



RC:1078436
FONTINI CONSULTING LIMITED

October, 2020

To
Hon, Ministers
Permanent Secretaries
Directors General/Comptrollers-General
Vice Chancellors, Rectors, Provosts, Principals
Chief Medical Directors/Medical Directors
Managing Directors/CEO
Directors of Personnel/Head of Human Resources/Training.
Head of Departments

Dear Sir,

[WORKSHOP CALENDER FOR PUBLIC & FOREIGN COURSES JAN-DEC 2021](http://www.fontiniconsultingltd.com)
[www.fontiniconsultingltd.com](mailto:info@fontiniconsultingltd.com) (email: info@fontiniconsultingltd.com)

Fontini Consulting Limited (Global Trainers) call for nomination of participants from your organization to our well researched training programmes aimed at enriching the delegates knowledge, enhancing their skills and to add value to their performance
Our resource persons are seasoned professionals and productivity Consultants most of whom are experienced Industry Captains with many years of experience in the industry. The knowledge they will impact will be far-reaching, rewarding and also provide relevant practical solutions.

WORKSHOP FEE: The Workshop fee is attached alongside the programme below. This covers tuition, Seminar Material, Executive Leather Bag, Tea/Coffee, Break Launch, Group Photograph, Certificate of Participation and Administration.

HOW TO REGISTER: Send the list of nominees with the fee draft, made payable to Fontini Consulting Limited (ZENITH BANK PLC Account Number 1013360718 or Fund Transfer Sort Code 057151083 or TIN 18841631.

Kindly send or text the lists of your nominees to Francis 0803-506-2583,0808-226-3439
We look forward to welcome your nominees at the venue.

Yours faithfully

For: Fontini Consulting Ltd

Dr. FRANCIS OKEREKE FCA, FCIB, FILRM, AMNIM, MBA, Ph.D
Programme Director

Tel: 08035062583; 08082263439

NO.	COURSES	WHO SHOULD ATTEND	PARTIAL LIST OF COURSES CONTENTS	VENUES & DATES
1.	<p>PUBLIC-PRIVATE-PARTNERSHIP & CONCESSIONING WORKSHOP</p> <p>INTERNATIONAL</p>	<p>Project Managers, Directors, Senior Executives, and Managers from Public Sector organizations, Institutions providing large-scale project financing, and private companies working on / considering PPP projects.</p>	<p>A. Dynamics of PPP in global economic development.</p> <p>B. The roles of private equity companies.</p> <p>C. PPP principles and constrains.</p> <p>D. What makes PPP's go right and wrong.</p> <p>E. Risk factors in PPP transactions</p> <p>F. Regulatory issues in PPP transactions.</p>	<p>Precint Hotel Yaba Lagos : Feb 10-12 & July 7-9, 2021 Fee: <u>N265,000</u> Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja: Apr 6-9 & Aug 3-6 Fee: <u>N265,000</u></p> <p><u>GHANA</u> <u>JUNE 8-11 & NOV 16-19</u> <u>\$3,500</u></p>
2.	<p>Effective Training Needs Assessment (TNA) Workshop</p>	<p>Training Managers in Private and Public institutions, Curriculum Planning and Development Managers, Consultancy units in Tertiary Institutions HR Managers and Experience Instructors Interested in becoming more Involved in programme/Course Planning and Development.</p>	<p>A. Designing and Conducting TNA</p> <p>B. Key Element of Human performance System in Training</p> <p>C. Identifying Training Gap in Human Resources and Environment and Human Performance System.</p> <p>D. Major Steps for Engineering Effective Performance</p> <p>E. Selecting and Applying the Techniques and Tools Appropriate for TNA</p> <p>F. Steps and Processes in Conducting of TNA</p> <p>G. Understanding TNA Methodology</p> <p>H. Understanding the</p>	<p>Lagos May4-7, Oct 5-8 fee: <u>N245,000</u> Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja June 1-4 & Nov 16-19 Fee: <u>N245,000</u></p>

