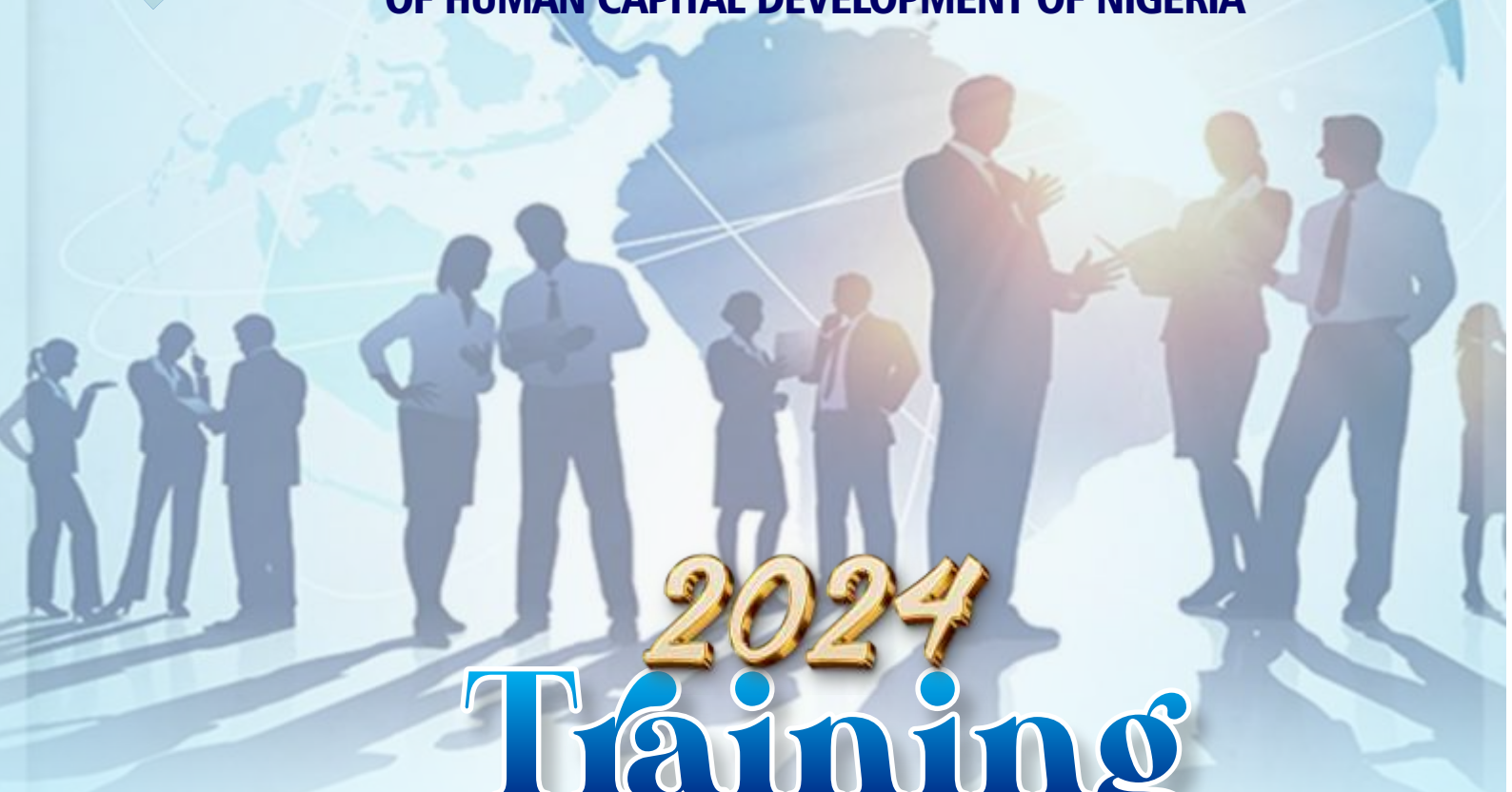
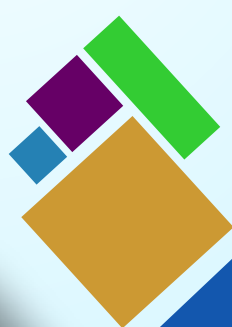




CHARTERED INSTITUTE OF HUMAN CAPITAL DEVELOPMENT OF NIGERIA



2024 Training Brochure



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To be the leading Human Capital Development institute globally committed to the enhancement of competence, performance, and excellence.

To develop knowledge, skills, ability, and competence successfully, towards maximum productivity and the attainment of set goals and objectives.

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WHAT WE DO

At the Chartered Institute of Human Capital Development of Nigeria (CIHCDN), our core mission revolves around equipping individuals and organizations with the knowledge and tools necessary to excel in the ever-evolving landscape of Human Capital Development. Here's a detailed breakdown of what we do:

1. TRAINING AND DEVELOPMENT PROGRAMMES: Our Institute is committed to offering a wide array of resources tailored to learning and performance professionals, educators, and students. These resources include research analysis, benchmarking data, online information databases, books, and various publications. We recognize that staying informed and up-to-date is vital for anyone in the field of Human Capital Development, and we strive to be the go-to source for these valuable insights.

2. PROFESSIONAL NETWORKING: CIHCDN fosters professional connections by

bringing together experts, practitioners, and enthusiasts in the field through conferences, workshops, and online platforms. These events provide opportunities for collaboration, knowledge sharing, and networking, ultimately strengthening the community of Human Capital Development Professionals in Nigeria.

3. PROFESSIONAL DEVELOPMENT OPPORTUNITIES: We are dedicated to nurturing the growth of learning practitioners by offering a range of professional development opportunities. These initiatives include training programs, certifications, workshops, and seminars designed to enhance the skills and knowledge of our members and the broader community.

4. ADVOCACY AND COLLABORATION: CIHCDN serves as the voice of the Human Capital Development profession in Nigeria. We actively engage with the media and policymakers to advocate for best practices and advancements in the field. Furthermore, we collaborate with other professional bodies and organizations with shared goals, working collectively

to advance the profession of Human Capital Development.

5. RECOGNITION OF EXCELLENCE: Recognizing and celebrating excellence is a cornerstone of our mission. CIHCDN sets and upholds the highest standards of best practices in learning and performance. Through awards, accolades, and recognition programs, we highlight outstanding achievements and talents within the field, inspiring others to strive for excellence.

6. TECHNICAL SUPPORT: Our Institute is dedicated to providing technical support to individuals and organizations in the realm of Human Capital Development. We offer guidance, expertise, and resources to assist in achieving set goals and objectives, ultimately contributing to personal and organizational growth and development.

Join the ranks of countless professionals who have unlocked their potential with the Chartered Institute of Human Capital Development of Nigeria: we are your trusted partner on your journey to success in the world of learning and performance. Choose us, and together, we'll redefine what's possible in this dynamic field.



SERVICE POLICY

CIHCDN's service policy is built upon a set of core values and principles that guide our actions and interactions. These principles reflect our commitment to excellence, professionalism, integrity, and the continuous improvement of Human Capital Development. Here's an in-depth look at our service policy:

1. Integrity: We hold ourselves to the highest standards of integrity, ensuring that our actions are always fair, honest, and sincere. We believe that trust is the foundation of any successful endeavor, and we strive to maintain the trust of our members and stakeholders.

2. Knowledge: Knowledge is a cornerstone of Human Capital Development. We are dedicated to exploring the world for valuable information and insights that can benefit our members and the broader community. We are committed to providing access to cutting-edge knowledge and best practices.

