



**WAIFEM BUSINESS DEVELOPMENT AND CONSULTANCY UNIT: TRAINING
PROGRAMME TABLE FOR 2019**

Month	Date	Course Title	Duration	Venue	Registration Fees
1	February	Improving Management Performance and Overcoming Common Challenges in Retirement.	3 days	Lagos, Nigeria	\$1,000.00
2	February	Work Organisation and Effective Management Skills for Secretaries and Administrative Professionals.	3 days	Lagos, Nigeria	\$1,000.00
3	March	Transparency and Anti-Corruption Training Programme	4 days	Lagos, Nigeria	\$1,200.00
4	March	Business Ethics for the Office.	3 days	Accra, Ghana.	\$1,300.00
5	March	Management Decision Tools and Big Data Analytics.	4 days	Accra, Ghana.	\$1,300.00
6	March	Advanced Project Monitoring and Evaluation (M&E) of Development Projects.	5 days	Accra, Ghana.	\$1,500.00
7	April	Performance Based Human Resources Management.	3 days	Banjul, The Gambia	\$1,200.00
8	April	Advanced Executive Office Administration and Secretarial Skills.	3 days	Banjul, The Gambia	\$1,300.00
9	April	Advanced Commercial Negotiation Techniques and Practices.	3 days	Abuja, Nigeria	\$1,300.00
10	April	Public and Institutional Statistics: From Data Delivery to Analytical Value Add for Researchers.	5 days	Abuja, Nigeria	\$1,300.00
11	May	Effective Report Writing for Financial Officers, Internal Auditors and Accountants	4 days	Monrovia, Liberia	\$1,300.00
12	May	Risk Management and Risk-Based Internal Auditing.	4 days	Monrovia, Liberia	\$1,300.00
13	May	Advanced Risk-Based Internal Auditing.	4 days	Monrovia, Liberia	\$1,300.00

Month	Date	Course Title	Duration	Venue	Registration Fees
14	May	New Frontiers in Risk Modelling and Auditing	4 days	Monrovia, Liberia	\$1,300.00
15	June	Management Information Systems and Data Management.	3 days	Lagos, Nigeria.	\$1,200.00
16	June	Budgeting and Cost Control for Managers	4 days	Lagos, Nigeria.	\$1,000.00
17	June	High Performance Boards and Top Management Dynamics.	3 days	Accra, Ghana.	\$2,000.00
18	June	Treasury and Compliance Management	3 days	Accra, Ghana.	\$1,000.00
19	July	Public Sector Financial Management and Control	3 days	Monrovia Liberia	\$1,200.00
20	July	Public and Institutional Statistics: From Data Delivery to Analytical Value Add for Researchers.	5 days	Monrovia Liberia	\$1,300.00
21	July	Project Management Skills for Non-Project Managers.	3 days	Freetown Sierra Leone	\$1,200.00
22	July	Tax Audit Skills	4 days	Monrovia, Liberia	\$1,300.00
23	August	New Frontiers in Risk Modelling and Analysis	4 days	Freetown Sierra Leone	\$1,300.00
24	August	Effective Report Writing for Financial Officers, Accountants and Internal Auditors	4 days	Freetown Sierra Leone	\$1,300.00
25	August	Treasury Strategy and Organisation: Financial Risk and Cash Management	5 days	Freetown Sierra Leone	\$1,300.00
26	September	International Standards in Auditing (ISA) and Practical Application in the Audit Process	6 days	Abuja, Nigeria	\$1,500.00
27	September	Transparency and Accountability for Effective Service Delivery	4 days	Abuja, Nigeria	\$1,200.00
28	September	Practical Applications in International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS) Training	6 days	Abuja, Nigeria	\$1,500.00

29	September	Debt Sustainability and Risk Analysis	4 days	Abuja, Nigeria	\$1,200.00
30	October	Protocol, Public Relations and Events Management	5 days	Lagos	\$1,300.00
31	October	Road-wise Driving and Interpersonal Relationship for Drivers.	3 days	Lagos, Nigeria	\$1,000.00
32	October	Treasury Strategy and Organisation: Financial Risk and Cash Management	5 days	Lagos	\$1,3000.00
33	November	Executive Leadership: Successful Talent Management and Successful Planning	3 days	Dubai, UAE	\$3,000.00
34	November	Board Leadership and Governance	3 days	Dubai, UAE	\$3,000.00

****Note: The course dates stipulated herein are tentative. The actual dates for the execution of courses will be included in the call for nomination letters.**