	INTERNATIONAL		Techniques for Investigation in TNA I. Effective Report Writing in TNA	<u>KENYA</u> <u>13-16 JULY</u> <u>\$3,500</u>
3.	Managing the Training Functions	Experience Trainers and those familiar with Training Principles and Practices, Training Managers, HR Managers and Personnel Managing the Training Functions.	A. The Role of Training in Organizations B. The Role of Training Managers in Influencing Management Decision on Training and Development C. Strategic Plans for Programme Development, Maintenance and Renewal D. Financial Management for Trainers E. Improving Management Training Resources F. Understanding Key Concepts and Lessons on Integrating Computer Technology into Training	Lagos 28-30 July FEE:235,000 Juanita Hotel Old GRA-PH River State 7-10 Sept FEE:245,000 DUBAI 10-13 AUG \$3500
4.	INTERNATIONAL			
	Fixed Assets Mgt & Maintenance for Higher Institutions, Ministries, Parastals & Public Sector Entities Equipment And Structures: The Role of Engineers And Technical Officer	All Engineers, Accountants, Maintenance, Technologists, Technical Officers and Technicians	A. Overview of Fixed Assets Mgt & Maintenance B. Equipment-Reducing Interruption of Services Due Breakdown and Failures C. Building & Office Safety D. Total Productive Maintenance and Maintenance Management E. The provision and Use of Work Equipment Regulation 1998 F. Effective Prevention Maintenance	Westown Hotel Ikeja-Lagos March 10-12 & Aug 18-20 Fee: N255,000 Lap New World Hotel Jabi-Abuja FEE: N235000 NAIROBI KENYA – APR 13-16 FEE: \$ 3500

				<p>Accra Ghana Aug 24-27 Fee:\$3500</p>
5.	<p>HR Management, Conflict Resolution, Industrial Relations and Labour Legislation issues.</p> <p>INTERNATIONAL</p>	<p>Director of Administration, Head, Human Resources, Consultancy units in Tertiary Institutions HR Consultants, HR Managers, and Admin, Union Executives, All President/ Chairmen of Labor Union Trade Congress, Union Executives, and other functions directly related to personnel/Human Resources Matters,</p>	<ul style="list-style-type: none"> • HR Management and Industrial Relations • Labour Relations and Industrial Democracy • Conflict in the Workplace • Employee and Labour Relations • Nigeria Oil and Economic Unrest Productivity Movement in Nigeria • Dispute Resolutions 	<p>Precint Hotels Yaba LAGOS June 22-25 & Nov 9-12 =N=245,000</p> <p>Lap New World Hotel Jabi Abuja May 11-14 N 225,000</p> <p>LONDON 21-24 SEPT \$4,950</p>
6.	<p>Advanced Security Management Course Plus (Strategies in Combating Anti terrorism & Anti-money Laundering Issues)</p> <p>INTERNATIONAL</p>	<p>Director of HR, Directors of Logistics, Head of Legal Divisions, Directors & Head OF Security Divisions of Entities in both Public and Private Sector, Banks and Oil and Gas Companies, Senior Managers in the Presidency, Senate, House Etc.</p>	<p>-What effective & efficient security entails -Modes of security in an organization -Guards operations and security operatives routine duties -Types of crime usually committed -Strategies for anticipating, preventing and minimizing corporate crises -Types of hazards, Causes of sabotage and counter measures to prevent them. -Security agencies legal issues and institutional framework -Corruption in public offices -The place of the various institutions in corruption management such as the ICPC, EFCC and their international counterpart such as NCCT, UNODC, NEPAD etc</p> <ul style="list-style-type: none"> • 	<p>Lagos</p> <p>16-18 June & 20-22 Oct N235,000</p> <p>Alexis Hotels ABUJA. Aug 11-13 Fee: N225,000</p> <p>Johannesbur g South Africa Oct 12-15 Fee:\$4,500</p>

