



Nigerian Institute of Management (Chartered)

2006 TRAINING AND MANPOWER DEVELOPMENT PROGRAMMES

S/N	COURSE TITLE	TARGET AUDIENCE	FEE		DATE/LOCATION	
			MEMBERS	NON MEMBERS		
INFORMATION AND COMMUNICATIONS TECHNOLOGY MANA			=N=	=N=		
1	BASIC SKILLS IN MICROSOFT OFFICE	Supervisors ,Secretaries and all those who need Computer literacy to enhance their job performance.	40,000	45,000	10 - 14 APR.; 24 - 28 JULY. 23 - 27 OCT.	LAGOS
2	USING MICROSOFT ACCESS FOR ADMINISTRATIVE TASKS	Administration/personnel and Human Resources Managers.	55,000	60,000	22 - 26 MAY. 18 - 22 SEP.	LAGOS
3	COMPUTER PROFICIENCY FOR MANAGERS	Managers who need Computer proficiency to enhance their job performance.	50,000	55,000	13 - 17 MAR; 17 - 21 JULY. 6 - 10 NOV.	LAGOS
4	ADVANCED SKILLS IN MICROSOFT OFFICE TOOLS	Executive / Senior Secretaries and Personal Assistants	55,000	60,000	7-11 AUG; 27 NOV - 1DEC	LAGOS
5	EFFECTIVE MANAGEMENT ACCOUNTING USING MICROSOFT EXCEL	Senior Accountants, Chief Accountants, Business Owners and Entrepreneurs.	55,000	60,000	15-19 MAY; 11-15 SEP;	LAGOS
6	MASTERING MICROSOFT POWERPOINT FOR PROFESSIONAL PRESENTATIONS	Training Managers, Sales Executives, IT Professionals, Business Consultants, Analysts and others who make presentations.	40,000	45,000	21 - 23 AUG; 4 - 6 DEC; 12 - 14 JUNE 15-17 MAY	LAGOS P/H
7	INNOVATIVE TECHNIQUES IN DESKTOP PUBLISHING	Supervisors, Secretaries, Computer Operators, Graphic Artists with basic computer literacy and all key officers involved in desktop publishing.	40,000	45,000	3 - 7 APRIL; 26 - 30 JUNE; 9 - 13 OCT.	LAGOS
8	PERSONAL COMPUTING SKILLS FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS AND PERSONAL ASSISTANTS	Executive Secretaries and Personal Assistants	50,000	55,000	29 MAY - 2 JUN; 13-17 NOV	LAGOS
HUMAN RESOURCES MANAGEMENT						
9	CHANGE MANAGEMENT FOR STRATEGIC TRANSFORMATION	Managers, Team Leaders, Heads of Departments/Units and all those with responsibilities for implementing change in their organisations.	55,000	60,000	15-19 MAY; 9-13 OCT. 5-9 JUN	LAGOS P/H
10	EFFECTIVE RECRUITMENT PROCESS MANAGEMENT	Senior Human Resource Managers, Personnel and Admin Managers, and other Professionals involved in the recruitment process.	55,000	60,000	31 JULY- 4 AUG; 6 - 10 NOV 24 - 28 JULY	LAGOS P/H
11	CHALLENGES OF HUMAN RESOURCE MANAGEMENT IN A COMPETITIVE ENVIRONMENT	Human Resource Professionals/Practitioners. All those who head Human Resource or Personnel functions in both public and private sector organisation.	55,000	60,000	29 MAY- 2 JUNE; 28 AUG. - 1 SEPT	LAGOS
12	IMPROVING MANAGERIAL SKILLS AND PERFORMANCE	Senior and Middle Managers, Heads of Departments, Team Leaders, Project Managers and all those who lead people to achieve corporate goals and objectives.	55,000	60,000	17- 21 APR; 21- 25 AUG 12- 16 AUG; 16- 20 OCT 28 AUG - 1SEP	LAGOS P/H
13	IMPROVING MANAGERIAL COMMUNICATION AND BUSINESS WRITING SKILLS	Officers, Managers, PR Personnel, Marketers, Salesmen and all those involved in writing reports and making public presentations.	50,000	55,000	12- 16 JUN; 18 - 22 SEP	LAGOS
14	PUBLIC RELATIONS AND INTERPERSONAL SKILLS IMPROVEMENT WORKSHOP	Personal Assistants, Public Relations Officers, Secretaries, Receptionists and other front line Personnel in Private and Public sector organisations.	40,000	45,000	13-17 MAR; 14-18 AUG; 27 NOV 1 DEC	LAGOS
