIC OFFICERS: PROVISIONS, IMPLEMENTATION, EXECUTION AND CHALLENGES	3rd - 6th July, 2018	27th - 30th November, 2018	₦120,000
24	THE PROCUREMENT ACT: PROVISIONS, IMPLEMENTATION AND CHALLENGES	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
25	INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) PRACTICE GUIDE FOR PUBLIC SECTOR ACCOUNTANTS AND AUDITORS	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000
26	INTERNAL CONTROLS GUIDELINES FOR PUBLIC SECTOR AUDITORS	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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+2348033045484, +2349060002727  
+2349060007799, +2349060008877



[www.alphapartners-ng.net](http://www.alphapartners-ng.net)



[alphapartners111@yahoo.com](mailto:alphapartners111@yahoo.com)





## Secretaries and Personal Assistants

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	SUCCESS SKILLS FOR PA'S AND EXECUTIVES SECRETARIES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	EXCELLENCE FOR EXECUTIVES SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	THE EFFECTIVE SECRETARY	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN. OFFICERS	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
9	EFFECTIVE BUSINESS COMMUNICATION SKILLS, MEETING MANAGEMENT AND PUBLIC RELATIONS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATION PROFESSIONALS	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
10	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
11	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PAS AND ADMIN OFFICERS	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
12	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE FOR SECRETARIES AND PERSONAL ASSISTANTS	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
13	PROFESSIONAL OFFICE PROCEDURES FOR ADMIN OFFICERS, SECRETARIES AND PAS	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
14	MANAGING YOUR BOSS IN THE WORKPLACE	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
15	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
16	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000





S/N	TITLE	1ST BATCH	2ND BATCH	FEE
17	ADVANCED OFFICE MANAGEMENT & ADMINISTRATIVE SKILLS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
18	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
19	INFORMATION COMMUNICATION AND RECORDS MANAGEMENT COURSE	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
20	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
21	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PAS	3rd - 6th July, 2018	27th - 30th November, 2018	₦120,000
22	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
23	MANAGEMENT SKILLS FOR SECRETARIES, ADMINISTRATIVE SUPPORT STAFF	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000
24	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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## Insurance

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	INSURANCE ACCOUNTING TECHNIQUES	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	PROTECTION AND INDEMNITY INSURANCE	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	BASIC INSURANCE PRINCIPLES AND PRACTICE	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	COMMERCIAL INSURANCE ADMINISTRATION	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	ADVANCED INSURANCE PRINCIPLES AND PRACTICE	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	EXCELLENCE IN LIFE AND PROPERTY INSURANCE ADMINISTRATION	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	LIABILITY INSURANCE MANAGEMENT	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	MOTOR INSURANCE ADMINISTRATION	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
9	COMMERCIAL PROPERTY INSURANCE	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
10	INTRODUCTION TO INSURANCE BASICS	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
11	PROFESSIONAL INDEMNITY INSURANCE MANAGEMENT	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
12	MOTOR FLEET INSURANCE ADMINISTRATION	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
13	EXCELLENCE IN INSURANCE CLAIMS ADMINISTRATION	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
14	GROUP LIFE INSURANCE ADMINISTRATION	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
15	EMPLOYER'S LIABILITY INSURANCE	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
16	FIDELITY GUARANTEE ADMINISTRATION	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
17	MARINE CARGO INSURANCE MANAGEMENT	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
18	PERSONAL ACCIDENT INSURANCE ADMINISTRATION	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000







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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
19	PLANT ALL-RISK INSURANCE ADMINISTRATION	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
20	OIL AND GAS INSURANCE UNDERWRITING AND ADMINISTRATION	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
21	FUNDAMENTALS OF INSURANCE IN OIL AND GAS INDUSTRIES	3rd - 6th July, 2018	27th - 30th November, 2018	₦120,000
22	INTERNAL AUDITING FOR COMPANIES	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
23	CONSTRUCTION INSURANCE AND ADMINISTRATION	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000
24	GOODS-IN-TRANSIT AND CASH-IN-TRANSIT INSURANCE	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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+2348033045484, +2349060002727  
+2349060007799, +2349060008877



