

# ITF TRAINING PROGRAMMES FOR SEPTEMBER - NOVEMBER, 2010



## SEPTEMBER

S/N	TRAINING PROGRAMME	VENUE	DURATION	DATE	COURSE FEE PER PARTICIPANTS
1.	Defensive Driving Skills Course	Ikeja	3 days	28 <sup>th</sup> -30 <sup>th</sup> Sept, 2010	N15,000.00
2.	Effective Administration Course for Nurses & Midwives	Abuja	5 days	21 <sup>st</sup> -25 <sup>th</sup> Sept, 2010	N30,000.00
3.	Human Resource Management Workshop	Apapa	5 days	13 <sup>th</sup> -17 <sup>th</sup> Sept, 2010	N25,000.00
4.	Information & Record Keeping Workshop	Lagos	5 days	20 <sup>th</sup> -24 <sup>th</sup> Sept, 2010	N15,000.00
5.	Management Course for Secretaries	Lokoja	5 days	20 <sup>th</sup> -24 <sup>th</sup> Sept, 2010	N20,000.00
6.	Improvement Course for Print Media Practitioners	Uyo	5 days	13 <sup>th</sup> - 17 <sup>th</sup> Sept, 2010	N25,000.00
7.	Middle Level Management Workshop	Ota	5 days	20 <sup>th</sup> -24 <sup>th</sup> Sept, 2010	N20,000.00
8.	Performance Management Workshop	Benin	3 days	27 <sup>th</sup> -29 <sup>th</sup> Sept, 2010	N25,000.00
9.	Stores & Materials Management Workshop	Ikeja	5 days	30 <sup>th</sup> Aug – 3 <sup>rd</sup> Sept, 2010	N20,000.00
11.	Stores & Materials Management Workshop	Ibadan	5 days	20 <sup>th</sup> – 24 <sup>th</sup> Sept, 2010	N20,000.00
12.	Work Ethics & Organizational Productivity Workshop	Makurdi	5 days	6 <sup>th</sup> – 10 <sup>th</sup> Sept, 2010	N25,000.00
13.	Work Ethics & Organizational Productivity Workshop	Abakaliki	5 days	13 <sup>th</sup> -17 <sup>th</sup> Sept, 2010	N25,000.00
14.	Workshop on Effective Management & Administration in the Public Service	Yola	3 days	13 <sup>th</sup> -15 <sup>th</sup> Sept, 2010	N20,000.00
15.	Workshop on Hospital Administration	Kumbotso	3 days	28 <sup>th</sup> -30 <sup>th</sup> Sept, 2010	N20,000.00
16.	Workshop on Organization of General Duties for Clerks & Registry Staff	Nassarawa	3 days	13 <sup>th</sup> -15 <sup>th</sup> Sept, 2010	N15,000.00
17.	Detection & Prevention of Fraud Workshop	Gumi	5 days	20 <sup>th</sup> -24 <sup>th</sup> Sept, 2010	N25,000.00
18.	Maintenance for Fitters Machinists Workshop	Port Harcourt	5 days	30 <sup>th</sup> Aug – 3 <sup>rd</sup> Sept, 2010	N20,000.00
19.	Maintenance Welding Workshop	ISTC, Ikeja	5 days	20 <sup>th</sup> – 24 <sup>th</sup> Sept, 2010	N30,000.00
20.	Plant & Equipment Maintenance	Ibadan	5 days	6 <sup>th</sup> -10 <sup>th</sup> Sept, 2010	N25,000.00
21.	Plant & Equipment Maintenance	Victoria Island	5 days	20 <sup>th</sup> – 24 <sup>th</sup> Sept 2010	N25,000.00
22.	Systematic Approach to Electrical/Electronics Troubleshooting Workshop	Sulaja	5 days	30 <sup>th</sup> Aug – 3 <sup>rd</sup> Sept, 2010	N25,000.00
23.	Systematic Approach to Electrical/Electronics Troubleshooting Workshop	Mokland Hotel, Ota	5 days	20 <sup>th</sup> -24 <sup>th</sup> Sept, 2010	N25,000.00
19.	Industrial Safety Training Workshop	Isolo	5 days	20 <sup>th</sup> -24 <sup>th</sup> Sept, 2010	N20,000.00
20.	Advanced Human Capital Development Course for Training Personnel	Oshogbo	3 days	1 <sup>st</sup> – 3 <sup>rd</sup> Sept, 2010	N30,000.00
		Abakaliki	3 days	15 <sup>th</sup> -17 <sup>th</sup> Sept, 2010	N30,000.00
21.	Workshop on Training Needs Assessment	Awka	3 days	21 <sup>st</sup> -23 <sup>rd</sup> Sept, 2010	N25,000.00
		Ikere	3 days	21 <sup>st</sup> -23 <sup>rd</sup> Sept, 2010	N25,000.00
22.	Computer Application Course for Middle Level Managers	Gombe	5 days	6 <sup>th</sup> – 10 <sup>th</sup> Sept, 2010	N20,000.00