15	EFFECTIVE MANAGEMENT OF THE TRAINING FUNCTION	Human Resources professionals/practitioners, Training Managers, Consultants and all those responsible for training in private and public sector organisations.	55,000	60,000	22-26 MAY; 20-24 NOV 26- 30 JUN	LAGOS P/H
16	MANAGING FOR RESULTS - THE SECRET OF ACHIEVING RESULTS THROUGH PEOPLE	All Managers responsible for achieving results in all organisations.	55,000	60,000	24-28 APR; 23-27 OCT	LAGOS
17	TEAM BUILDING AND LEADERSHIP WORKSHOP	Senior Managers, Project Managers, Heads of Departments/Units and Team Leaders.	55,000	60,000	5-9 JUN; 4-8 SEP; 4-8 DEC	LAGOS
18	MANAGING SELF AND OTHERS FOR OUTSTANDING PERFORMANCE	Managers and all those responsible for leading people to achieve results.	50,000	55,000	10-14 JULY; 16-20 OCT 20- 24 NOV	LAGOS P/H
19	SENIOR MANAGERS PROGRAMME	Senior Level Managers and Senior Management potentials in public and private sector organisaions.	55,000	60,000	29 MAY- 2 JUN; 28 AUG- 1 SEP	ABUJA
20	COMPETENCY BASED HUMAN RESOURCE MANAGEMENT	Human Resource professionals and Practitioners who seek to enhance the value of their people.	55,000	60,000	24 - 28 JULY 13 - 17 NOV.	LAGOS
21	MANPOWER PLANNING AND UTILIZATION IN IT DRIVEN ORGANISATIONS	Human Resources Managers, Administrative Managers, Personnel Managers, Advisers and Assistants on Manpower Issues.	55,000	60,000	21-25 AUG	P/H
22	ADVANCED HUMAN RESOURCE MANAGEMENT	Directors, General Managers, Senior Managers and Senior Civil Servants.	70,000	75,000	5-9 JUN; 21-25 AUG.	ABUJA
23	EFFECTIVE PUBLIC AND CUSTOMER RELATIONS WORKSHOP FOR FRONT LINE PERSONNEL	Public Relations Officers, Customer service Officers, Corporate Affairs Officers, Executive Secretaries and other front-line personnel whose duties bring them in contact with visitors, customers & members of the public	55,000	60,000	26 - 30 JUN; 25 - 29 SEP. 20- 24 NOV	LAGOS P/H
FINANCE AND ACCOUNTING MANAGEMENT						
24	CORPORATE CASH MANAGEMENT AND CONTROL	Managers taking on new cash and treasury management responsibilities and those looking for a refresher course in cash management.	50,000	55,000	17 - 21 APR; 9-13 OCT 20-24 MAR; 14-18 AUG	LAGOS ABUJA
25	EFFECTIVE COST MANAGEMENT AND CONTROL	Accounting Officers and Managers, Cost Analysts, Budget Analysts, Auditors and Financial Planners.	50,000	55,000	20-24 MAR; 24-28 JUL 23-27 OCT	LAGOS
26	INVENTORY ACCOUNTING AND MANAGEMENT	Store Officers and Managers, Admin and Accounts Managers and other Officers with responsibility for inventory records and procurement.	50,000	55,000	12-16 JUN; 6-10 NOV	LAGOS
27	ENHANCING THE SKILLS AND COMPETENCIES OF ACCOUNTING OFFICERS AND SUPERVISORS	Officers and Supervisors in the Accounts department who have the responsibilities of implementing accounting rules and processes in their organisations.	40,000	45,000	27-31 MAR; 28AUG- 1 SEP	LAGOS
28	EFFECTIVE AUDIT TECHNIQUES IN A COMPUTERIZED ENVIRONMENT	Internal Auditors and all those who oversee the audit function, newly qualified accountants and all individuals who have auditing responsibilities.	50,000	55,000	26-30 JUN; 25-29 SEP 10-14 JULY; 5-9 JUN; 4-8 SEP	LAGOS P/H
29	ESSENTIAL FINANCE AND ACCOUNTING SKILLS FOR ADMINISTRATIVE OFFICERS AND NON-FINANCE MANAGERS	Administrative Officers and Managers in the Private and Public sectors of the Nigerian economy	50,000	55,000	4-8 SEP; 27 NOV- 1 DEC 5-9 JUN 12-16 JUN 5-9 JUN; 25-29 SEP	LAGOS ABUJA P/H
30	MANAGING A COMPUTERIZED ACCOUNTING AND FINANCE DEPARTMENT	Accountants, Accounting Managers, Cost Accountants, Cost Analysts, Budget Analysts, Financial Planners, Auditors.	50,000	55,000	14-18 AUG; 20-24 NOV	LAGOS