3. Performance: We are unwavering in our commitment to

continuously improve performance in the workplace. We encourage our members to strive for peak performance and to contribute their best efforts to their organizations and the field of Human Capital Development.

4. Excellence: Excellence is the standard we aim to achieve in every sphere of human endeavors. We are dedicated to pursuing best practices and constantly striving to excel in our services, programs, and initiatives.

5. Professionalism: We uphold and maintain the highest standards of professionalism and ethical conduct within our organization and among our members. We believe that professionalism is essential for the credibility and success of the Human Capital Development profession.

6. Innovation: We actively encourage our members to be creative and enterprising. We recognize that innovation is a driving force for growth and progress in the field of Human Capital Development, and we support initiatives that promote innovation.

7. Value: We are

committed to delivering value for money to our members and stakeholders. We understand the importance of providing high-quality services and receiving fair compensation for the services we provide.

8. Human Element: We recognize that the human element is the fulcrum of all productive activities. Our focus is on enhancing the capabilities, skills, and potential of individuals, as they are the driving force behind organizational and societal progress.

9. Talent: We actively encourage and develop talent within our community. We believe in nurturing the skills and abilities of individuals to help them reach their full potential, thereby contributing to the growth and success of the Human Capital Development profession.



RELEVANCE

OF HUMAN CAPITAL DEVELOPMENT IN ORGANIZATIONS

Human Capital Development plays a pivotal role in organizations, offering a wide range of benefits and advantages that contribute to their success and sustainability. Here is an in-depth exploration of the relevance of Human Capital Development in organizations:

- 1. Enhanced Performance and Productivity:** Developing employees' skills and knowledge enhances their individual and collective performance. This increased competency allows them to tackle tasks more effectively, leading to higher productivity levels. Ultimately, improved performance contributes to the achievement of organizational goals and the delivery of high-quality work.
- 2. Competitive Advantage:** Organizations that prioritize Human Capital Development gain a distinct competitive advantage. Well-trained and skilled employees enable companies to innovate, adapt to changing market conditions, and outperform competitors. In a globalized and dynamic business environment, this advantage is invaluable.
- 3. Employee Retention and Engagement:** Offering opportunities for learning and growth within the organization fosters higher levels of employee satisfaction and engagement. When employees feel that their development is valued and supported, they are more likely to remain loyal to the company, reducing turnover rates and the associated costs.
- 4. Succession Planning:** Human Capital Development ensures that organizations have a pool of talented individuals who can step into leadership and critical roles when needed. By nurturing and developing employees' skills, organizations can groom their own talent and reduce dependence on external hiring, which can be costly and risky.
- 5. Adaptability and Resilience:** In a rapidly changing business landscape, organizations need adaptable and resilient employees. Human Capital Development equips individuals with the skills and mindset necessary to embrace change, learn new technologies, and navigate complex situations effectively.
- 6. Innovation and Creativity:** Developing employees' knowledge and expertise fosters innovation and creativity within organizations. Well-trained individuals are more likely to generate new ideas, solve problems creatively, and contribute to continuous improvement, helping organizations stay ahead in a competitive market.
- 7. Organizational Culture and Morale:** Investing in Human Capital Development contributes to the creation of a positive work culture. When employees feel valued and supported in their growth, they develop a sense of loyalty, commitment, and pride in their work. This, in turn, leads to higher morale and a more cohesive and motivated workforce.
- 8. Reputation and Employer Branding:** Organizations that prioritize Human Capital Development tend to have a positive reputation and a strong employer brand. This reputation can attract top talent, as individuals are naturally drawn to organizations that prioritize their professional growth and development.
- 9. Journals and Publications:** Access our exclusive journals and publications to stay updated on the latest research, trends, and innovations in the learning and performance field. Our publications are a valuable resource for staying informed and inspired. Overall, Human Capital Development is crucial for organizations to build a skilled and motivated workforce, drive innovation and adaptability, and maintain a competitive edge in the market. By investing in their employees' development, organizations can create a positive work environment, achieve higher performance, and position themselves for long-term success.



SEMINARS OFFERED IN THE FOLLOWING FIELDS:

A. HUMAN CAPITAL DEVELOPMENT (HCD)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
The future of work and human capital as a tool for productivity	3 Days	Jos	14 th – 16 th Feb. 23 rd - 25 th July 3 rd – 5 th Dec	₦155,000
Human Capital Development as a tool for diversity and inclusion	3 Days	Lagos	5 th – 7 th March	₦155,000
The Use of AI in Human Capital Development	3 Days	Nasarawa	12 th – 14 th March 21 st – 24 th May 24 th – 26 th Sept.	₦145,000
Technological disruption and Human Capital: How to adapt to changes	3 Days	Portharcourt	19 th – 21 st March	₦155,000
The future of learning: EDTECH and online education	3 Days	Abuja	2 nd – 4 th April 6 th – 8 th Aug. 25 th - 28 th Nov.	₦155,000
Mental health and well-being in the 21 st -century workplace	3 Days	Abuja	9 th – 11 th April	₦125,000
Talent Management and Succession Planning	3 Days	Abuja	23 rd -25 th April	₦125,000
The role of government policies in Human Capital Development	4 Days	Kaduna	21 st – 24 th May	₦170,000
Investing in Education and Training for development	3 Days	Jos	4 th – 6 th June	₦105,000
The role of soft skills in human capital: For Organizational Competitiveness	3 Days	Nasarawa	26 th – 27 th June	₦105,000
Sustainable development and human capital: Driving SDGs	3 Days	Kano	23 rd - 25 th July	₦155,000
Innovative Approaches to Human Capital Development	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Lifelong learning and skill reskilling for productivity	4 Days	Abuja	13 th – 16 th Aug.	₦165,000
Women in leadership and Human Capital Development	4 Days	Abuja	23 rd -25 th Aug.	₦165,000
The Aging Workforce and Human Capital Retention in Organization	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
The gig economy and freelancers' Human Capital	3 Days	Abuja	8 th – 10 th Oct.	₦155,000
Cultural Competence and Global Human Capital	3 Days	Nasarawa	15 th – 18 th Oct	₦155,000
Entrepreneurship and Small Business Development	4 Days	Abuja	25 th - 28 th Nov.	₦170,000
Effective leadership and Talent Management	3 Days	Jos	3 rd – 5 th Dec	₦155,000



SYNOPSIS

As focus continues to shift to HCD due to increasing expectations about Human Capital Development from Governments, Employees, Investors, Regulators and Consumers, as well as fundamental changes in business strategies and the way people work are causing boards to focus more on their HCD strategies. This workshops on human capital development are designed for professionals, educators, policymakers, and business leaders. Attendees will gain insights into strategies for nurturing talent, improving education and training systems, and fostering innovation to unlock the full potential of their workforce and contribute to overall productivity societal advancement.

Each course listed above is aimed at providing the much needed insights and competencies needed to navigate a world which is being increasingly driven by HCD.

