



**NIGERIAN INSTITUTE OF MANAGEMENT
(CHARTERED)**



S/N.	COURSES	DATES/LOCATION	FEES	
		KANO	MEMBER	NON-MEMBERS
	LEADERSHIP DEVELOPMENT (LD) COURSES		N	N
1	SMART STRATEGISTS AND CREATIVE THINKERS PROGRAMME	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
2	STRATEGIES FOR LEADING SUCCESSFUL CHANGE INITIATIVES	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
3	THE LEADERSHIP EDGE: STRATEGIES FOR MANAGING CRISIS & CHAOS	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
4	BUILDING AND LEADING AN EFFECTIVE EXECUTIVE TEAM	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00
5	STRATEGIC THINKING AND ORGANIZATIONAL EFFECTIVENESS	June 26 - 30, Nov. 27 - Dec.1	105,000.00	115,000.00
6	INTEGRATED EXECUTIVE LEADERSHIP PROGRAMME	Sept. 25 - 29, Dec., 25 - 29	105,000.00	115,000.00
7	STEPPING UP TO LEADERSHIP	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
	GENERAL MANAGEMENT (GM) COURSES			
1	HIGH IMPACT SUPERVISORY SKILLS: MAKING A DIFFERENCE	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
2	SENIOR MANAGEMENT CAPACITY DEVELOPMENT PROGRAMME	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
3	MICROSOFT POWERPOINT PRESENTATION SKILLS	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
4	WORK PROCESS IMPROVEMENT TECHNIQUES	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00
5	TARGET SETTING FOR ACHIEVING CORPORATE STRATEGIC OBJECTIVES	June 26 - 30, Nov. 27 - Dec.1	105,000.00	115,000.00

6	SHARPENING EMPLOYEE SKILLS FOR HIGHER RESPONSIBILITIES	Sept. 25 - 29, Dec., 25 - 29	105,000.00	115,000.00
7	PROJECT MANAGEMENT FUNDAMENTALS	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
8	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
	HUMAN RESOURCES MANAGEMENT (HRM) COURSES			
1	MANAGING THE TRAINING FUNCTION (TRAIN-THE- TRAINER)	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
2	EMERGING TRENDS IN PERFORMANCE AND REWARD MANAGEMENT	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
3	PERFORMANCE MANAGEMENT, FEEDBACK AND APPRAISAL	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
4	ENHANCING EMPLOYEE MOTIVATION: DEALING WITH UNPRODUCTIVE EMPLOYEE	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00
5	DYNAMICS OF GLOBAL HUMAN RESOURCE MANAGEMENT ENVIRONMENT	June 26 - 30,Nov. 27 - Dec.1	105,000.00	115,000.00
6	EFFECTIVE COUNSELLING, COACHING AND MENTORING SKILLS	Sept. 25 - 29, Dec., 25 - 29	105,000.00	115,000.00
7	MANAGING PEOPLE FOR COMPETITIVE ADVANTAGE	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
8	STRATEGIC HUMAN RESOURCING MANAGEMENT	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
	FINANCE AND ACCOUNTING MANAGEMENT (FAM) COURSES			
1	FINANCIAL AND MANAGERIAL ACCOUNTING FUNDAMENTALS FOR NON-FINANCIAL MANAGERS	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
2	UNDERSTANDING FINANCE AND ACCOUNTING FOR DECISION-MAKING	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
3	PENSION RISK MANAGEMENT AND INVESTMENT HOLDING	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
4	CORPORATE CASH MANAGEMENT AND CONTROL	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00
5	ENHANCING THE SKILLS AND COMPETENCIES OF ACCOUNTING OFFICERS	June 26 - 30,Nov. 27 - Dec.1	105,000.00	115,000.00
6	APPLICATION OF COMPUTER AND ICT IN FINANCE AND ACCOUNTING	Sept. 25 - 29, Dec., 25 - 29	105,000.00	115,000.00
7	FUNDAMENTALS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
8	INTERNATIONAL PUBLIC-SECTOR ACCOUNTING STANDARDS (IPSAS) COURSE	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
9	BUDGETING AND BUDGETARY CONTROL IN OPERATIONS	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
10	FEASIBILITY STUDIES AND INVESTMENT	May 22-26, Oct., 23-27	105,000.00	115,000.00
11	MANAGING DONOR FUNDS AND GRANTS IN EMERGING ECONOMIES COURSE	June 26 - 30,Nov. 27 - Dec.1	105,000.00	115,000.00
	HEALTH, SAFETY AND ENVIRONMENT COURSES			
1	HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
2	ENVIRONMENTAL AND WASTE MANAGEMENT	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
3	OCCUPATIONAL HAZARD AND RISK MANAGEMENT	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
4	EMERGENCY RESPONSE MANAGEMENT	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00

