

**FINANCE AND ACCOUNTING TRAINING CALENDAR-2019**

S/N	COURSE TITLE	DAYS	FEE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	Financial Account And Financial Reporting system	3				6th-8th									
2	Payroll Procedures And Administration	2					11th - 12th								
3	Managing Receivables-Credit Monitoring And Control	2			14th-15th										
4	Budgeting,Forecasting And The Planning Process	3								17th-19th					
5	Cash Management ;Control,Reconciliation And Risk Strategies	3							11th-13th						
6	Nigerian Taxation Systems	4						6th-9th							
7	Tax Planning And Administration	3										10th-12th			
8	Cash Flow And Treasury Management	1										13th			
9	Cash Flow Management And Forecasting	1										14th			

**HUMAN RESOURCE,ADMINISTRATION AND MANAGEMENT TRAINING CALENDAR 2019**

1	Effective Office Management And Administration Skills	1		25th											
2	Human Resources Development And Personnel Management	2				6th-7th									
3	Nigerian Labour Laws And Practices	3					24th-26th								
4	Employee Discipline And Due Compliance In The Organisation	1			1st										
5	Strategic Planning And Goal Setting; Setting Business Goal, Target And	4								2nd-5th					
6	Human Resources Policies And Procedure	2									7th-8th				
7	Office Etiquette,Ethnic And Professionalism	1				29th									
8	Employee Compensation And Benefits	2			21st-22nd										
9	Information Communication And Records Management Course	2			23rd-24th										

**WORKS, SERVICES AND MAINTENANCE TRAINING CALENDAR 2019**

1	Improving Effectiveness Of Work,Services And Maintenance Departments	6			11th-16th										
2	Optimizing Equipment Maintenance And Replacement Decisions	6				11th-16th									
3	Best Practice In Electrical System Grounding And Earthing	2			22nd-23rd										
4	Regulators,Valves,Meters And Filters;Selection,Application,Operation,Diagnostic,Testing,Troubleshooting And Maintenance	5						14th-18th							
5	Advanced Compressor Maintenance	2							13th-14th						
6	Operation And Maintenance Of Gas Facilities	2			14th-15th										
7	Installation Maintenance And Protection Of Electrical,Electronic And Electro	3					8th-10th								
8	Electrical Faults;Causes Analysis,Detection And Remedies	3								6th-8th					
9	Best Practice In Gas Facilities Management	3								20th-22nd					
10	Operation,Maintenance And Failure Prevention Of Gas Equipments	4											15th-18th		
11	Rotating Equipment;Start-Up Operation,Maintenance And Troubleshooting	5												4th-8th	
12	Operation,Maintenance And Troubleshooting Of Pump,Compressors And V	5								8th-12th					
13	Corrosion Control	4					23th-26th								
14	Project Performance Measurement And Management	3							24th-26th						
15	Excellence In Process And Mechanical Engineering Essentials	3											29th-31st		
16	Essential Project Management And Pipeline Integrity Surveillance Skills	3												25th-27th	
17	Fundamentals Compressor System And Compressed Natural Gas Operation	3											29th-31st		
18	Managing 24/7 Helpdesk	2			6th-7th										
19	Essentials Of Power Generation System	3						6th-8th							

**TRANSPORT MANAGEMENT/ DRIVERS TRAINING CALENDAR 2019**

1	Vehicles Maintenance And Routes Management	3			5th-7th										
2	Accident Management And Control;A Guide For Professional Drivers	3				26th-28th									
3	Road Safety And Drivers Awareness Course	4						14th-17th							

**SAFETY AND SECURITY TRAINING CALENDAR 2019**

1	Fire And Arson Management And Control	3			26th-28th										
2	Workplace Safety Course	3								27th-29th					
3	Introduction To Process Safety	3											2nd-4th		

**COMMUNICATION AND CUSTOMER SERVICE TRAINING CALENDAR 2019**

1	Advanced Public Speaking And Presentation Skills	3						27th-29th							
2	Managing 24/7 Helpdesk	2										16th-17th			

**HEALTHCARE MANAGEMENT TRAINING CALENDAR 2019**

1	Worklife Balance And Stress Management	1			21st										
2	National Health Insurance Scheme;Implementation For Excellence	1					17th								
3	Maintaining A Healthy Workforce For Higher Efficiency	2							3rd-4th						
4	Use Of First Aid	1								23rd					