B. BUSINESS DEVELOPMENT (BD)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Innovation and Disruption: Staying Competitive in the Digital Age	3 Days	Nasarawa	12 th – 14 th March	₦155,000
Strategies for Sustainable Business Growth in a Post-pandemic world	2 Days	Jos	5 th – 6 th June	₦95,000
Sustainable Business Practices: Aligning Profit and Purpose	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Using AI to Drive Business Growth	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Effective Marketing and Branding Strategies for Small and Medium Enterprises	3 Days	Abuja	8 th – 10 th Oct. 9 th – 11 th April	₦155,000
Effective Financial Planning and Investment Opportunities for Business Expansion	3 Days	Jos	3 rd – 5 th Dec. 5 th – 7 th March 4 th – 6 th June	₦135,000

SYNOPSIS

The Business Development is key for any business wishing to remain competitive. The workshops are designed for entrepreneurs, executives, and professionals seeking to enhance their expertise in fostering growth and opportunity within their organizations. Attendees will delve into strategic planning, market analysis, networking, and innovative practices that result in immediate and measurable business improvement. Whether you're a startup founder looking to scale or a seasoned business leader aiming to diversify and grow your company, this workshops will equip you with the knowledge and strategies to develop a mindset for strategic development of high- values ideas and innovation.

**C. COMPLIANCE & STANDARDS (C&S)**

COURSE TITLE	DURATI ON	VENUE	DATE	AMOU NT
Anti-bribery and Anti-corruption Strategies for Organizations	3 Days	Jos	14 th – 16 th Feb.	₦155,000
Fair Competitiveness Laws/ Antitrust for Corporate Organizations	4 Days	Lagos	5 th – 8 th March	₦155,000
Accurate Record & Reporting Maintaining an Ethical Work Place	4 Days	Portharcourt	19 th – 22 nd March 13 th – 16 th Aug.	₦155,000
Using and Protecting Organizational Resources	3 Days	Abuja	9 th – 11 th April	₦155,000
Internet use in the Working environment	3 Days	Abuja	23 rd -25 th April	₦155,000
How to Report a Concern & Non-Retaliation Policy	4 Days	Kaduna	21 st – 24 th May	₦210,000
Conflict of Interest Prevention Strategies	3 Days	Jos	5 th – 7 th June	₦105,000
Rules and regulation in relation Civil Service	3 Days	Nasarawa	13 th – 15 th June	₦155,000
Skills Paradigm Shifts Strategies for Driving Productivity	3 Days	Nasarawa	26 th – 28 th June	₦105,000
Improving Employee Productivity and Business Outcomes with Corporate Training Apps	3 Days	Kano	23 rd - 25 th July 25 th - 28 th Nov. 14 th – 16 th Feb.	₦155,000
Gift and Entertainment Guidelines	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
General Data Protection Regulation Workplace Safety ETC	3 Days	Abuja	8 th – 10 th Oct.	₦155,000
Insider Trading: How to Prevent it	3 Days	Jos	3 rd – 5 th Dec.	₦155,000

SYNOPSIS

Compliance and Standards is a very integral part of organizations. These workshops are a must-attend for professionals across various sectors, including legal experts, regulatory affairs specialists, quality assurance professionals, and industry leaders. Each participant will gain valuable knowledge on best practices and improve time management and efficiency while maximizing the talents of their teams, risk mitigation, broaden team skills and improve performance, and become a more assertive and successful influencer.

Each workshop is designed to provide the much needed insights to professionals and performers in the compliance ecosystem.

**D. FINANCE & ACCOUNTING (F&A)**

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Training on IFRS Fundamentals	3 Days	Jos	14 th – 16 th Feb.	₦145,000
Contemporary Issues in Accounting	3 Days	Lagos	5 th – 7 th March	₦155,000
Strategies for Improving Financial Literacy	3 Days	Nasarawa	12 th – 14 th March	₦148,000
Financing the Entrepreneurial Business	3 Days	Portharcourt	19 th – 21 st March	₦155,000
Revenue Generation and Cost Control Strategies	3 Days	Abuja	2 nd – 4 th April 24 th – 26 th Sept. 25 th - 28 th Nov.	₦155,000
Performance Management Strategy	3 Days	Abuja	9 th – 11 th April	₦155,000
Budgeting and Budgetary Control	3 Days	Kano	23 rd -25 th April 23 rd - 25 th July 8 th – 10 th Oct.	₦155,000
Project and Infrastructure Finance	5 Days	Kaduna	21 st – 25 th May	₦210,000
Taxation and Tax Planning Strategies for Businesses and Individuals	3 Days	Nasarawa	4 th – 6 th June	₦155,000
TSA Policy Implication and Implications	2Days	Jos	14 th – 15 th June	₦105,000
Corporate Finance: Capital Budgeting & Investment Decisions	3 Days	Nasarawa	25 th – 27 th June	₦155,000
Financial Fraud and Forensic Accounting	3 Days	Kano	23 rd - 25 th July	₦155,000
Real Estate Finance & Investment Analysis	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Finance for Non- finance Executives	5 Days	Abuja	13 th – 17 th Aug.	₦185,000
Sustainability Accounting and Reporting Standard	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Strategic Investment Management	3 Days	Abuja	8 th – 10 th Oct.	₦155,000
Fiscal Policy and Budgeting	4 Days	Abuja	15 th – 18 th Oct.	₦185,000



Financial Statement Analysis & Interpretation	4 Days	Abuja	25 th - 28 th Nov.	₦190,000
Effective Internal Controls, Inspection and Investigation	3 Days	Jos	3 rd - 5 th Dec.	₦155,000

SYNOPSIS

The Finance and Accounting function is pivoted to the wellbeing of any organization. These workshop is designed for finance professionals, accountants, and anyone seeking to enhance their financial acumen. Participants will delve into the latest trends in finance, tax, and accounting regulations, gaining valuable insights into optimizing financial strategies, risk management, and compliance. Whether you're a seasoned CFO, a budding financial analyst, or an entrepreneur looking to master fiscal responsibility, this workshop provides a unique opportunity to stay on the cutting edge of finance and accounting practices, making it an indispensable event for financial enthusiasts and professionals.

Join us in any of the programme above as we work to equip you with the much needed skills to perform at your peak.

E. GENERAL ADMINISTRATION (GA)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Safety protocols and procedures.	4 Days	Portharcourt	19 th - 22 nd March 14 th - 17 th June 25 th - 28 th Nov.	₦155,000
Implementing eco-friendly and sustainable practices.	3 Days	Abuja	9 th - 11 th April	₦135,000
Recruiting, onboarding, and training support staff.	3 Days	Abuja	23 rd - 25 th April	₦155,000
Ethical considerations in managing support staff.	4 Days	Kaduna	21 st - 24 th May	₦210,000
Maintaining accurate records of services and activities.	3 Days	Nasarawa	4 th - 6 th June	₦155,000
Polite and effective communication; courtesy and etiquette	3 Days	Nasarawa	26 th - 28 th June	₦105,000
Documenting maintenance and cleaning schedules.	3 Days	Kano	23 rd - 25 th July	₦135,000
Prioritizing tasks and managing schedules.	3 Days	Kaduna	6 th - 8 th Aug.	₦145,000
Use of administrative and management software.	4 Days	Abuja	13 th - 16 th Aug. 21 st - 24 th May	₦173,000



Ordering and tracking supplies and equipment; Inventory control and management.	3 Days	Abuja	8 th – 10 th Oct.	₦155,000
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SYNOPSIS

Administration is a key component for ensuring organizational success. Participant in our dynamic General Administrative workshop will be thrilled by the level of insights and knowledge that would be shared at each event. Each workshop is designed for professionals across administrative roles. This comprehensive curriculum of each programme covers a spectrum of essential skills and knowledge crucial for administrative staff, including secretaries, receptionists, drivers, janitors, and more. This workshop aims to enhance the overall effectiveness of administrative functions and foster a collaborative and organized workplace environment. Attendees will gain practical insights, tools, and strategies to excel in their roles, leading to increased job satisfaction and career growth. Join us for a transformative learning experience that will empower you to contribute significantly to the success of your organization.