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## Sales & Marketing

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	MASTERING SALES AND MARKETING IN THE AGE OF NEW SOCIAL MEDIA	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	CUSTOMER-FOCUSED SELLING STRATEGIES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	MARKETING STRATEGIES AND PLANNING	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	STRATEGIES AND SECRETS OF SUCCESSFUL SALES MANAGERS	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	MARKETING COMMUNICATION	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	SERVICE QUALITY AND EXCELLENCE: BEYOND CUSTOMER SERVICE	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
9	THE EFFECTIVE MARKETING MANAGER	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
10	IMPROVING YOUR MARKETING MIX SUCCESSFULLY	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
11	DEVELOPING STRATEGIC MARKET PLANS FOR YOUR ORGANIZATION	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
12	SALES AND MARKETING MANAGERS BEST PRACTICES FOR RESULTS	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
13	SKILLS IMPROVEMENT COURSE FOR SALES AND MARKETING MANAGERS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
14	BEST PRACTICE IN CREDIT SALES ADMINISTRATION	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
15	FUNDAMENTALS OF MARKETING FOR NEW MARKETING AND NON-MARKETING PROFESSIONALS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
16	MARKET-DRIVING STRATEGIES	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
17	DIGITAL MARKETING PLANS	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
18	MARKETING SALES AND IMPLEMENTATION	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000





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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
19	FUNDAMENTALS OF MARKETING	3rd - 6th July, 2018	27th - 30th November, 2018	₦120,000
20	SALES AND MARKETING MANAGEMENT	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
21	NEGOTIATION STRATEGIES AND SECRETS	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000
22	STRATEGIC MARKETING	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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## Transport Management / Driving

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	VEHICLES MAINTENANCE AND ROUTES MANAGEMENT	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	ACCIDENTS AND CRASH INVESTIGATION FOR CORPORATE TRANSPORTS MANAGERS	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	TRANSPORT MANAGEMENT AND LOGISTICS ISSUES AND CHALLENGES	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	ADVANCED TRANSPORTATION AND LOGISTICS ADMINISTRATION	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	DEFENSIVE DRIVER SAFETY TECHNIQUES	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	IMPLEMENTATION OF THE NEW TRANSPORT MANAGEMENT FOR SUSTAINABILITY	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	TECHNIQUES FOR TRANSPORT MANAGER: BEST PRACTICE	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	ACCIDENT MANAGEMENT AND CONTROL: A GUIDE FOR PROFESSIONAL DRIVERS	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
9	GOOD ON TRANSIT SAFETY AND SECURITY: A GUIDE FOR TRANSPORT MANAGER	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
10	BEST PRACTICE IN TRANSPORTATION PROCESS AND PROCEDURES	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
11	CORPORATE DRIVER'S IMPROVEMENT COURSE FOR EFFECTIVENESS	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
12	STRATEGIC TRANSPORT MANAGERS COURSE FOR EFFICIENCY	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
13	EFFECTIVE DRIVER PROFICIENCY AND EVALUATION	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
14	TRANSPORT MANAGEMENT AND DRIVERS SAFETY COURSE	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
15	CORPORATE FLEET MANAGEMENT	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
16	ROAD SAFETY AND DRIVERS AWARENESS COURSE	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
17	ADVANCED DRIVING ASSESSMENT FOR PROFESSIONAL DRIVERS	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
18	EFFECTIVE TRANSPORT MANAGEMENT AND OPERATIONS	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000





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S/N	TITLE	1ST BATCH	2ND BATCH	FEE
19	RISK ASSESSMENT FOR PROFESSIONAL DRIVERS	3rd - 6th July, 2018	27th - 30th November, 2018	₦120,000
20	TOOL AND TECHNIQUES FOR CORPORATE TRANSPORT MANAGERS	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
21	VEHICLE MAINTENANCE STRATEGIES FOR TRANSPORT MANAGERS	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000
22	TRANSPORT SAFETY AND DRIVERS SECURITY TIP	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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## Legal

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	EMPLOYEE RELATIONS AND THE LAW	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	BUSINESS LAW ADMINISTRATION COURSE	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	LAW AND AGREEMENT BEST PRACTICES	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	CONTRACTS MANAGEMENT	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	BEST PRACTICES IN ARBITRATION AND CONFLICTS RESOLUTION	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	ANNUAL GENERAL MEETING AND BOARD MEETING MANAGEMENT	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	EXCELLENCE IN CORPORATE GOVERNANCE	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	FUNDAMENTALS OF EMPLOYMENT LAWS	17th - 20th April, 2018	3rd - 5th October, 2018	₦120,000
9	THE EFFECTIVE LEGAL SECRETARY	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
10	BEST PRACTICES IN CONTRACT AND COMMERCIAL LAW ADMINISTRATION	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
11	BUSINESS AND CONTRACT LAW ADMINISTRATION	8th - 11th May, 2018	9th - 12th October, 2018	₦120,000
12	COMPANY LAW-ESSENTIAL OVERVIEW	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
13	LAW AND CONTRACTS TERM & CONDITIONS	15th - 18th May, 2018	16th - 19th October, 2018	₦120,000
14	CONSTRUCTIONS CONTRACT LAW ESSENTIALS	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
15	CONTRACT LAW UPDATE 2018	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
16	UNDERSTANDING THE LAW OF ECONOMIC AND FINANCIAL CRIME MANAGEMENT	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
17	EMPLOYMENT LAW	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
18	CONTRACT BRIDGE AND TERMINATION – KEY REMEDIES FOR LITIGATORS	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
19	CORPORATE SECRETARIAT PRACTISE: LEGAL AND COMPLIANCE ASPECTS	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
20	LITIGATION DRAFTING: A COMPREHENSIVE GUIDE	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000





