



FONTINI CONSULTING LIMITED

RC:1078436

**PRIVATE SECTOR WORKSHOP
TRAINING BROCHURE-2021**



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FONTINI CONSULTING LIMITED

August 28, 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,

UPCOMING SEMINAR ON: 2021 PRIVATE SECTOR COURSES

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 impart 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

FRANCIS OKEREKE _____ **FCA, FCIB, FCILRM, FPEFON, FIMC, CMC, AMNIM, MBA, PhD**

Programme Director

Tel: 08035062583; 08082263439

2021 CALENDAR OF TRAINING PROGRAMMES-PRIVATE SECTOR SEMINARS

PROGRAMME	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VENUE	AMOUNT
<u>ACCOUNTING, FINANCE AUDITING & TAX PROGRAMMES</u>															=N=
Forensic Accounting & Audit Reporting	4		9-12					6-9						New-Lap Hotel Jabi-Abuja	225,000
Risk Based Auditing Techniques for Private & Public Sectors Organizations	4		9-12					6-9						Westtown Hotels Ikeja Lagos	225,000
Advanced Frauds Detection & Prevention Techniques	4			2-5					3-6					New-Lap Hotel Jabi-Abuja	195,500
Best Practice In Corporate Internal Auditing & Fraud Control	4	19-22		2-5					3-6					New-Lap Hotel Jabi-Abuja	195,500
Tax Administration & Reduction Techniques	4			16-19				13-16						Bayelsa Guest House Maitama Abuja	245,500
Complete Course of Tax Management (Plus Insight into CAMA 2020 & Finance Act 2020)	4		16-19					13-16						New-Lap Hotel Jabi-Abuja	
IFRS Conversion Training	2WKS			16-19										LAGOS	865,500
Finance & Accounts For Non-Financial Professionals	3	26-29			6-9					14-17				De-Castle luxury Home Uyo.Akwa Ibom State	235,000
Effective Store Mgt Course	3				6-9					14-17				New-Lap Hotel Jabi-Abuja	235,500

Enterprise Risk Management Course	4		23-26						21-24				New-Lap Hotel Jabi-Abuja	245,000
Certificate In ANTI-MONEY Laundering and Counter Terrorism Financing(AML/CTF) Course				9-12		16-19				12-15			New-Lap Hotel Jabi-Abuja	265,000
Managing Risk In ELECTRONICS Banking	3	27-29				19-21		4-6				15-17	De-Castle luxury Home	245,000
Certificate In Security Management	3	27-29				19-21		4-6				15-17	Uyo.Akwa Ibom State	245,000
Operational Risk Management (ORM) Course	5					24-28				4-8			New-Lap Hotel Jabi-Abuja	235,000
Performance Management & Risk Analysis Workshop	3				14-16							(R) ABJ 9-11	Precint Hotel YABA-LAGOS	245,000
Petroleum Economics & Risk Analysis	3				14-16							9-11	Precint Hotel YABA LAGOS	275,000
Advanced Operational Risk Mgt	5				5-9							6-10	Westtown Hotels Ikeja Lagos	265,000
Roundtable on Corporate Governance & Risk Management	4			23-26					21-24				New-Lap Hotel Jabi-Abuja	265,000
Round Table On Corporate Gov & Risk Management	4					22-25							De-Castle luxury Home Uyo.Akwa Ibom State	265,000

PROGRAMME															AMOUNT
GENERAL BANKING /AGRIC-COURSES	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VENUE	=N=
Bank Operations Course	4		23-26		6-9				4-7					Bayelsa Guest House Maitama ABUJA	225,000
Loan Documentation Course	4		23-26		13-16				18-21	15-18				Lap New World Hotel Abuja	225,000
Back Office Management For Financial Institutions	4		23-26		20-23				25-28	22-25				New-Lap Hotel Jabi-Abuja	225,000
Master class For Personal Assistants-Company Secretaries +Legal Officers	4		2-5			4-7					5-8			New-Lap Hotel Jabi-Abuja	225,000
Drawing Up Operations & Service Level Agreement	4			9-12					17-20			23-26		Alexis Hotel Jabi – UtakoAbuja	255,000
Forensic Audit & Accounting in the Public & Private Sector (Combined)	4		9-12				15-18				19-22			Precint Hotel YABA LAGOS	265,000
Round Table On Corporate Governance Risk Management	4			16-19				20-23			12-15			Juanita Hotel Old GRA- PH	265,000
Planning For Retirement Course workshop	4			2-5					24-27					De-Castle luxury Home Uyo.Akwa Ibom State	245,000
Entrepreneurship Course on Growing an Enterprise (Options & Constraints)	4					4-7						23-26		Obudu CATTLE Ranch Calabar- Cross River	265,000
Managing Agricultural Commodity Value Chain For Agric Business	4		23-26			4-7	15-18					23-26		New-Lap Hotel Jabi-Abuja	195,500
											19-22				