F. HUMAN RESOURCE MANAGEMENT (HRM)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Uses of Technology and trends in HRM: AI automation and HR software	4 Days	Lagos	5 th – 8 th March	₦155,000
Time and Stress Management	4 Days	Portharcourt	19 th – 22 nd March	₦155,000
Employer Branding: Building a Positive Reputation as an Employer	3 Days	Abuja	9 th – 11 th April	₦155,000
HR compliance and legal challenges in HRM	3 Days	Abuja	23 rd - 25 th April	₦135,000
Work-Life Balance and Personal Effectiveness	4 Days	Kaduna	21 st – 24 th May	₦210,000
Preparing for and Managing HR Crises.	3 Days	Nasarawa	4 th – 6 th June	₦155,000
Identifying Skill Gaps and Development Needs.	2 Days	Nasarawa	26 th – 27 th June	₦98,000
Effective Communication, Conflict Management, and Team Building.	3 Days	Kano	23 rd - 25 th July 14 th – 16 th Feb.	₦155,000
Workplace Safety and Occupational Safety and Health Administration (OSHA) Requirements.	3 Days	Kaduna	6 th – 8 th Aug. 3 rd – 5 th Dec.	₦155,000
Workforce Planning in a Challenging Business Environment	4 Days	Abuja	13 th – 16 th Aug.	₦175,000
Contingency Planning and Workforce Agility.	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Setting Up Remote Work Policies and Procedures; Ensuring Productivity and Employee Engagement in Remote Work Settings.	3 Days	Abuja	8 th – 10 th Oct.	₦145,000



Goal Setting and Performance Appraisals; Feedback and Coaching.	4 Days	Abuja	15 th – 18 th Oct.	₦165,000
Navigating Organizational Changes; Adapting to New Technologies and Workflows	4 Days	Abuja	25 th - 28 th Nov.	₦190,000

SYNOPSIS

The Human Resource component of any organization is more or less its bedrock. These Human Resource Management workshops are a must-attend for HR professionals, talent managers, and business leaders interested in optimizing their workforce strategies. Participants will explore the latest trends and best practices in recruitment, employee development, workplace diversity, and talent retention. They will learn to strategize and innovate more creative while equipping employees with tools to independently problem solve. This combination cultivates a more creative, productive and successful team atmosphere.

Please feel free to choose any topic above or a combination of courses to enable us work with you to refigure your HR team.

G. HEALTH CARE (HC)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Healthcare Technology and Innovation: Using Tech & AI for Productivity	4 Days	Portharcourt	19 th – 22 nd March 26 th – 28 th June	₦155,000
Patient-Centered Care System for Public & Private Organizations	4 Days	Kaduna	21 st – 24 th May	₦210,000
Healthcare Finance and Budgeting	4 Days	Nasarawa	4 th – 7 th June 24 th – 27 th Sept.	₦145,000
Healthcare Human Resource Management in a Depressed Economy	2 Days	Nasarawa	26 th – 27 th June	₦88,000
Healthcare Quality and Safety Strategies for Productivity	3 Days	Kano	23 rd - 25 th July	₦145,000
Healthcare Research and Innovation	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Healthcare Leadership and Management	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Healthcare Ethics and Compliance Strategies	4 Days	Enugu	24 th – 27 th Sept.	₦155,000
Healthcare Policy and Regulation	3 Days	Abuja	8 th – 10 th Oct.	₦155,000
Healthcare Crisis Management Dealing with Natural Disasters, Pandemics, etc.	4 Days	Abuja	15 th – 18 th Oct.	₦185,000

SYNOPSIS

Health they say is wealth. Our Healthcare workshop are tailored for medical professionals, healthcare administrators, policymakers, and researchers in the field of healthcare. Participants will engage with the latest advancements in healthcare technology, patient care, and healthcare policy. Whether you're a physician, hospital



executive, or public health advocate, this workshop provides a unique platform to stay informed about the evolving healthcare landscape, exchange ideas, and contribute to the improvement of healthcare delivery, making it an indispensable event for anyone dedicated to the betterment of the healthcare industry.

H. HEALTH & SAFETY (H&S)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Mental Health and Well-being in the Workplace: Creating a Supportive Environment	2 Days	Nasarawa	26 th – 27 th June	₦95,000
Occupational Health and Safety in the Workplace: Best Practices and Compliance	4 Days	Kano	23 rd - 26 th July	₦155,000
Public Health Initiatives: Promoting Wellness in Communities	4 Days	Kaduna	6 th – 9 th Aug.	₦155,000
Emergency Preparedness and Response: Ensuring Workplace Safety	3 Days	Enugu	24 th – 26 th Sept. 14 th – 16 th Feb.	₦135,000
New Frontiers in Health and Safety Technology: Tools for a Safer World	4 Days	Abuja	15 th – 18 th Oct.	₦185,000

SYNOPSIS

Health and safety are like seamese twins. Our Health and Safety workshops are essential for professionals across various sectors, including occupational health experts, safety officers, and industry leaders committed to maintaining safe and healthy workplaces. Attendees will explore the latest practices and regulations in occupational health and safety, risk assessment, and emergency preparedness. Whether you're a safety specialist, a compliance officer, or a business owner aiming to ensure the well-being of your workforce, this workshop offers a comprehensive platform to learn, share insights, and network with peers, making it a critical program for those dedicated to creating and maintaining secure work environments and generating new ideas that translate into progress and productivity.

I. ICT MANAGEMENT AND ADMINISTRATION (ICT MGT & ADMIN)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Supply Chain Management: Optimizing and Resilience in Global Markets	3 Days	Portharcourt	19 th – 21 st March	₦135,000
ICT Budgeting and Cost Control Strategies	4 Days	Abuja	9 th – 12 th April	₦155,000
Strategies for Building High-Performing Teams in Organization	3 Days	Abuja	23 rd -25 th April	₦145,000



Effective ICT governance and Risk Management Strategies	4 Days	Kaduna	21 st – 24 th May	₦201,000
ICT Procurement and Vendor Management Strategies	3 Days	Nasarawa	4 th – 6 th June	₦155,000
Corporate Finance Strategies: Capital Budgeting & Investment Decision	2 Days	Nasarawa	26 th – 27 th June 14 th – 16 th Feb.	₦105,000
Cybersecurity Management: Protecting Digital Assets	4 Days	Abuja	13 th – 16 th Aug. 21 st – 24 th May	₦165,000
Risk Management in today's Business Environment	3 Days	Kano	23 rd - 25 th July	₦155,000
Strategies for Conflict Resolution and Workplace Mediation	3 Days	Abuja	8 th – 10 th Oct.	₦155,000

SYNOPSIS

In a world that is fast being dominated by technology, it has become pertinent for organizations and individuals to embrace it and grow their knowledge and competencies. Our ICT Management and Administration workshops are designed for IT professionals, technology managers, and administrators seeking to enhance their expertise in managing information and communication technology effectively. Participants will delve into the latest trends in IT management, cybersecurity, infrastructure optimization, and digital transformation. Whether you're an IT leader in a large organization or a small business owner aiming to streamline your technology operations, this workshop will equip you with the knowledge and strategies needed to excel in the dynamic world of ICT management and administration, making it an essential event for those dedicated to harnessing the power of technology for business success.