31	COMPUTERIZED PAYROLL ADMINISTRATION	Managers and Accounts Officers involved in payroll and Pensions administration in the Public and Private sectors of the economy.	50,000	55,000	15-19 MAY; 30 OCT- 3 NOV	LAGOS
32	DESIGNING, IMPLEMENTING AND CONTROLLING A CORPORATE BUDGET	Managers, Assistant Managers and Officers who have responsibility for budget preparation and monitoring.	50,000	55,000	8-12 MAY; 18-22 SEP; 4-8 DEC. 30 OCT - 3 NOV	LAGOS ABUJA
33	DEBT COLLECTION AND CREDIT MANAGEMENT	Accountants, Investment and Funds Managers	50,000	55,000	10 - 14 JULY.	LAGOS
34	COMPUTER-AIDED ACCOUNTING AND FINANCE COURSE FOR ACCOUNTS SUPERVISORS AND OFFICERS	Accounts Supervisors, and Accounting Officers in the private and public sectors of the Economy	50,000	55,000	14 - 18 AUG.	P/H

NIM 2006 TRAINING AND DEVELOPMENT PROGRAMMES (CONTINUED)

S/N	COURSE TITLE	TARGET AUDIENCE	FEE		DATE/LOCATION
			MEMBERS	NON MEMBERS	
GENERAL MANAGEMENT					
35	MANAGEMENT COURSE FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS	Executive Secretaries, Confidential Secretaries And Personal Assistants	50,000	55,000	8 - 12 MAY; 21 - 25 AUG; 6 - 10 NOV 27-31 MAR; 10-14 JULY; 6-10 NOV. 20-24 MAR; 4-8 SEP; NOV 27-1 DEC. P/H LAGOS
36	EFFECTIVE SUPERVISORY MANAGEMENT COURSE	Supervisors, Sectional Heads, Team Leaders, Foremen, Newly Appointed Front Line Managers.	40,000	45,000	5-9 JUN; 30 OCT-3 NOV 24-28 APR; 26-30 JUN 19-23 JUN; 9-13 OCT P/H LAGOS
37	ADVANCED MANAGEMENT COURSE FOR ADMINISTRATIVE OFFICERS	Personnel/Administrative Managers, Finance/Accounts Managers and other Managers with Administrative Responsibilities	50,000	55,000	3-7 APR; 17-21 JULY; 9-13 OCT 15-19 MAY; 25-29 SEP; 20-24 NOV 22-26 MAY; 6-10 NOV P/H LAGOS
38	INFOTECH MANAGEMENT WORKSHOP FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS	Executive Secretaries and Personal Assistants in the Public and Private sectors of the Nigerian economy	50,000	55,000	20-24 MAR; 19-23 JUN; 25-29 SEP 13-17 MAR; 7-11 AUG 17-21 JULY; 30 OCT-3 NOV P/H LAGOS
39	MANAGING THE CORPORATE AFFAIRS FUNCTIONS	Corporate Affairs HOD's, Managers, Advertisers and Public Relations Practitioners	50,000	55,000	12 - 16 JUN; 4 - 8 SEP. LAGOS
40	WORK ETHICS AND ATTITUDINAL CHANGE FOR IMPROVED PRODUCTIVITY	Managers, Supervisors, Front line Personnel and other Intermediate staff in public and private sector organisations with responsibility for carrying out productivity improvement plans.	40,000	45,000	10 - 14 APR; 24 - 28 JULY; 13 - 17 NOV. 3 - 7 JULY; 13 - 17 NOV. 13 - 17 MAR; 18-22 SEP. P/H LAGOS
41	MANAGEMENT APPRECIATION COURSE	Newly promoted or appointed Managers in public and private sector organisations.	50,000	55,000	24 - 28 APR; 10 - 14 JULY; 16 - 20 OCT. 8 - 12 MAY; 24-28 JULY; 18 - 22 OCT. 17 - 21 APR; 11 - 15 SEP P/H LAGOS
42	OFFICE MANAGEMENT COURSE FOR SECRETARIES AND PERSONAL ASSISTANTS	Secretaries, Chief Typists and Personal Assistants in public and private sector organisations	50,000	55,000	29 MAY; 2 JUN; 7-11 AUG; 23 - 27 OCT. 9 - 13 OCT 26 - 30 JUN; 23 - 27 OCT P/H LAGOS
43	TIME MANAGEMENT	Senior and Middle Level Managers who must learn to work and cope under pressure and still maintain good health and effective managerial performance.	55,000	60,000	15-19 MAY; 28 AUG-1SEP; 27 NOV - 1 DEC 22 - 26 MAY; 18 - 22 SEP P/H LAGOS