5	PROFESSIONAL ETHICS FOR SECURITY PERSONNEL	June 26 - 30, Nov. 27 - Dec.1	105,000.00	115,000.00
	OFFICE MANAGEMENT AND CUSTOMER SERVICE COURSES			
1	HIGH IMPACT TECHNICAL REPORT WRITING AND COMMUNICATION	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
2	ADVANCED MANAGEMENT COURSE FOR ADMINISTRATIVE OFFICERS, PAS AND SECRETARIES	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
3	HIGH IMPACT TECHNICAL REPORT WRITING AND PRESENTATION SKILLS	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
4	MANAGING MULTIPLE TASKS, PRIORITIES AND MEETING DEADLINES (ACHIEVING RESULTS THROUGH TASK LEADERSHIP)	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00
5	EFFECTIVE COMMUNICATION, MINUTES AND REPORT WRITING SKILLS	June 26 - 30, Nov. 27 - Dec.1	105,000.00	115,000.00
6	PERSONAL EFFECTIVENESS AND SKILLS ENHANCEMENT PROGRAMME	Sept. 25 - 29, Dec., 25 - 29	105,000.00	115,000.00
7	MANAGING PRIORITIES, PERFORMANCE AND PRESSURE	Feb. 27 - Mar. 3, July 24 - 28	105,000.00	115,000.00
8	WORK ETHICS AND ATTITUDINAL CHANGE	Mar 27 - 31, Aug. 28 - Sept. 1	105,000.00	115,000.00
9	ORGANISING AND MANAGING THE WORKPLACE	Apr. 24 - 29, Sept. 25 - 29	105,000.00	115,000.00
10	ESSENTIAL SELF MANAGEMENT FOR DESK OFFICERS AND FRONT-LINE PERSONNEL	May. 22- 26, Oct. 23 - 27	105,000.00	115,000.00
11	EXCEPTIONAL CUSTOMER SERVICE PROGRAMME	June 26 - 30, Nov. 27 - Dec.1	105,000.00	115,000.00
	REGISTRATION AND PAYMENT			
	Registration is by writing, e-mail or telephone to the Registrar/CE indicating the name(s) of your nominee(s) and the course(s)			
	For further information, please contact:			
	1. Jude Iheanacho: 08052597229	E-mail: jude@managementnigeria.org		
	2. Kemi Parker: 08052597210	E-mail: parkerkemi@managementnigeria.org		
	3. Nwokolo Ruth: 08052587233,08023005648	E-mail: ruth@managementnigeria.org		
	4. Bimpe Onifade: 08052597231,08056631611	E-mail: onifade@managementnigeria.org		
	5. Tina Ozoh: 08052597243	E-Mail: tinaozor@managementnigeria.org		
	6. Peter Onwuaso: 08052597240	E-mail: onwuaso@managementnigeria.org		

CANCELLATION

Cancellation notices received within three days before the commencement of the programme will be refunded in full.

No refunds will be made after this period.

DISCOUNTS

Publicly Advertised Programmes

(i) **Early Payment Benefit** - 5% is applicable to nomination of at least three participants whose participation is confirmed by payment of the course fee a week ahead of the scheduled programme.

(ii) **Quantity/Group discount** - Nominations of three participants by an organization will attract 5% discount whole 5 nominees and above will attract 10% discount. There will be no discount for a nomination of just one person.

(iii) **Special discount (In Plant Courses)** - Organizations wishing to run in-house programmes for up to fifteen members of their staff will receive 20% discount on the advertised fee. The company will provide feeding and lecture half for the participants.

Please note that the discount indicated are mutually exclusive, and are not deductible at source.

Only one discount scheme is applicable at any one time.

VENUE OF COURSES

KANO

Nigerian Institute of Management, (Chartered)

Management Centre, 79, Club Road, (Near Customs Area Office)

[Bompai, Kano, Kano State. Tel: 08052597230, 08035875324](#)

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