Make it a date with us at any or all of the programmes listed above, you will be glad you did.

J. INSURANCE

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Insurance Companies and Agents; The Role of Insurance Companies	3 Days	Jos	14 th – 16 th Feb.	₦125,000
Understanding Policy Documents.	3 Days	Jos	14 th – 16 th Feb.	₦145,000
Overview of Insurance Regulations; Compliance with Legal Requirements	3 Days	Lagos	5 th – 7 th March	₦155,000
International Insurance Markets	4 Days	Portharcourt	19 th – 22 nd March	₦155,000
Ethical Considerations for Insurance Professionals.	4 Days	Abuja	9 th – 12 th April	₦155,000



Use Of Data Analytics and AI in Underwriting and Claims	4 Days	Abuja	23 rd - 26 th April 23 rd - 26 th July 8 th - 11 th Oct.	₦155,000
Building a Personal Brand as an Insurance Professional.	4 Days	Kaduna	21 st - 24 th May	₦210,000
How to File a Claim; Claims Processing and Settlement.	2 Days	Jos	5 th - 6 th June	₦105,000
Insurance for Specialized Industries (Agriculture, Marine, Aviation, etc)	4 Days	Abuja	13 th - 16 th Aug.	₦165,000
Risk Assessment and Rating; The Role of Insurance in Risk Management.	3 Days	Jos	3 rd - 5 th Dec.	₦128,000

SYNOPSIS

In a world characterized by risks, it is only normal that we do our best to better manage and understand them. These workshops are designed to benefit professionals in the financial and risk management sectors, including insurance agents, underwriters, actuaries, and financial advisors. They cover a wide range of insurance topics, from principles and policies to emerging trends and technological advancements (insurtech). Participants will gain insights into life, health, property, and casualty insurance, helping them better serve clients and stay competitive. The programs focus on risk assessment, coverage optimization, and financial security, offering a valuable opportunity to enhance expertise and build a professional network. The training will equip participants with the knowledge and tools needed for success in the ever-evolving insurance industry.

Do make it a date with us.

K. LEARNING & DEVELOPMENT

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Certification for HR & L&D	3 Days	Lagos	5 th - 7 th March	₦155,000
Creature Thinking Techniques and Tools for Success	4 Days	Portharcourt	19 th - 22 nd March	₦155,000
Machine Learning Specialization	4 Days	Abuja	9 th - 12 th April	₦145,000
Mind shift: Break Through Obstacles to Learning and Discover Hidden Potential	3 Days	Abuja	23 rd - 25 th April 14 th - 16 th Feb.	₦155,000
Strategic Leadership Impact Change, and Decision-Making	4 Days	Kaduna	21 st - 24 th May	₦210,000



Effective Communication: Writing, Design, and Presentation	3 Days	Nasarawa	4 th – 6 th June	₦155,000
Competitive Strategy and Organization Design	4 Days	Kano	23 rd - 26 th July	₦155,000
Foundation of Teaching for Learning Curriculum	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Ubiquitous Learning and Instructional Technologies	4 Days	Abuja	8 th – 11 th Oct.	₦147,000
Certified Professional in Timing and Organizational Management	3 Days	Jos	3 rd – 5 th Dec.	₦135,000

SYNOPSIS

Learning and Development are key catalyst for creating a better world. These workshops are designed for HR professionals, trainers, educators, and individuals passionate about personal growth and skill enhancement. Each workshop will give insights into the latest trends and methodologies in adult learning, talent development, and organizational training. Whether you're an HR specialist looking to enhance your employee development programs, a teacher eager to explore modern pedagogical approaches or an individual committed to lifelong learning, this workshop offers valuable knowledge and networking opportunities, making it an indispensable event for those dedicated to fostering growth and development in themselves and others.

L. LEGAL EDUCATION

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Advanced Negotiation and Advance Deal Making	4 Days	Portharcourt	19 th – 22 nd March	₦135,000
Corporate Governance: Effectiveness and Accountability in the Board Room	4 Days	Kaduna	21 st – 24 th May	₦210,000
Advanced Legal Administration Course	3 Days	Nasarawa	4 th – 6 th June	₦155,000
Effective Legal Writing and Drafting Course	3 Days	Nasarawa	26 th – 28 th June	₦105,000
Intellectual Property Rights Course	4 Days	Kano	23 rd - 26 th July	₦155,000
AGM and Board Meeting Management	4 Days	Kaduna	6 th – 9 th Aug. 14 th – 17 th Feb.	₦155,000
Judicial Conduct and Ethics	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Coalition Building	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
The Effective Legal Secretary Course	3 Days	Enugu	24 th – 26 th Sept.	₦155,000



Introduction to Tax for Property Lawyers	4 Days	Abuja	8 th – 11 th Oct.	₦155,000
Arbitration Advocacy Course	4 Days	Abuja	15 th – 18 th Oct. 23 rd - 25 th July 19 th – 21 st March	₦185,000
Mediations and Litigation Course	4 Days	Abuja	25 th - 28 th Nov.	₦190,000

SYNOPSIS

Legal Education is a specialized form of higher education training designed to prepare individuals for careers in the field of law. Each workshop typically includes a comprehensive curriculum covering subjects that are key and contemporary, areas covered include constitutional law, contracts, and criminal law, among others. Legal education is primarily intended for those aspiring to become lawyers, judges, or legal scholars, and it is typically pursued by individuals who have completed their undergraduate studies and are seeking to attend law school to obtain the necessary qualifications for a legal career.

Feel free to pick from one or more of the above training workshops so that together we help to raise the bar in legal education.

M. LEGISLATIVE LEARNING

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Policy Implementation and Evaluation: Bridging the Gap between Legislation and Impact	4 Days	Lagos	5 th – 8 th March	₦135,000
Membership Development Strategies	3 Days	Portharcourt	19 th – 21 st March 14 th – 16 th Feb.	₦125,000
Legislative Innovation: Harnessing Technology for Better Governance	3 Days	Abuja	9 th – 11 th April	₦155,000
Addressing Key Issues: Climate Change, Healthcare, and Education Legislation	3 Days	Abuja	23 rd -25 th April	₦125,000
Association Governance	4 Days	Kaduna	21 st – 24 th May	₦210,000
Legislative Procedures	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Ethical leadership in government: building public trust	3 Days	Jos	3 rd – 5 th Dec.	₦155,000



SYNOPSIS

The Legislature is one of the key components of any Democracy, as such building the competencies of players in the ecosystem is very germane. This legislative workshops are a must-attend for lawmakers, legal experts, government officials, and policy enthusiasts interested in understanding and shaping the legislative process. Participants will gain insights into current legislative issues, policy formulation, and the intricate workings of government bodies. Whether you're an elected official, an advocate for social change, or a legal professional keen on legislative matters, this workshop offers a unique opportunity to exchange ideas, stay informed about policy changes, and network with key decision-makers, making it an essential event for those committed to participating and contributing to democratic governance.