## OCTOBER

S/N	TRAINING PROGRAMME	VENUE	DURATION	DATE	COURSE FEE PER PARTICIPANTS
1.	Defensive Driving Skills Course	Eket	3 days	11 <sup>th</sup> – 13 <sup>th</sup> Oct, 2010	N15,000.00
2.	Human Resource Management Workshop	Makurdi	5 days	18 <sup>th</sup> -22 <sup>nd</sup> Oct, 2010	N25,000.00
3.	Information & Records Keeping Workshop	Ilorin	5 days	25 <sup>th</sup> -29 <sup>th</sup> Oct, 2010	N15,000.00
4.	Performance Management Workshop	Bauchi	3 days	12 <sup>th</sup> – 14 <sup>th</sup> Oct, 2010	N25,000.00
5.	Performance Management Workshop	Apapa	3 days	18 <sup>th</sup> -20 <sup>th</sup> Oct, 2010	N25,000.00
6.	Planning for Life After Retirement Workshop	Makurdi	5 days	18 <sup>th</sup> -22 <sup>nd</sup> Oct, 2010	N20,000.00
7.	Production Management Workshop	Ibadan	5 days	18 <sup>th</sup> -22 <sup>nd</sup> Oct, 2010	N20,000.00
8.	Supervisory Management Workshop	Port Harcourt	3 days	19 <sup>th</sup> -21 <sup>st</sup> , Oct, 2010	N20,000.00
9.	Workshop on Effective Management & Administration in the Public Service	Kantagora	3 days	12 <sup>th</sup> – 14 <sup>th</sup> Oct, 2010	N20,000.00
10.	Accounting & Finance Course for Non Financial Managers	Ota	3 days	27 <sup>th</sup> – 29 <sup>th</sup> Oct, 2010	N20,000.00
11.	Cost Accounting & Control Workshop	Kaduna	3 days	11 <sup>th</sup> -13 <sup>th</sup> Oct, 2010	N20,000.00
12.	Cost Accounting & Control Workshop	Ota	3 days	26 <sup>th</sup> -28 <sup>th</sup> Oct, 2010	N20,000.00
13.	Insurance Workshop for Unit Officers	Abuja	3 days	19 <sup>th</sup> -21 <sup>st</sup> Oct, 2010	N20,000.00
14.	Agricultural Machinery & Equipment Maintenance Course	Maiduguri	5 days	4 <sup>th</sup> – 8 <sup>th</sup> Oct, 2010	N20,000.00
15.	Electrical/electronics Equipment Maintenance Course	ISTC, Ikeja	5 days	25 <sup>th</sup> -29 <sup>th</sup> Oct, 2010	N20,000.00

16.	Maintenance Supervisors Course	Abuja	5 days	11 <sup>th</sup> -15 <sup>th</sup> Oct, 2010	N20,000.00
17.	Maintenance Supervisors Course	Agbor	5 days	18 <sup>th</sup> -22 <sup>nd</sup> Oct, 2010	N20,000.00
18.	Plant & Equipment Maintenance Workshop	ISTC, Ikeja	5 days	11 <sup>th</sup> -15 <sup>th</sup> Oct, 2010	N25,000.00
19.	Plant & Equipment Maintenance Workshop	Isolo	5 days	18 <sup>th</sup> -22 <sup>nd</sup> Oct, 2010	N25,000.00
20.	Plant & Equipment Maintenance Workshop	Lagos/Island	5 days	25 <sup>th</sup> - 29 <sup>th</sup> Oct, 2010	N25,000.00
21.	Systematic Approach to Electrical/Electronic Troubleshooting Course	Obudu	5 days	18 <sup>th</sup> -22 <sup>nd</sup> Oct,2010	N25,000.00
22.	Systematic Approach to Electrical/Electronic Troubleshooting Course	Argungu	5 days	18 <sup>th</sup> - 22 <sup>nd</sup> Oct, 2010	N25,000.00
23.	Coaching & Mentoring Course FOR Performance Enhancement	Kano	3 days	26 <sup>th</sup> -28 <sup>th</sup> Oct, 2010	N25,000.00
24.	Trainers Development Workshop	Ijebu Ode	5 days	4 <sup>th</sup> -8 <sup>th</sup> Oct, 2010	N20,000.00
25.	Workshop on Training Needs Assessment	Ikeja	3 days	25 <sup>th</sup> -27 <sup>th</sup> Oct, 2010	N25,000.00

### NOVEMBER

S/N	TRAINING PROGRAMME	VENUE	DURATION	DATE	COURSE FEE PER PARTICIPANTS
1.	Productivity & Efficiency Improvement Training	To be determined	To be determined	To be determined	N100,000.00
2.	Effective Techniques for Improved Productivity & Efficiency in Industry & Commerce	"	"	"	N20,000.00
3.	Sectoral, Productivity, Efficiency Improvement Techniques Workshop for Flour Mills	"	"	"	N30,000.00
4.	Sectoral, Productivity, Efficiency Improvement Techniques Programme for Hospitality Industry	"	"	"	N30,000.00
5.	Advance Computer Course for Secretaries	"	"	"	N30,000.00
6.	Computer Presentation Skills Course for Managers & Human Resource Manager	"	"	"	N20,000.00