



BUSINESS DEVELOPMENT UNIT: PROGRAMME TABLE FOR 2018

Month	Date	Course Title	Duration	Venue	Registration Fees
1	Feb 20-22, 2018	Improving Management Performance and Overcoming Common Challenges in Retirement.	3 days	Abuja, Nigeria	\$1,000.00
2	Feb 20-22, 2018	Work Organisation and Effective Management Skills: New Techniques for Secretaries and Administrative Pros.	3 days	Lagos, Nigeria	\$1,000.00
3	TBA	Business Ethics for the Office.	4 days	Abuja, Nigeria.	\$1,500.00
4	TBA	Management Decision Tools and Big Data Analytics.	4 days	Cape Coast, Ghana.	\$1,500.00
5	TBA	Advanced Project Monitoring and Evaluation (M&E) for Development Projects.	3 days	Cape Coast, Ghana	\$1,500.00
6	TBA	Performance Based Human Resources Management.	4 days	Monrovia, Liberia	\$1,500.00
7	TBA	Advanced Executive Office Administration and Secretarial Skills.	3 days	Monrovia, Liberia.	\$1,500.00
8	TBA	Advanced Commercial Negotiation Techniques and Practices.	6 days	Monrovia, Liberia	\$1,500.00
9	TBA	Quantitative Techniques for Macroeconomic Analysis and Management.	3 days	Abuja, Nigeria	\$1,500.00

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Month	Date	Course Title	Duration	Venue	Registration Fees
10	TBA	Risk Management and Risk-Based Internal Auditing.	2 days	Banjul, The Gambia	\$2,000.00
11	TBA	Advanced Risk Management and Risk-Based Internal Auditing.	4 days	Banjul, The Gambia	
12	TBA	Internal Auditing	2 days	Freetown, Sierra Leone	\$2,000.00
13	TBA	Management Information Systems and Data Management.	3 days	Royal Senchi, Ghana/ Dubai, UAE.	\$4,500.00
14	TBA	High Performance Boards and Top Management Dynamics.	4 days	Venue: Lagos, Nigeria and Accra, Ghana.	\$1,500.00
15	TBA	Managing Donor Funded Projects in Agriculture Sector.	6 days	Banjul, The Gambia	\$1,500.00
16	TBA	Public Sector Financial Management and Control.	2 days	Monrovia Liberia	\$2,500.00
17	TBA	Public and Institutional Statistics: From Data Delivery to Analytical Value Add for Researchers.	4 days	Lagos, Nigeria	\$1,500.00
18	TBA	Project Management Skills for Non-Project Managers.	4 days	Freetown Sierra Leone	\$2,000.00