N. NGO & ASSOCIATIONS

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Basic Registration Processes and development strategies	3 Days	Lagos	5 th – 7 th March	₦155,000
Advocacy process/Working with Media	4 Days	PortHarcourt	19 th – 22 nd March	₦135,000
Organizational Governance for Business Associations	3 Days	Abuja	9 th – 11 th April	₦125,000
Coalition Building Strategic Project Design and Funding	3 Days	Abuja	23 rd -25 th April	₦155,000
Roles of BAS in a Democratic Society	5 Days	Kaduna	21 st – 25 th May	₦210,000
Project Design & Proposal Writing	2 Days	Jos	5 th – 6 th June 24 th – 26 th Sept.	₦85,000
Public Policy Advocacy for Business Association	5 Days	Abuja	13 th – 17 th Aug.	₦185,000
Coalition governance and Financial Sustainability Workshops	4 Days	Abuja	8 th – 11 th Oct. 26 th – 29 th June	₦155,000
Partnering with Media for Improved Results	3 Days	Jos	3 rd – 5 th Dec.	₦155,000

SYNOPSIS

NGOs (Non-Governmental Organizations) and Associations are both forms of non-profit organizations dedicated to various social, environmental, or humanitarian causes. They rely on members, volunteers, and individuals interested in promoting a particular mission. Participation in NGOs and associations is open to individuals who share a common interest or commitment to their objectives, making them inclusive platforms for people who want to contribute to positive social change, advocate for specific causes, or support community initiatives. In order therefore to be worthy participant and also to ensure that these organizations achieve the aims and objectives for which they are established. We must engage in building the capacity and competencies of those in the industry, the workshops listed above will do just that. Kindly avail yourself and your team with the knowledge this training workshops provide.

**O. OIL AND GAS**

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Emergency Response and Evacuation Procedures.	3 Days	Lagos	5 th – 7 th March	₦155,000
Digitalization and IoT in the Industry; Artificial Intelligence and Data Analytics.	4 Days	PortHarcourt	19 th – 22 nd March	₦155,000
Operation and Maintenance of Drilling Rigs, Pumps, Compressors, and Other Equipment.	3 Days	Abuja	9 th – 11 th April	₦155,000
Troubleshooting and Repair Procedures.	4 Days	Abuja	23 rd -26 th April 14 th – 17 th Feb.	₦155,000
Financial Management and Investment Analysis.	4 Days	Kaduna	21 st – 24 th May	₦195,000
Exploration, Production, Refining, and Distribution Processes.	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Procurement and Supply Chain Management.	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Overview of the Oil and Gas Industry.	4 Days	Enugu	24 th – 27 th Sept.	₦155,000
Sustainable Practices in the Oil and Gas Industry	3 Days	Abuja	8 th – 10 th Oct.	₦135,000
Safety Regulations and Practices.	3 Days	Jos	3 rd – 5 th Dec.	₦125,000

SYNOPSIS

The Oil and Gas industry is a key driver of our nation's economy. To these end we have designed trainings that will help improve service delivery in this area. These Oil and Gas workshops are designed for energy professionals, encompassing exploration, production, distribution, and industry innovations. It offers insights into energy markets, sustainability, geopolitics, and investment strategies. Participants, including engineers, geologists, investors, and policymakers, will gain a comprehensive insight on the industry. By participating, you'll be equipped with valuable knowledge to make informed decisions and network with peers in the dynamic Oil and Gas sector, ensuring you stay at the forefront of industry developments.

P. ORGANIZATIONAL COMMUNICATION (OC)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
The Impact of Leadership Styles on Organizational Communication	3 Days	Lagos	5 th – 7 th March	₦155,000
Change Management and Communication	3 Days	PortHarcourt	19 th – 21 st March	₦155,000
Employee Engagement and Communication	4 Days	Abuja	9 th – 12 th April	₦155,000



Communication Technology Trends in the Workplace	4 Days	Abuja	23 rd -26 th April	₦155,000
Virtual Teams and Communication Challenges	2 Days	Jos	5 th – 6 th June	₦75,000
The Role of Social Media in Organizational Communication	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Ethical Communication in Organizations	4 Days	Abuja	13 th – 16 th Aug.	₦165,000
Effective Cross-cultural Communication in Multinational Organizations:	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Crisis Communication and Organizational Reputation Management	4 Days	Abuja	15 th – 18 th Oct.	₦185,000
Employee Feedback and Organizational Improvement	3 Days	Jos	3 rd – 5 th Dec.	₦135,000

SYNOPSIS

Communication is a very essential tool for organizational governance and target setting and delivery. These Organizational Communication workshops are crafted for communication professionals, business leaders, and individuals looking to enhance their understanding of effective communication within corporate environments. Participants will be exposed to the latest trends in internal and external communication, crisis management, and digital communication strategies. Whether you're a corporate communicator seeking to improve internal cohesion or a business owner aiming to refine your organization's public image, this workshop provides valuable insights to master skills to communicate more effectively, resolve conflict and improve team dynamics, making it a crucial program for those dedicated to fostering efficient and impactful communication within the organization.

Q. ORGANIZATIONAL ENVIRONMENT (OE)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
The Role of Government Policies in Shaping Organizational Environments	3 Days	Lagos	5 th – 7 th March	₦155,000
Innovation Ecosystems and Organizational Growth	3 Days	Abuja	9 th – 11 th April	₦155,000
Responsible Supply Chain Management and Environmental impact:	3 Days	Abuja	23 rd -25 th April	₦155,000
Digital Transformation and the Changing Business Environment	2 Days	Jos	5 th – 6 th June	₦85,000
Organizational Resilience in a Changing Environment	3 Days	Kaduna	6 th – 8 th Aug.	₦155,000
Organizational Ethics in a Complex World	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Environmental Sustainability and Corporate Responsibility	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Regulatory Compliance and Environmental Impact	4 Days	Abuja	15 th – 18 th Oct.	₦165,000



			9 th – 11 th April	
Corporate Social Responsibility (CSR) and Organizational Reputation:	4 Days	Abuja	25 th - 28 th Nov.	₦190,000
Globalization and Organizational Adaptation	4 Days	Jos	3 rd – 6 th Dec.	₦135,000

SYNOPSIS

Every organization operates within an environment. An understanding of this acts as a catalyst for development and improved service delivery by key functionaries. This Organizational Environment workshop is tailored for leaders, sustainability experts, and professionals passionate about fostering a positive impact on their business surroundings. Participants will explore the latest practices in sustainability, corporate social responsibility, and how to create a healthy workplace culture. Whether you're a CEO aiming to align your business with environmental and social goals or a sustainability officer dedicated to reducing your organization's carbon footprint, this workshop offers valuable knowledge on how to facilitate a more productive and positive team environment.

R. ORGANIZATIONAL PERFORMANCE (OP)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Risk Management and Performance:	3 Days	Nasarawa	12 th – 14 th March	₦155,000
Key Performance Indicators (KPIs) for Organizational Success:	4 Days	Kaduna	21 st – 24 th May	₦170,000
Balanced Scorecard and Strategic Performance Management	3 Days	Nasarawa	4 th – 6 th June 25 th - 28 th Nov.	₦155,000
Innovation and Creativity in Organizational Performance	2 Days	Nasarawa	26 th – 27 th June	₦105,000
Employee Motivation and Performance	3 Days	Kano	23 rd - 25 th July	₦155,000
Sustainability and Corporate Performance:	4 Days	Kaduna	6 th – 9 th Aug.	₦155,000
Supply Chain Optimization and Performance	4 Days	Enugu	24 th – 27 th Sept.	₦155,000
Lean's Six Sigma and Process Improvement	3 Days	Abuja	8 th – 10 th Oct.	₦155,000
Customer Experience and Organizational Performance	4 Days	Abuja	15 th – 18 th Oct.	₦185,000
Strategic Human Resource Management and Performance:	4 Days	Abuja	25 th - 28 th Nov.	₦190,000

SYNOPSIS

A non performing organization is a dead organization. These Organizational Performance workshops are essential for executives, managers, and professionals interested in optimizing their company's performance and



productivity. Participants will delve into the latest strategies for improving operations, enhancing employee engagement, and achieving sustainable growth. Whether you're a business leader seeking to boost your company's competitiveness or a manager dedicated to operational excellence, these workshops provide a wealth of knowledge on how to lead with more skills and confidence, increasing the efficacy of your teams and creating positive business results.