Advanced Maintenance Management				9-12			22-25			7-10				Uyo.	265,000
Purchasing Management & Cost Savings Techniques Course													7-18	Precint Hotel YABA-Lagos	
Logistics & Supply Chain Course		26-29			27-30						25-28			Calabar	
														Abuja	
Transport Infrastructure Performance And Maintainance	4		16-19			25-28					12-15			Lap New World Hotel Jabi-Abuja	265,000
Advanced Leadership, Governance & Risk Management Course For Top Executives and Board Members	4	26-29		16-19			8-11			14-17			8-11	Lap New World Hotel Jabi-Abuja	255,000
Complete Course on Facility Management Workshop		19-22			20-23		15-18			21-24		23-26		Lap New World Hotel Jabi-Abuja	235,000
GENERAL MANAGEMENT & LEADERSHIP WORKSHOP	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VENUE	AMOUNT
															=N=
Leadership – Motivation, Governance & Risk Management Global Best Practice Course	4	26-29		2-5				13-16			5-8		7-10	Bayelsa Guest House Maitama- Abuja	225,000
Security Incident Management & Investigation	4		16-19		20-23		15-18		10-13			2-5		Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja	245,000
Effective Business Writing Skills-Advanced Course	4		16-19		20-23		15-18		10-13			2-5			235,000
	4			23-26						21-24				Lagos	275,000
	4	25-28				4-7							14-17	Abuja	

Effective Presentation & Communication and Skills

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4				13-16						5-8			Lagos Airport Hotel Ikeja	235,000
4		2-5					27-30					7-10	Lap New World Hotel Abuja	235,000

PROGRAMME

HUMAN RESOURCE MANAGEMENT AND TRAINING	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VENUE	AMOUNT =N=
Excellence in HR Management	4	12-15				18-21					5-8			Alexis Hotel	225,000
Mastering the ART OF PR & MEDIA	4		2-5			25-28			10-13		12-15			JABI-ABUJA	225,000
Understanding The Learning & Development Function	3			10-12				14-16					8-10	Abuja	225,000
Train The Trainer Workshop	4	12-15		16-19			22-25			8-10	19-22			LAGOS	195,000
Managing The Security Function	4		16-19			11-14				7-10			7-10	ABUJA	195,000
														LAGOS	195,000
SALES - MARKETING & CUSTOMER RELATIONSHIP MGT	DAYS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	VENUE	AMOUNT =N=
Effective Marketing in a Recession	3					19-21					20-22			Lagos Airport	215,000
Mastering The Art Of PR and Media	4		16-19				8-11					9-12		Hotel Ikeja	225,000
Managing The Front Office & Customer Relations	3					19-21					20-22			ABUJA	255,000
Advanced Networking Skills for Business Development Managers	4		23-26			25-28			24-27				7-10	Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja	245,000

Understanding The Brand Development & Management Function	4		23-26		18-21		20-23			16-19	Lagos Airport Hotel Ikeja ABUJA	235,000
	4		23-26		18-21		20-23			16-19		235,000
Key Accounts Management	4	19-22		6-9		15-18			7-10		Alexis Hotel & Conference Centre. Plot 693 Obafemi Awolowo Way Jabi- Abuja	235,000

Tax Identification Number (TIN) : 18841631

Bank Details: Fontini Consulting Limited (ZENITH BANK PLC) Account Number 1013360718 ;Fund Transfer Sort

Code 057151083 Discount Policy 3-5 Delegates 5% 6-10 Delegates 10% Above 10 Delegates 15%



For companies that want to maximize the return on their investment in training: **Register 3 participants** on the same course and dates and pay only for 2.

Available as Classroom as well as Online Training Via ZOOM TECHNOLOGY.

(Available also for Customised Training by Duration, Venue & Fee)