



# 2023 CALENDAR OF TRAINING AND DEVELOPMENT PROGRAMMES

PROGRAMME TITLE	CODE	DURATION	Venue	Fee	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	
<b>A ACCREDITATION PROGRAMMES</b>																	
AP																	
1	BASIC MANAGEMENT TRAINERS' DEVELOPMENT WORKSHOP (BASIC MANDEV)	1	10 days	ABJ/LA	350,000		27 - 10 ABJ 1st Run 6 - 17 LA 1st Run		8-19 ABJ 2nd Run		3-14 ABJ 3rd Run 10 - 21 LA 2nd Run	Aug 14-24 ABJ 4th Run	4 - 15 LA 3rd Run	Oct 16-27 ABJ 5th Run	Nov 20- 1 ABJ 6th Run		
2	ADVANCED MANAGEMENT TRAINERS' DEVELOPMENT WORKSHOP (ADVANCED MANDEV)	2	10 days	ABJ/LA	400,000			20 - 31 ABJ 1st Run		15 - 26 LA 1st Run 29-9 ABJ 2nd Run	7-18 LA 2nd Run 24- 4 ABJ 3rd Run	4-15 ABJ 4th Run			6 - 17 LA 3rd Run 6 - 17 ABJ 5th Run	4-15 ABJ 6th Run	
3	CURRICULUM DEVELOPMENT AND EVALUATION WORKSHOP	3	5 days	LA	150,000						17 - 21 LA						
4	TRAINING NEEDS ANALYSIS (TNA) AND METHODS WORKSHOP	4	5 days	LA	150,000								18 - 22 LA				
5	PROFESSIONAL TRAINERS' DEVELOPMENT WORKSHOP	5	3 days	ABJ/LA	100,000		27 - 29 ABJ 1st Run	17 - 19 LA 1st Run				28 - 30 ABJ 2nd Run	18 - 20 LA 2nd Run				
6	QUALITY SERVICE DELIVERY IN THE 21ST CENTURY WORKSHOP	6	5 days	ABJ/LA/U Y/OW	150,000					22 - 26 UY	5 - 9 ABJ	10 - 14 LA	28 - 3 OW				
7	TOTAL QUALITY MANAGEMENT (TQM) WORKSHOP	7	5 days	LA/IB	150,000							21 - 25 LA	11 - 15 IB				
<b>B LEARNING AND DEVELOPMENT PROGRAMMES</b>																	
LDP																	
8	BASIC SUPERVISORY MANAGEMENT WORKSHOP	1	5 days	LA/UY/KN /OW/IB	150,000					15 - 19 UY		17 - 21 IB	21 - 25 KN	19 - 23 OW	6 - 10 LA		
9	WORKSHOP ON ADVANCED SUPERVISORY MANAGEMENT IN A VUCA WORLD	2	5 days	LA/OW	150,000					19 - 23 LA					20 - 24 OW		
10	WORKSHOP ON EFFECTIVE MANAGERS IN THE 21ST CENTURY ORGANISATIONS	3	5 days	A/KN/IB/B	150,000					15 - 19 LA				16 - 21 KN 23 - 27 BA			
11	MANAGEMENT WORKSHOP FOR NEW MANAGERS IN THE 21ST CENTURY	4	5 days	LA	150,000							15 - 21 LA					
12	MIDDLE LEVEL MANAGEMENT DEVELOPMENT WORKSHOP	5	5 days	ABJ/LA/K N/UY/IB/B A	150,000					29 - 2 IB 5 - 9 UY	24 - 28 LA				6 - 10 BA 27 - 1 ABJ 4 - 8 KN		
13	BASIC MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS	6	5 days	ABJ/LA/K N/UY/OW /BA	150,000					19 - 23 UY	3 - 7 LA	16 - 20 KN 16 - 20 OW	18 - 22 BA		13 - 17 ABJ		
14	ADVANCED MANAGEMENT WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS	7	5 days	ABJ/LA/U Y/OW/IB	150,000								11 - 15 IB	16 - 20 UY 23 - 27 ABJ 30 - 3 OW 13 - 17 LA			
15	WORKSHOP ON OFFICE MANAGEMENT AND ADMINISTRATION	8	5 days	LA/OW/U Y/IB/BA	150,000					22 - 26 LA		3 - 7 UY 24 - 28 OW	4 - 8 BA		4 - 8 IB		
16	INTERPERSONAL SKILLS IMPROVEMENT WORKSHOP	9	5 days	ABJ/LA/U Y/ KN/OW/B A	150,000					5 - 9 OW	3 - 7 UY 3 - 7 BA	7 - 11 LA 7 - 11 KN			4 - 8 ABJ		
17	WORKSHOP ON EFFECTIVE COMMUNICATION IN THE 21ST CENTURY	10	5 days	ABJ/LA/U Y/ KN/OW/B A	150,000					19 - 23 BA	10 - 14 LA 10 - 14 OW 17 - 21 UY	7 - 11 ABJ	19 - 23 KN				
18	REPORT WRITING AND PRESENTATION WORKSHOP	11	5 days	ABJ/LA/U Y/OW/IB	150,000				24 - 28 LA		19 - 23 ABJ 19 - 23 IB	10 - 14 OW 24 - 28 UY					