44	MANAGERIAL MINUTES, BUSINESS AND REPORT WRITING SKILLS FOR EXECUTIVE SECRETARIES AND ADMIN. OFFICERS	Middle Level Officers, Managers, Executive Secretaries, Admin Officers and Personal Assistants who have responsibility for organising and presenting data and information for management decision making.	50,000	55,000	27 - 31 MAR; 11-15 1SEP; 4 - 8 DEC 10 - 14 APR; 4 - 8 SEP 10 - 14 APR; 7 - 11 AUG P/H LAGOS
45	TARGET SETTING, PERFORMANCE APPRAISAL AND REWARD MANAGEMENT	Heads of Departments/Divisions/Units in all functional areas in public and private sector organisations	55,000	60,000	26 - 30 JUN; 18 - 22 SEP; 20 - 24 NOV 17 - 21 JULY; 23 - 27 OCT 24-28 APR; 28 AUG-1 SEP P/H LAGOS
46	IMPROVING YOUR PERSONAL EFFECTIVENESS	Managers and officers of middle rank in both the private and public sectors of the economy.	50,000	55,000	24-28 APR; 28AUG-1 SEP LAGOS
47	TEAM BUILDING AND TEAM LEADERSHIP SKILLS	Managers, heads of Department, Team/Project Leaders and Leaders of Special Business Units.	50,000	55,000	3-7 JULY; 13-17 NOV P/H LAGOS
OPERATIONS MANAGEMENT					
48	BEST PRACTICE SUPPLY CHAIN MANAGEMENT	Senior and Middle Level Managers involved in managing parts of their organisation's supply chain. Senior Managers in production, Logistics, Marketing and Finance will also benefit.	55,000	60,000	15-19 MAY; 4-8 SEP LAGOS
49	WORLD CLASS MAINTENANCE MANAGEMENT	Middle and Senior Level Managers in Engineering, Maintenance, Manufacturing/Production, Plant and Industrial Engineers.	55,000	60,000	12 - 16 JUN; 18 - 22 SEP LAGOS
50	INVENTORY MANAGEMENT SKILLS IMPROVEMENT	Managers who have responsibility for the efficient and effective management, purchasing, administration and control of inventory and stocks.	50,000	55,000	20 - 24 MAR; 17-21 JULY; 9 - 13 OCT LAGOS
51	MANAGING PROJECTS SUCCESSFULLY	All those who have responsibility for the successful planning and execution of projects. Projects Managers, Engineers and leaders, Construction Managers, New Product Development Managers, Consulting Engineers, R & D Managers.	55,000	60,000	10-14 APR; 14 - 18 AUG LAGOS
52	CUSTOMER SERVICE MANAGEMENT	Senior and Middle Level Managers who have the responsibility of managing their organisations' customer service.	55,000	60,000	19 - 23 JUN; 11-15 SEP; 4 - 8 DEC LAGOS
53	HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT	Managers who have responsibility for health, safety and environmental issues in their organisations	40,000	45,000	8-10 MAY; 21-23 AUG 2 - 6 OCT P/H LAGOS
54	QUALITY MANAGEMENT PROGRAMME	Quality control Managers and professionals, unit/department heads, team leaders and all those who have responsibility for ensuring quality in product and service outputs.	40,000	45,000	17 - 19 APR; 23 - 25 OCT LAGOS
55	OPERATIONS MANAGEMENT COURSE FOR ADMINISTRATIVE OFFICERS	Personnel Managers, Administrative Officers, Finance/Accounts Managers and other Managers with Administrative responsibilities.	50,000	55,000	7 - 11 AUG; 13 - 17 NOV LAGOS
56	PROCUREMENT MANAGEMENT	Purchasing, Buying, Contract, Project, and other Managers with procurement responsibility.	55,000	60,000	13 - 17 MAR; 3-7 JULY; 27 NOV - 1 DEC LAGOS
57	TECHNICAL REPORT WRITING AND COMMUNICATION SKILLS	Supervisors, Foremen, Front-line Managers, Laboratory Personnel, Personal Assistants and all those whose duties involves preparation of technical reports.	50,000	55,000	26 - 30 JUN LAGOS
MARKETING AND SALES MANAGEMENT					
58	EFFECTIVE MARKETING SKILLS AND TECHNIQUES	Newly employed or newly promoted Marketing Managers.	50,000	55,000	20 - 24 MAR; 7 - 11 AUG LAGOS