S. REAL ESTATE

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Real Estate Development: Phases of Development, Zoning and Land Use	4 Days	Nasarawa	12 th – 15 th March	₦155,000
Property and Growth Management	3 Days	Abuja	2 nd – 4 th April	₦155,000
Global Real Estate Practices and Risk Management	3 Days	Kaduna	6 th – 8 th Aug.	₦125,000
Real Estate Market Analysis and Development	4 Days	Kaduna	6 th – 9 th Aug.	₦155,000
Introduction to Real Estate for Beginners	3 Days	Enugu	24 th – 26 th Sept.	₦135,000
Real Estate Marketing and Sales Strategies	3 Days	Enugu	24 th – 26 th Sept. 14 th – 16 th Feb.	₦155,000
Property Valuation and Appraisal	4 Days	Abuja	15 th – 18 th Oct.	₦185,000
Real Estate Financing and Investment	4 Days	Abuja	25 th - 28 th Nov.	₦170,000

SYNOPSIS

Real Estate is key in housing solution provision. In a Nation where there is a housing crisis like ours, it is imperative for all in the ecosystem to be equipped to solve problems. Real Estate professionals, including agents, developers, investors, and property managers, are invited to our comprehensive workshops. These workshops offer unique opportunities to delve into market trends, investment strategies, property management, and sustainable development. Participants will acquire invaluable insights into the better workings of the industry, empowering them to make informed, successful decisions in this dynamic field. Attendees will benefit from expert knowledge, which will enhance their careers and prospects, and connect with peers and to better thrive in the ever-evolving world of Real Estate.

**T. TRANSPORTATION LOGISTICS AND AVIATION**

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Cargo and Freight Logistics	4 Days	Nasarawa	12 th – 15 th March	₦155,000
Maintenance and Operations	3 Days	Abuja	2 nd – 4 th April	₦155,000
Sustainability in Transportation and Aviation	4 Days	Kaduna	21 st – 24 th May	₦188,000
Introduction to Transportation and Logistics and the Role in Global Economy	4 Days	Kaduna	21 st – 24 th May	₦210,000
Basics of Aviation	3 Days	Nasarawa	4 th – 6 th June	₦155,000
Air Traffic Management	3 Days	Nasarawa	26 th – 28 th June	₦105,000
Supply Chain Management	4 Days	Kano	23 rd - 26 th July	₦155,000
Logistics Technology and Systems	4 Days	Kaduna	6 th – 9 th Aug.	₦155,000
Transportation Safety and Regulations	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Modes of Transportation	4 Days	Abuja	8 th – 11 th Oct.	₦155,000
Route Planning and Optimization	4 Days	Abuja	15 th – 18 th Oct.	₦185,000
Pilot and Crew Training	4 Days	Abuja	25 th - 28 th Nov.	₦190,000

SYNOPSIS

Humans must continue to move from one point to the other so also products and services. Professionals in logistics, supply chain management, and aviation, including transportation managers, airline executives, and logistics experts, are encouraged to join our in-depth training seminars. These workshops focus on supply chain optimization, aviation technology, regulatory compliance, and sustainable transportation solutions. Participants will gain essential knowledge and strategic insights to thrive in these rapidly changing industry. The workshop not only fosters professional growth but also provides valuable networking opportunities, ensuring that you remain at the forefront of Transportation Logistics and Aviation, making informed decisions and staying ahead in your career.

U. YOUTH DEVELOPMENT & ENTREPRENEURSHIP (YD&E)

COURSE TITLE	DURATI ON	VENU E	DATE	AMOU NT
Social Entrepreneurship: Making a Positive Impact Through Business	4 Days	Nasara wa	12 th – 15 th March	₦155,00 0
How to Draw up a Business Plan & Register a Business	4 Days	Abuja	2 nd – 5 th April 14 th – 17 th Feb.	₦155,00 0



Entrepreneurship for Young Innovators: From Idea to Startup	4 Days	Kaduna	6 th – 9 th Aug.	₦155,000
Strategies for Accessing Funding & Venture Startup	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Youth Empowerment and Leadership: Fostering Change	3 Days	Enugu	24 th – 26 th Sept.	₦155,000
Financial Literacy and Investment Education for Youth	4 Days	Abuja	15 th – 18 th Oct.	₦165,000
Mentorship and Networking for Young Entrepreneurs	4 Days	Abuja	25 th - 28 th Nov.	₦160,000

SYNOPSIS

Young people are our future. For them to be able to take their pride of place they must have what it takes. These Youth Development and Entrepreneurship workshops are a must-attend for young aspiring entrepreneurs, mentors, educators, and anyone passionate about empowering the next generation of business leaders. Attendees will gain insights into strategies for fostering entrepreneurial skills, mentorship opportunities, and innovative approaches to youth development. Whether you're a young entrepreneur looking to kick start your business journey, an experienced professional eager to share your knowledge or an educator dedicated to nurturing entrepreneurial mindsets, this workshops will offer valuable insights and knowledge and will provide networking opportunities, making them indispensable events for those committed to supporting youth in their entrepreneurial endeavors and for young people out there.

V. LEADERSHIP, BEST PRACTICES AND SELF DEVELOPMENT (INTERNATIONAL PROGRAMMES)

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Leading through Crises	5 days	Accra, Ghana	11 th – 15 th March	USD 1,800
Personal and professional growth program	4 days	Dubai	13 th – 16 th May	USD 3,000
Becoming a person of influence	5 days	Accra, Ghana	12 th -16 th August	USD 1,500
Developing the leader within you	5 days	USA	18 th – 22 nd November	USD 3,500
How successful people think	4 days	Dubai	16 th – 19 th September	USD 3,200
Leadership, Emotional Development and Cultural Awareness	5 days	USA	9 th -13 th December	USD 2,900

SYNOPSIS

Leadership is a key ingredient to success for any organization. All the trainings listed above are masterclasses that reveal key insights needed for success in your career or any area of endeavor. These insights will enable you to keep innovating to keep improving and influencing others to the highest level of success possible.



Change is so rapid today that leaders must learn to walk the talk in order to succeed. Leaders of all kinds will benefit greatly from this intervention, be they executives in Government organizations or in the private sector, life coaches, professional speakers, youth leaders, financial advisors, religious leaders, entrepreneurs, medical professionals, non-profits, legal professionals, creatives, athletes and more.

Please find time to make it a date with us.