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





100	RESEARCH PROPOSAL WRITING WORKSHOP	1	5 days	LA	150,000									4 - 8 LA				
101	RESEARCH AND STATISTICS WORKSHOP FOR EVIDENCE-BASED PUBLIC POLICY MAKING	2	5 days	LA	150,000										9 - 13 LA			
102	FRAMEWORK FOR PERFORMANCE MEASUREMENT AND IMPROVEMENT WORKSHOP	3	5 days	LA	150,000											6 - 10 LA		
103	DATA ANALYSIS, INTERPRETATION AND MANAGEMENT WORKSHOP	4	5 days	ABJ/LA	150,000								7 - 11 ABJ				4 - 8 LA	
104	MANAGEMENT CONSULTANCY SKILLS DEVELOPMENT WORKSHOP	5	5 days	LA	150,000								7 - 11 LA					
105	MANAGING CONSULTANCY ASSIGNMENTS WORKSHOP	6	5 days	LA	150,000											6 - 10 LA		
106	KNOWLEDGE MANAGEMENT WORKSHOP	7	5 days	LA	150,000							6 - 10 LA						
107	CONSULTING TOOLS AND TECHNIQUES FOR ORGANISATIONAL EFFECTIVENESS WORKSHOP	8	5 days	LA	150,000									11 - 15 LA				
108	WORKSHOP ON BUSSINESS PROCESS RE-ENGINEERING (BPR) IN THE 21ST CENTURY	9	5 days	LA	150,000										9 - 13 LA			
109	EMPLOYEE ENGAGEMENT AND ALIGNMENT WORKSHOP	10	3 days	LA	60,000								28 - 30 LA					
F	INFORMATION AND COMMUNICATION TECHNOLOGY PROGRAMMES	ICT																
110	MS-EXCEL APPLICATION WORKSHOP	1	5 days	ABJ/LA/UY	150,000						19 - 23 LA		7 - 11 ABJ		23 - 27 UY			
111	MS-ACCESS DATABASE APPLICATION WORKSHOP	2	5 days	ABJ/LA	150,000							3 - 7 LA		11 - 15 ABJ				
112	APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN HUMAN RESOURCE MANAGEMENT (HRM) WORKSHOP	3	5 days	ABJ/KN	150,000						19 - 23 KN					30 - 3 ABJ		
113	ADVANCED MS-EXCEL APPLICATION WORKSHOP	4	5 days	ABJ/LA	150,000									18 - 22 ABJ		13 - 17 LA		
114	ICT APPLICATION WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS	5	5 days	ABJ/LA/UY/KN/BA	150,000								7 - 11 ABJ 14 - 18 LA	18 - 22 UY		30 - 3 KN	11 - 15 BA	
115	ADVANCED ICT APPLICATION WORKSHOP FOR SECRETARIES AND PERSONAL ASSISTANTS	6	5 days	ABJ/LA/UY/IB	150,000						5 - 9 IB					30 - 3 ABJ 13 - 17 UY 27 - 1 LA		
116	ADVANCED MS-ACCESS APPLICATION WORKSHOP	7	5 days	ABJ/LA/UY	150,000										23 - 27 LA 23 - 27 UY		27 - 1 ABJ	
117	WORKSHOP ON APPLICATION OF ICT IN FINANCE, ACCOUNTING AND AUDITING	8	5 days	ABJ	150,000									18 - 22 ABJ				
118	BASIC ORACLE SQL AND PL/SQL WORKSHOP	9	5 days	ABJ	150,000										16 - 20 ABJ			
119	ELECTRONIC RECORDS MANAGEMENT WORKSHOP	10	5 days	ABJ/LA	150,000					15 - 19 LA			21 - 25 ABJ					
120	E-LEARNING WORKSHOP FOR TRAINERS	11	5 days	ABJ	150,000									18 - 22 ABJ				
121	E-GOVERNANCE WORKSHOP FOR POLICY MAKERS	12	5 days	ABJ	150,000											6 - 10 ABJ		
122	WORKSHOP ON CLOUD COMPUTING AND SOCIAL MEDIA MANAGEMENT	13	5 days	ABJ	150,000						19 - 23 ABJ 1st Run			18 - 22 ABJ 2nd Run				
123	DATA ANALYSIS AND VISUALIZATION WORKSHOP USING MS-EXCEL	14	5 days	LA	150,000											20 - 24 LA		
124	PRESENTATION TECHNIQUES WORKSHOP USING MS-EXCEL AND MS-POWERPOINT	15	5 days	LA	150,000									14 - 18 LA				
125	DIGITAL MARKETING STRATEGIES WORKSHOP	16	5 days	LA/IB/KN	150,000								17 - 21 KN	7 - 11 LA			13 - 17 IB	
126	CYBER SECURITY MANAGEMENT WORKSHOP	17	5 days	KN	150,000								17 - 21 KN					
G	INFORMATION MANAGEMENT PROGRAMMES	IMP																
127	ICT APPLICATION WORKSHOP FOR LIBRARIANS AND EDUCATIONISTS	1	5 days	LA	150,000										16 - 20 LA			
128	MANAGEMENT WORKSHOP FOR LIBRARIANS AND INFORMATION MANAGERS	2	5 days	LA	150,000						20 - 24 LA							

129	INTERPERSONAL RELATIONS SKILLS IN LIBRARY MANAGEMENT	3	5 days	LA	150,000									5 - 9 LA				
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