7.	<p>Performance Measurement & Budgetary Control Strategies+Performance Based Auditing</p> <p>INTERNATIONAL</p>	<p>Director of Administration, Head, Human Resources, Consultancy units in Tertiary Institutions HR Consultants, HR Managers, and Admin, Executives, and other functions directly related to personnel matters</p>	<ul style="list-style-type: none"> • Performance Measurement and performance Based Budgeting (PBB); An Overview • Performance Measurement • Principles • Performance Management Model • Performance Management Benchmarking • Performance Based Budgeting • Institutionalizing Performance Measurement • Managing Accuracy • Integrating Performance into Budget Decision Making, etc 	<p>PrecintHotels Yaba-Lagos May 11-14 & Nov 16-19, N235,000</p> <p>Alexis Hotel ABUJA Mar 9-12 & Aug 3-6 Fee: N265,000</p> <p>JOHANNESBURG-SOUTH AFRICA 20-23 OCT \$4,500</p>
8.	<p>International Public Sector Accounting Standard (IPSAS)</p>	<p>Director of Administration, Head, Human Resources, Consultants, HR Managers, and Administration and other functions directly related to personnel/human Resources Matters,</p>	<ul style="list-style-type: none"> • Conceptual framework for General Purpose financial reporting by public sector entities. • In-dept look at key standards: Hyperinflation, adjusting and non adjusting events, disclosure requirement, investment reporting-equity/costs, interest in joint ventures. • Accounting and financial reporting for service concession arrangements. • Amendments, reviews and changes in IPSAS and expected future developments. • Outsourcing Information System. 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Aug 3-7 Fee:N265,000</p> <p>LAGOS 6-10 July Fee:N265,000</p>

	INTERNATIONAL		<ul style="list-style-type: none"> • Human Resources Development Strategy Model 2 • Outsourcing Implementation, Problems and solutions 	NAIROBI-KENYA 17-20 NOV \$4,500
9.	Project Management Fundamentals & Monitoring	Chief Executives Directors, Members of Federal and States procurement Bureau including Administration and Planning and Statistics Federal and States Procurement Officers, Director of Works, Engineers, Contractors Suppliers/Consultants of Goods, Works and Services Finance and Accounts and Audit Executives and all functions related to Procurement of Goods, Works and Services, Project Managers and NGO'S	<ul style="list-style-type: none"> • Guideline for re-imbursment of the expenditure incurred by states • How to obtain the approval of the president through relevant MDA's for the execution of Federal Government Project by State Governments • Understanding the prescribed technical standards and guidelines for the execution of federal government projects by state governments • Understanding basic skills and concept to help manage projects with confidence • Strategies to address and curb the high cost pf procurement in Nigeria • Categories of federal government projects that state governments could execute and strategies to raise fund to execute them • Understand the duties and responsibilities of the special project audit committee • Planning Tools Techniques and Methodology • Project life cycles 	Precint Hotels Yaba - Lagos May 18-21 & Oct 5-8 Fee:N245,000 Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria. June 2-5 & Aug 11-14 Fee: N245,000 Accra Ghana Jan 21-24 & July 28-31 Fee: \$ 3500
	INTERNATIONAL			

			<ul style="list-style-type: none"> • Project scheduling • Risk management in project management • Managers tracking and reporting process • Change management and control and • Project closure 	
10.	<p>Security Analysis and Portfolio Management</p> <p>INTERNATIONAL</p>	<p>Directors of Accounts and Finance, Stock Brokers, Bankers, Portfolio Managers, Regulatory Agencies such as Securities and Exchange Commission, Nigerian Stock Exchange</p>	<ul style="list-style-type: none"> • The Process of Portfolio Management • Investment Analysis and Portfolio Management • Portfolio Diversification and Analysis • Portfolio Risk and Performance • Analysis • Active and Passive Strategies • Bond Portfolio Management Securities Operations 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.</p> <p>Mar 15-18 & Aug 10-13 Fee: N235,000</p> <p>NAIROBI-KENYA June 22-25 & Nov 23-26 Fee: \$3500</p>
11.	<p>Safety And Security Awareness for Drivers</p>	<p>Executive Drivers, Drivers of Fire Fighting Vehicles, Haulage Supervisors, Motor Vehicle Attendants and Conductors.</p>	<ul style="list-style-type: none"> • Driving Safety • Defensive Driving • Vehicle Safety Program Guidelines • Sample Vehicle Safety Program • Strategies Highway Safety Plan • Case Study 	<p>Lagos</p> <p>Feb 9-12 & July 27-30 N235,500</p> <p>Abuja Sept 21-24 Fee: N225,000</p>
12.	<p>Leadership and Motivation Workshop</p>	<p>Director-General/Chief Executives, Director of Administration, Head, Human Resources, Consultants, HR Managers and Admin, Executives, and other functions directly related to personnel matters</p>	<ul style="list-style-type: none"> • Introduction to Motivation and Historical Theories • Motivation defined • Component of motivation • Antecedents of motivation • Interact ional Motivation 	<p>Westown Hotels Ikeja Lagos April 7-9 & Nov 15-17, N225,000</p>