21	COMPANY LAW AND PRACTISE	3rd - 6th July, 2018	27th - 30th November, 2018	₦120,000
22	LEGAL ASPECTS OF DEBT COLLECTIONS	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
23	COMMERCIAL CONTRACT DRAFTING	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000
24	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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## Banking & Finance

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	BASIC PRINCIPLES OF BANKING	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	FINAL ACCOUNTS AND FINANCIAL REPORTING IN BANKS	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	ACCOUNTING, TAXATION AND FINANCIAL ANALYSIS FOR BANKS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	LENDING METHODS AND PROCEDURES	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	BANKING MANAGEMENT SKILLS	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	ELECTRONIC BANKING	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	PRODUCT DEVELOPMENT IN BANKS	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	BANKING OPERATIONS MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
9	ADVANCED TREASURY AND INVESTMENT MANAGEMENT	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
10	LOAN ADMINISTRATION, ACCOUNTING AND DEBT RECOVERY	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
11	CASHIERING AND CASH MANAGEMENT TECHNIQUES IN BANKS AND OTHER FINANCIAL INSTITUTIONS	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
12	EXCELLENCE IN FRAUD INVESTIGATION, DETECTION, DETERRENCE AND CONTROL IN BANKS	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
13	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS/INTERBRANCH/UNIT DIFFERENCES IN BANKS	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
14	EFFECTIVE AUDITING AND INTERNAL CONTROL STRATEGIES IN BANKS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
15	EFFECTIVE BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES IN BANKS	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
16	REGULATORY FRAMEWORK AND STATUTORY FINANCIAL RETURNS FOR BANKS	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
17	STRATEGIES FOR DEPOSIT DRIVE AND MARKETING OF FINANCIAL SERVICES/PRODUCTS FOR BANKS	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
18	ADVANCED CUSTOMER RELATIONSHIP MANAGEMENT AND CUSTOMER SERVICE EXCELLENCE IN BANKS	3rd - 6th July, 2018	4th - 7th December, 2018	₦120,000
19	IT AUDITING FOR BANKS	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
20	INTERNAL AUDIT REPORT WRITING FOR IMPACT AND RESULT IN BANKS	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000

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## Hotel Management

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	HOTEL & HOSPITALITY MANAGEMENT	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	BEST PRACTICE IN HOTEL AND RESTAURANT MANAGEMENT	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	HOTEL ACCOUNTING	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	INTRODUCTION TO HOTEL REVENUE MANAGEMENT	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	HOSPITALITY AND EVENT MANAGEMENT FOR HOTEL MANAGERS	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	HOTEL HUMAN RESOURCES MANAGEMENT	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	BOOKING PRACTICES IN HOTEL REVENUE MANAGEMENT	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	HOTEL WAREHOUSING AND STORES MANAGEMENT	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
9	MODERN METHODS OF HOTEL MAINTENANCE AND OPERATION	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
10	EXCEPTIONAL CUSTOMER SERVICE FOR HOTEL INDUSTRY	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
11	HOTEL FRONT DESK OPERATIONS MANAGEMENT	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
12	HOUSEKEEPING AND ROOM MANAGEMENT SUPERVISION	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
13	EXCELLENCE IN CUSTOMER SERVICE IN HOTELS	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
14	COST AND CONTROL FOR FOOD AND BEVERAGES OPERATIONS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
15	KITCHEN AND RESTAURANT MANAGEMENT IN THE 21ST CENTURY	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
16	BUDGETING FOR BETTER OPERATIONAL PERFORMANCE	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
17	HOTEL MARKETING & SALES	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
18	HOTEL ASSETS MANAGEMENT (HAM)	3rd - 6th July, 2018	4th - 7th December, 2018	₦120,000
19	HOTEL FRONT DESK MANAGEMENT	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
20	HOTEL QUALITY CONTROL (HQC)	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000