W. PHYSICAL PLANNING AND URBAN DEVELOPMENT

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Sustainability, Development and the Green Economy	3 Days	Nasarawa	12 th – 14 th March 21 st – 24 th May 24 th – 26 th Sept.	₦155,000
Biodiversity Tourism sector Development in Nigeria	3 Days	Portharcourt	19 th – 21 st March	₦155,000
Knowledge of Architecture and Perspectives of Urban Planning	4 Days	Abuja	2 nd – 5 th April 6 th – 9 th Aug. 25 th - 28 th Nov.	₦155,000
Sustainable Urban housing Development and Planning Mechanisms	4 Days	Abuja	9 th – 12 th April	₦155,000
Urban environmental Sustainability and Climate change	4 Days	Kaduna	21 st – 24 th May	₦190,000
Cities Planning Strategies for Women's Safety in Public Spaces – Intergrated Urban Planning	3 Days	Jos	4 th – 6 th June	₦105,000
Building, Surveying and Construction Cost Management	4 Days	Nasarawa	26 th – 29 th June	₦105,000
Quantity Surveying Master Class	4 Days	Kano	23 rd - 26 th July	₦155,000
Geographic information Systems in Planning	4 Days	Kaduna	6 th – 9 th Aug.	₦155,000
Environmental Planning and Management	4 Days	Abuja	13 th – 16 th Aug.	₦185,000
Transportation Planning and Infrastructural Development	4 Days	Abuja	23 rd - 26 th Aug.	₦185,000
Architectural Design and Construction	4 Days	Abuja	24 th – 27 th Sept.	₦155,000
Surveying Techniques and Technology	4 Days	Abuja	8 th – 11 th Oct.	₦155,000
Community Engagement and Participatory Planning	4 Days	Nasarawa	25 th - 28 th Nov.	₦155,000

SYNOPSIS

Our professional training programs for urban development professionals cater to a diverse spectrum of roles, including professionals in Physical Planning, architects, surveyors, builders, and town planners. These programs are designed to equip participants with the specialized skills and knowledge necessary to address the multifaceted challenges in their areas of specialty.



Overall, professionals from government agencies, architectural firms, construction companies, surveying firms, and planning departments can benefit from professional training courses in physical planning. These courses provide valuable insights, skills, and knowledge necessary for effective urban development, infrastructure planning, and sustainable community development.

Please find time to make it a date with us.

X. LIBRARY AND INFORMATION SCIENCE

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
The application of computer-based information system Library	4 Days	Kaduna	21 st – 24 th May	₦110,000
Training on Digital Humanities	3 Days	Jos	4 th – 6 th June	₦105,000
Public Library Management and operations	2 Days	Nasarawa	26 th – 27 th June	₦105,000
Emerging Trends and Technologies in Library and Information Services(ETTLIS)	3 Days	Kano	23 rd - 25 th July	₦115,000
Information Organization, Retrieval and Security	3 Days	Kaduna	6 th – 8 th Aug.	₦120,000
Effective Information Resources Management	4 Days	Abuja	13 th – 16 th Aug.	₦125,000
Information services and User Studies	4 Days	Abuja	23 rd -25 th Aug.	₦125,000
Information Technology and Systems	4 Days	Enugu	24 th – 27 th Sept.	₦155,000
Professional Ethics and Leadership	4 Days	Abuja	8 th – 11 th Oct.	₦155,000

SYNOPSIS

Our Library and Information Science course offer a comprehensive curriculum designed to equip professionals across diverse organizations with the skills and knowledge needed to effectively manage and leverage information resources. Whether in academic institutions, corporations, government agencies, or non-profit organizations, the courses address the evolving landscape of information management and access in the digital age.

Overall, individuals from diverse backgrounds and professions who seek to enhance their skills in organizing, managing, and accessing information effectively can benefit from professional training courses in Library and Information Science. These training courses provide valuable insights, knowledge and practical skills applicable across a wide range of industries and sectors.

We look forward to seeing you.

Y. GENERAL ADMINISTRATION AND SUPPORT SERVICES

COURSE TITLE	DURATION	VENUE	DATE	AMOUNT
Administrative strategies and Personal Improvement	3 Days	Kano	14 th – 16 th Feb. 23 rd - 25 th July	₦105,000



			3 rd – 5 th Dec	
Organizational Etiquette/Executive Secretarial Training	3 Days	Lagos	5 th – 7 th March	₦105,000
Training on Strategic business writing and Meeting Management	3 Days	Nasarawa	12 th – 14 th March 21 st – 24 th May 24 th – 26 th Sept.	₦105,000
Conflict Management and Cross-Skill Training	3 Days	Portharcourt	19 th – 21 st March	₦105,000
Leadership and team building Training	4 Days	Abuja	23 rd -26 th April	₦105,000
Administrative skills Development	4 Days	Kaduna	21 st – 24 th May	₦110,000
Communication and Interpersonal Skills	3 Days	Jos	4 th – 6 th June	₦105,000
Office Technology Proficiency	3 Days	Nasarawa	26 th – 28 th June	₦105,000
Records Management and Documentation	3 Days	Enugu	24 th – 26 th Sept.	₦105,000
Office Management and Leadership Training	4 Days	Abuja	25 th - 28 th Nov.	₦105,000
Defensive Driving Skills for Pool/ Executive Drivers	4 Days	Jos	3 rd – 6 th Dec	₦105,000
Hygiene and Safety Measures for Janitors	4 Days	Abuja	13 th – 16 th Aug.	₦105,000

SYNOPSIS

The professional training in general administration and support services encompasses a comprehensive array of courses designed to equip individuals with the essential skills and knowledge required to effectively manage administrative functions across various organizational settings. The courses cover a wide spectrum of topics essential for proficient administration and support services. Without this services no organization will be able to function effectively.

Our professional training courses in general administration and support services provide participants with a robust skill set and knowledge base essential for navigating the complexities of administrative roles effectively. By mastering the principles of office management, communication, project management, and administrative procedures, individuals are equipped to drive operational excellence, foster collaboration, and contribute to organizational success.

Professionals from diverse backgrounds and industries who perform key support services within their organizations are encouraged to take advantage of this programmes.

You can't afford to miss out on this.



Offer of Professional/ Corporate Membership

Membership of the Institute is available to qualified members of the public. Also, Businesses, Organizations etc., may wish to join the Institute as Corporate Members in order to enjoy all the rights and privileges that accrue to Members; such as bespoke training solutions, corporate discounts etc.



Specialized Training Packages

We offer bespoke training packages, which we design either in collaboration with the client, based on their advisory or after conducting a comprehensive needs assessment. Our aim is always to provide the needed training solutions to our clients. Feel free to reach out to us today.



CHANGE OF TRAINING DATE OR VENUE

Training dates and venues may be altered upon request by a client. However, all necessary preconditions must be met, as per number of participants, availability of suggested date, fee, and any other requirements that may be considered necessary by the Institute from time to time. It is our desire to see that we work together to ensure a wonderful training experience for our clients.



Virtual Option

Virtual participation is available for all our training courses as well as onsite participation. All virtual participation come with a 25% discount on all relevant fees. Terms and conditions still do apply.



Group Discounts

Group discounts are available for any single client depending on number of participants and location. Discounts ranges from 5%-10% or more. However, clients must notify us 2 weeks before the date of the event to enable us plan as appropriate. Terms and conditions also do apply.

ABOUT US

THE CHARTERED INSTITUTE OF HUMAN CAPITAL DEVELOPMENT OF NIGERIA is Nigeria's fastest growing institute dedicated to workforce learning and human capital development. Pioneered by a team of distinguished professionals and experts in the field of Human Capital Development in Nigeria in November, 2011, Chartered Institute of Human Capital Development of Nigeria's members are drawn from more than 28 professional bodies in Nigeria and connected internationally with more than 10 international partners who strongly share the passion and vision of acquisition of knowledge particularly in the workplace that will ultimately result in efficient service delivery and optional productivity through increased performance which will ultimately entrench excellence in service delivery. Members work in organizations of all sizes, in government, as independent consultants and human capital development experts.

Contact Us

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