			<p>Model</p> <ul style="list-style-type: none"> • Conceptions of motivation • Achieving society model • Mc Clelland's model of achievement training • Leadership Syndrome • Atkinson's achievement motivation theory • Important of success and failure • Crandall (1982) theory • Leadership keys • Personality of a leader • Leader's inventory 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.</p> <p>March 23-26 & Sept 7-10 Fee: N225,000</p>
13.	The Secret to Writing Successful Grant Proposals	NGO's, Government establishment seeking grants from international agencies or Donors, individual wishing to acquire skills on how to write grant proposals can attend	<ul style="list-style-type: none"> • Types of grants and source of funding • The most important components of any grant proposal • Why projects get funded and why proposals fail • The grant proposal development process • Grant proposal resources • How to build a grant proposal team • The 10 most common elements of a winning proposal and how to improve your chance of getting funded • Specifics in writhing the grant proposal gets funded • 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.</p> <p>May 11-14 & Aug 10-13 Fee: N255,000</p> <p>Uyo Akwa Ibom State Sept 21-24 Fee: N 265000</p>
14.	Policy Formulation and Implementation and Management Workshop	Chief Executives, Directors and Head of Departments in Ministries, Parastalas and Government Agencies Directors Planning and Statistics and those involved in public policy design,	<ul style="list-style-type: none"> • Overview of Public Policy • Public Policy and Processes • Policy Implementation • Policy Analysis and Decision Making • Financing Public Policy • Human Factors in Public 	<p>Westown Hotels Ikeja Lagos June 16-18 & Dec 1-3, N255,500</p>

	INTERNATIONAL	<p>Planning and Implementation Including members of the State Assembly.</p>	<p>Policy Design, Planning and Implementation</p> <ul style="list-style-type: none"> • The role of Directors (PRS) in Public policy management • Policy implantation, monitoring and Evaluation • Impact of public policy on private sector management 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.</p> <p>Feb 23-26 & Oct 12-15 Fee: N245,000</p> <p>Banjul Gambia July 14-18 & Nov 15-19 Fee: \$ 4500</p>
15.	<p>Management Retreat Sustainable Poverty Alleviation Scheme in the Grassroots Course</p>	<p>Chief Executives, Directors and Head of Departments. Ministries, Parastatals and Government Agencies Directors Planning and Statistics, and those involved in public policy design planning and Implementation Including members of the State of Assembly.</p>	<ul style="list-style-type: none"> • Basic concepts of poverty and poverty alleviation scheme • Socio-economic implication of poverty • Socio-economic environment under which a sustainable poverty reduction scheme should operate • Understand key problems and constrains facing sustainable poverty reduction scheme • Strategies for effective and sustainable poverty reduction scheme. • Challenges of poverty reduction for sustainable development at the grassroots • Using micro credit operation for empowerment • Effective use of skill 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.</p> <p>Aug 17-20 Fee: N265,000</p> <p>Lagos Nigeria 8-11 June N255,500</p>

			<p>acquisition strategy for poverty reduction</p> <ul style="list-style-type: none"> • The role of informal sector in poverty reduction scheme • Monitoring and evaluation of poverty reduction project/scheme 	
16.	Management Workshop For Health Professionals and Administrators	Medical Director Pharmacist, Nurses, Midwives and other Medical Professional Managers/Administrators and Trainers	<ul style="list-style-type: none"> • Management process • Management of Health Institutions and services • Leadership and Supervision • Team Building • Managing Relationship in the Hospital Environment • Effective Communication in Hospital Environment • Problem solving decision making • Motivation • Resource management • Budget and budgetary control • Time management • Performance of appraisal 	<p>Westown Hotels Ikeja Lagos July 21-23</p> <p>Fee: N235,000</p>
17.	Management Workshop for Matrons, Nurses and Midwives Course fee	Matrons, Nurses, Midwives and other Medical Professional Managers/ Administrators and Trainers	<ul style="list-style-type: none"> • Principles of Management • The Matrons Nurse as a leader • Concept of work and work ethics • Planning and organizing work • Health record management • The Matron Nurse as a Team Member • Problem solving decision making • Interpersonal Skills • Effective 	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria.</p> <p>Nov 23-26 Fee: N235,000 Lagos Nigeria 2-4 June & Nov 3-5</p>