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## Security

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	DEVELOPING SECURITY INTELLIGENCE GATHERING ENVIRONMENT	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	CREATING SUCCESSFUL SECURITY POLICIES, PLAN AND PROCEDURES	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	EFFECTIVE INTERNAL SECURITY MANAGEMENT TECHNIQUES AND PROCEDURES	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	EXCELLENCE IN CRIME MANAGEMENT	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	EFFECTIVE SURVEILLANCE, REPORT WRITING AND INFORMATION MANAGEMENT FOR SECURITY OFFICERS	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	THE EFFECTIVE SECURITY OFFICER	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	ADVANCED INVESTIGATION TECHNIQUES AND PROCEDURES	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	MODERN INVESTIGATION, SECURITY AND CRISIS MANAGEMENT STRATEGIES	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
9	SECURITY SKILLS IMPROVEMENT COURSE	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
10	SECURITY RISK ANALYSIS AND MANAGEMENT	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
11	PROTECTING ORGANIZATION'S CRITICAL INFRASTRUCTURE	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
12	INVESTIGATING FRAUD IN THE WORKPLACE	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
13	FIRE AND ARSON MANAGEMENT AND CONTROL	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
14	ADVANCED CORPORATE SECURITY MANAGEMENT AND LOSS PREVENTION STRATEGIES	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
15	E-SECURITY (ELECTRONIC SECURITY) MANAGEMENT	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
16	STRATEGIES FOR PROTECTING CHIEF EXECUTIVES AND OTHER MANAGEMENT PERSONNEL	19th - 22nd June, 2018	13th - 16th November, 2018	₦120,000
17	FRAUD DETECTION, PREVENTION AND CONTROL	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
18	ORGANIZATIONAL SECURITY POLICY: DESIGN, DEVELOPMENT AND IMPLEMENTATION	3rd - 6th July, 2018	4th - 7th December, 2018	₦120,000
19	PROFESSIONAL SECURITY DEVELOPMENT COURSE	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
20	WORKPLACE SECURITY AND SAFETY COURSE	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000

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## Public Relations

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	INTRODUCTION TO PUBLIC RELATIONS	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	13th - 16th March, 2018	14th - 17th August, 2018	₦120,000
3	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
4	MEASURING AND EVALUATING PR	26th - 29th March, 2018	4th - 7th September, 2018	₦120,000
5	WRITING SKILLS FOR PR	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
6	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	10th - 13th April, 2018	18th - 21st September, 2018	₦120,000
7	PUBLIC RELATION AND MEDIA SKILLS	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
8	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	24th - 27th April, 2018	3rd - 5th October, 2018	₦120,000
9	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
10	SUCCESSFUL PUBLIC RELATIONS	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
11	PROTOCOL AND TRAVEL MANAGEMENT	15th - 18th May, 2018	23rd - 26th October, 2018	₦120,000
12	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
13	PR IN A CHANGING DIGITAL LANDSCAPE	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
14	ADVANCE STRATEGIES FOR PUBLIC RELATIONS	5th - 8th June, 2018	30th Oct- 2nd November, 2018	₦120,000
15	PUBLIC RELATIONS PROFESSIONALS	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
16	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	19th - 22nd June, 2018	13th -16th November, 2018	₦120,000
17	PUBLIC RELATIONS FUNDAMENTALS	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
18	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	3rd - 6th July, 2018	4th - 7th December, 2018	₦120,000
19	MEDIA RELATIONS AND PUBLIC AFFAIRS	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
20	BUSINESS STRATEGY FOR PR	17th - 20th July, 2018	11th - 14th December, 2018	₦120,000

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## Communication

S/N	TITLE	1ST BATCH	2ND BATCH	FEE
1	STRATEGIC THINKING AND BUSINESS PLANNING	6th - 9th March, 2018	7th - 10th August, 2018	₦120,000
2	SPEECH WRITING	20th - 23rd March, 2018	28th - 31st August, 2018	₦120,000
3	ADVANCE PUBLIC SPEAKING AND PRESENTATION SKILLS	4th - 6th April, 2018	18th - 21st September, 2018	₦120,000
4	MANAGING MEETINGS	17th - 20th April, 2018	25th - 28th September, 2018	₦120,000
5	ADVANCE COMMUNICATION STRATEGY	2nd - 4th May, 2018	9th - 12th October, 2018	₦120,000
6	INTERNAL COMMUNICATION STRATEGIES	8th - 11th May, 2018	16th - 19th October, 2018	₦120,000
7	STRATEGIC PUBLIC AFFAIRS AND GOVERNMENT RELATIONS PROGRAMME	22nd - 25th May, 2018	23rd - 26th October, 2018	₦120,000
8	CRISIS COMMUNICATION PROGRAMME	30th May - 1st June, 2018	30th Oct- 2nd November, 2018	₦120,000
9	PRESS RELEASE WRITING	11th - 14th June, 2018	6th - 9th November, 2018	₦120,000
10	SOCIAL MEDIA STRATEGY FOR COMMUNICATIONS AND PR	26th - 29th June, 2018	27th - 30th November, 2018	₦120,000
11	COMMUNICATION STRATEGY DESIGN AND DEVELOPMENT	10th - 13th July, 2018	4th - 7th December, 2018	₦120,000
12	CRISIS MANAGEMENT IN SOCIAL MEDIA	24th - 27th July, 2018	17th - 20th December, 2018	₦120,000

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