59	ACHIEVING EXCELLENCE IN CUSTOMER SERVICE	Marketing Managers, Sales Managers, and all those who have responsibility for marketing and sales functions. Customer Service Managers, Front-line Officers, Public/Customer Officers, Sales/Marketing Officers.	50,000	55,000	10 - 14 JULY; 9 - 13 OCT 11 - 15 SEP P/H LAGOS
60	COMPUTER APPLICATION IN MARKETING AND SALES FUNCTIONS	Marketing Managers, Sales Managers, and all those who have responsibility for marketing and sales functions.	50,000	55,000	10 - 14 APR; 21 - 25 AUG LAGOS
61	INTERNATIONAL PROCUREMENT MANAGEMENT	Purchasing or Procurement Managers, International Procurement Managers/Buyers, Import Managers, Warehouse Managers and Sales Managers.	50,000	55,000	12 - 16 JUN; 11 - 15 SEP LAGOS
62	ESSENTIAL MARKETING SKILLS FOR NON-MARKETING MANAGERS	Managers in non-marketing functional areas in public and private sector organisations who need to develop marketing skills / knowledge for greater effectiveness.	50,000	55,000	22 - 26 MAY; 18 - 22 SEP LAGOS
63	STRATEGIC MARKETING FOR COMPETITIVE ADVANTAGE	Senior Marketing Managers, Business/Product Development Managers and other Senior Managers with a responsibility for marketing planning and implementation.	55,000	60,000	6 - 10 MAR; 16 - 20 OCT 24 - 28 JULY P/H LAGOS
64	IMPROVING SERVICE DELIVERY IN PUBLIC INSTITUTIONS	Middle level Officers of Public institutions that are directly or indirectly involved in providing services to the general public.	50,000	55,000	24 - 28 JULY; 13 - 17 NOV 19 - 23 JUN; 4 - 8 DEC P/H LAGOS
65	MARKETING COURSE FOR MANAGERS IN SERVICE DRIVEN ORGANISATIONS	Marketing Managers, Customer Service Managers, Business Development Managers and other Managers who participate in making marketing decisions in services organisations.	50,000	55,000	8 - 12 MAY; 28 AUG - 1 SEP LAGOS
66	KEY ACCOUNTS MANAGEMENT	Sales Managers, Marketing Managers, Relationship Management Executives, Products Managers, Business Development Managers.	50,000	55,000	17 - 21 APR; 3 - 7 JULY LAGOS
67	INTEGRATED MARKETING COMMUNICATIONS (IMC)	Brand Managers, Products Managers, Adverts Managers, Business Development managers and all managers responsible for developing impactful marketing campaign strategies for their organisations	50,000	55,000	29 MAY-2 JUN; 27 NOV-DEC LAGOS

For Registration and Training enquiries, Please contact any of the following:

Mrs P. E. Anabor, FNIM Registrar/Chief Executive Nigerian Institute of Management Management House, Plot 22, Idowu Taylor Street, Victoria Island, Lagos. Tel: 01-2701418. E-mail: registrar@managementnigeria.org	Mr. Isaac I. Ngwube, FNIM Director of Corporate Services, NIM, Headquarters, Lagos.v Tel:01-2705939, 08023763014 E-mail: info@managementnigeria.org	Engr. M. K. Sulaiman, MNIM Director of Membership Services NIM, Headquarters, Lagos. Tel:01-2705283, 08037185477 E-mail: membership@managementnigeria.org	Dr. U. Agbarakwe, MNIM Director of Training and Management Education NIM, Headquarters, Lagos. Tel:01-2705367, 08033255083 E-mail: dragbarakwe@managementnigeria.org	Mr. J. A. Aremu, MNIM Resident Consultant NIM, Abuja Office, Plot 655, Lingu Crescent, off Aminu Kano Crescent, Wuse II, Abuja Tel: 09-6706604, 08023100514 E-mail: nimabuja@managementnigeria.org	Mr. F. C. Amaechi, MNIM Resident Consultant NIM, Port Harcourt Office, 190/192, Victoria Street off 120 Aggrey Road, Port Harcourt, Rivers State. Tel: 084-578569, 08023544007 E-mail: nimph@managementnigeria.org
---	---	---	---	---	---

NIM Vision: To be the Source and Symbol of Management Excellence