

NIGERIAN INSTITUTE OF MANAGEMENT(CHARTERED)

2017 LEARNING AND DEVELOPMENT PROGRAMMES

S/N.	COURSES	DATES/LOCATION			
		LAGOS	ABUJA	PORT HARCOURT	KANO
LEADERSHIP DEVELOPMENT (LD) COURSES					
1	SMART STRATEGISTS AND CREATIVE THINKERS PROGRAMME	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
2	STRATEGIES FOR LEADING SUCCESSFUL CHANGE INITIATIVES	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
3	THE LEADERSHIP EDGE: STRATEGIES FOR MANAGING CRISIS & CHAOS	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
4	BUILDING AND ENHANCING TEAM PERFORMANCE THROUGH DESIGN AND LEADERSHIP	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
5	STRATEGIC THINKING AND ORGANIZATIONAL EFFECTIVENESS	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
6	INTEGRATED EXECUTIVE LEADERSHIP PROGRAMME	Sept. 4 - 8, Dec., 4 - 8	Sept. 11 - 15, Dec., 11 - 15	Sept. 18 - 22, Dec., 25-29	Sept. 25 - 29, Dec., 25 - 29
7	STEPPING UP TO LEADERSHIP	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
GENERAL MANAGEMENT (GM) COURSES					
1	HIGH IMPACT SUPERVISORY SKILLS: MAKING A DIFFERENCE	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
2	SENIOR MANAGEMENT CAPACITY DEVELOPMENT PROGRAMME	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
3	MICROSOFT POWERPOINT PRESENTATION SKILLS	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
4	WORK PROCESS IMPROVEMENT TECHNIQUES	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
5	TARGET SETTING FOR ACHIEVING CORPORATE STRATEGIC OBJECTIVES	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
6	SHARPENING EMPLOYEE SKILLS FOR HIGHER RESPONSIBILITIES	Sept. 4 - 8, Dec., 4 - 8	Sept. 11 - 15, Dec., 11 - 15	Sept. 18 - 22, Dec., 25-29	Sept. 25 - 29, Dec., 25 - 29
7	PROJECT MANAGEMENT FUNDAMENTALS	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
8	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
HUMAN RESOURCES MANAGEMENT (HRM) COURSES					
1	MANAGING THE TRAINING FUNCTION (TRAIN-THE- TRAINER)	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
2	EMERGING TRENDS IN PERFORMANCE AND REWARD MANAGEMENT	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
3	PERFORMANCE MANAGEMENT, FEEDBACK AND APPRAISAL	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
4	ENHANCING EMPLOYEE MOTIVATION: DEALING WITH UNPRODUCTIVE EMPLOYEE	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
5	DYNAMICS OF GLOBAL HUMAN RESOURCE MANAGEMENT ENVIRONMENT	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
6	EFFECTIVE COUNSELLING, COACHING AND MENTORING SKILLS	Sept. 4 - 8, Dec., 4 - 8	Sept. 11 - 15, Dec., 11 - 15	Sept. 18 - 22, Dec., 25-29	Sept. 25 - 29, Dec., 25 - 29
7	MANAGING PEOPLE FOR COMPETITIVE ADVANTAGE	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
8	STRATEGIC HUMAN RESOURCING MANAGEMENT	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1

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S/N.	COURSES	LAGOS	ABUJA	PORT HARCOURT	KANO
FINANCE AND ACCOUNTING MANAGEMENT (FAM) COURSES					
1	FINANCIAL AND MANAGERIAL ACCOUNTING FUNDAMENTALS FOR NON-FINANCIAL MANAGERS	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
2	UNDERSTANDING FINANCE AND ACCOUNTING FOR DECISION-MAKING	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
3	PENSION RISK MANAGEMENT AND INVESTMENT HOLDING	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
4	CORPORATE CASH MANAGEMENT AND CONTROL	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
5	ENHANCING THE SKILLS AND COMPETENCIES OF ACCOUNTING OFFICERS	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
6	APPLICATION OF COMPUTER AND ICT IN FINANCE AND ACCOUNTING	Sept. 4 - 8, Dec., 4 - 8	Sept. 11 - 15, Dec., 11 - 15	Sept. 18 - 22, Dec., 25-29	Sept. 25 - 29, Dec., 25 - 29
7	FUNDAMENTALS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
8	INTERNATIONAL PUBLIC-SECTOR ACCOUNTING STANDARDS (IPSAS) COURSE	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
9	BUDGETING AND BUDGETARY CONTROL IN OPERATIONS	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
HEALTH, SAFETY AND ENVIRONMENT COURSES					
1	HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
2	ENVIRONMENTAL AND WASTE MANAGEMENT	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
3	OCCUPATIONAL HAZARD AND RISK MANAGEMENT	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
4	EMERGENCY RESPONSE MANAGEMENT	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
5	PROFESSIONAL ETHICS FOR SECURITY PERSONNEL	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
OFFICE MANAGEMENT AND CUSTOMER SERVICE COURSES					
1	HIGH IMPACT TECHNICAL REPORT WRITING AND COMMUNICATION	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
2	ADVANCED MANAGEMENT COURSE FOR ADMINISTRATIVE OFFICERS, PAS AND SECRETARIES	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
3	HIGH IMPACT TECHNICAL REPORT WRITING AND PRESENTATION SKILLS	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
4	MANAGING MULTIPLE TASKS, PRIORITIES AND MEETING DEADLINES (ACHIEVING RESULTS THROUGH EFFECTIVE COMMUNICATION)	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
5	EFFECTIVE COMMUNICATION, MINUTES AND REPORT WRITING SKILLS	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
6	PERSONAL EFFECTIVENESS AND SKILLS ENHANCEMENT PROGRAMME	Sept. 4 - 8, Dec., 4 - 8	Sept. 11 - 15, Dec., 11 - 15	Sept. 18 - 22, Dec., 25-29	Sept. 25 - 29, Dec., 25 - 29
7	MANAGING PRIORITIES, PERFORMANCE AND PRESSURE	Feb., 6 - 10, July 3 - 7	Feb., 13 - 17, July 10 - 14	Feb., 20 - 24, July 17 - 21	Feb. 27 - Mar. 3, July 24 - 28
8	WORK ETHICS AND ATTITUDINAL CHANGE	Mar 6 - 10, Aug. 7-11	Mar 13 - 17, Aug. 14 - 18	Mar 20 - 24, Aug. 21 - 25	Mar 27 - 31, Aug. 28 - Sept. 1
9	ORGANISING AND MANAGING THE WORKPLACE	Apr. 3 - 7, Sept. 4 - 8	Apr. 10 - 14, Sept. 11 - 15	Apr. 17 - 21, Sept. 18 - 22	Apr. 24 - 29, Sept. 25 - 29
10	ESSENTIAL SELF MANAGEMENT FOR DESK OFFICERS AND FRONT-LINE PERSONNEL	May. 2 - 5, Oct. 2 - 6	May. 8- 12, Oct. 9 - 13	May. 15- 19, Oct. 16 - 20	May. 22- 26, Oct. 23 - 27
11	EXCEPTIONAL CUSTOMER SERVICE PROGRAMME	June 5 - 9, Nov., 6 - 10	June 12 - 16, Nov., 13 - 17	June 19 - 23, Nov., 20 - 24	June 26 - 30, Nov. 27 - Dec.1
FEE: Member - N105,000.00 , Non-Member - N115,000.00. For enquiries, please contact: 08052597231		PETER - 08052597240	SAM: 08052597220	EMEKA - 08052597211	ISA - 08052597230