			<ul style="list-style-type: none"> Communication Skills Time and Stress Management 	Fee: N235,000
18.	Capacity Building Workshop on Universal Basic Education Course fee	Professional involved in educational Planning and Management, and those involved in Policy design planning and implementation in the sector should attend.	<ul style="list-style-type: none"> Emerging issue in Basic Education Curriculum Resource in the implementation of UBE programme Strategies for the implementation of UBE programme Achieving Entrepreneurial Skills through UBE programme Comprehensive Evaluation of UBE programme 	Lagos Sept15-18 Fee: N245,000
19.	Obeying Traffic Laws for Drivers	Executive Drivers, Drivers of Fire Fighting Vehicles, Haulage Supervisor, Motor Vehicle Attendants and Conductors.	<ul style="list-style-type: none"> Road Traffic (Amendment) Law FRSC Enforcement Strategy Vehicle Safety Program Guidelines Sample Vehicle Safety Program Defensive Driving Case Study 	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi-Abuja Nigeria. Sept 1-4 Fee: N225,000 Lagos Oct 12-14 Fee: N235,000
20.	Achieving Excellent Customer Service Course	Officers of Servicom, Front Desk Officers Technical officers Admin Officers, Executive Officers and all Staff Responsible for Efficient Service Delivery to the public	<ul style="list-style-type: none"> Customer Service Skills Online Customer Support Online Customer Service Studies Provision of Customer Service and its benefits Customers Service The who, what, Where, When Why and How 	Westown Hotels Ikeja Lagos Oct 21-23 Fee: N235,000

			<ul style="list-style-type: none"> • Today's service reality • Service competencies for the new millennium • The service Difference System • Healing the Customer Relationship • Meeting Unspoken Customer Needs. 	
21.	<p>Management of Pollution and Environment Degradation</p> <p>INTERNATIONAL</p>	<p>Assistant Directors Health Inspector, /Officers Community Development Inspector Administrative Officers Executive Officer Labour Inspectors Cooperative Inspectors Confidential Secretary Planning Officers Medical Laboratory Technologist Social welfare Officers Community Development Officers Technical Officers</p>	<p>Environment Health Hazard Issues of Environment degradation The environmental media National Environmental Standards, Regulations & Enforcement Environment resource management principles of environment planning Management Vs Leadership</p>	<p>Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja Nigeria. Sept 1-4 Fee: N245,000</p> <p>Kumasi Ghana Fee: \$4500 Apr 21-24</p>
22	<p>Environment Health and Safety Management Systems Course fee</p>	<p>Directors Health Inspector Officers Technical Officers Community Development Inspectors Administrative Officers Executive Officers Labour Inspectors Cooperative Inspectors Medical Records Technicians Confidential secretary Planning Officers Medical Laboratory Technologist social welfare officers Community Development officers</p>	<ul style="list-style-type: none"> • Techniques Effective Environmental Management • Waste Management : Practical Application of the New Ethical Concepts of Eco-Ethics International Union • National Environment Standard and Regulations and Enforcement Agency (NISREL AND Environment Sanitation • Fundamental of Environment Resource Management Management vs. Leadership 	<p>Westown Hotels Ikeja Lagos Aug 18-21</p> <p>Fee: N245,000</p>
	<p>System contingency Planning & Disaster Recovery</p>	<p>The course is designed for public sector officers on level 08 and above.</p>	<p>G. Overview of System Contingency Planning H. Understanding Team</p>	<p>Westown Hotels Ikeja - Lagos</p>

	Strategies	Bankers, business executives and researches involved in planning and management of social services and infrastructure will also benefit from the course.	Work I. Technique for Effective Planning J. Disaster Management K. Preparing for the world Are Disaster Agencies Effective?	Oct 27-30 Fee: N245,000
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DISCLAIMER

*CALL DR.FRANCIS OKEREKE ON +2348035062583; 08082263439
 EMAIL:info@fontiniconsultingltd.com WEB:www.fontiniconsultingltd.com*

EARLY BOOKING IS MANDATORY AT LEAST 1 MONTH TO THE SCHEDULED DATE OF THE PROGRAMME AS FONTINI CONSULTING RESERVES THE RIGHT TO CANCEL ANY WORKSHOP FOR THE REASON OF UNAVOIDABLE CIRCUMSTANCES