

SUMMARY

# 2024

LEARNING AND DEVELOPMENT  
PROGRAMMES



Management Excellence  
Since 1961

NIGERIAN INSTITUTE OF MANAGEMENT  
(CHARTERED)

**VISION:** *To be the Source and Symbol of Management Excellence*

The Nigerian Institute of Management (Chartered) cordially invites your organization to nominate eligible staff to participate and benefit from our 2024 Learning and Development programmes, scheduled as follow:

**FEE PER COURSE: :**

**5- DAY COURSES: NIM Member - N200,000 Non-Member - N210,000**

**3 - DAY COURSES: NIM Member - N170,000 Non-Member - N180,000**

**2- DAY COURSES: NIM Member - N120,000 Non-Member - N130,000**

**Pay into Nigerian Institute of Management**

ZENITH BANK ACCOUNT NO. 1010341253  
E-PAYMENT SORT CODE 057150013

LOCATIONS	LAGOS	ABUJA	PORT HARCOURT	KANO
<b>CONTACT PERSONS</b>	<b>JIDE 08052597232</b>	<b>Emeka 08052597211</b>	<b>Ere 08057597063</b>	<b>Ahmed 08052597230</b>
<b>LEADERSHIP DEVELOPMENT AND STRATEGY</b>				
1 EMOTIONAL INTELLIGENCE SKILLS FOR EXCELLENT LEADERSHIP	FEB 7-9, JUL 3-5	FEB 14-16, JUL 10-12	FEB 21-23, JUL 17-19	FEB 27-29, JUL 24-26
2 TURNING STRATEGIES INTO OUTCOME	FEB 7-9, JUL 3-5	FEB 14-16, JUL 10-12	FEB 21-23, JUL 17-19	FEB 27-29, JUL 24-26
3 LEADING THROUGH STRATEGIC THINKING AND CREATIVITY	FEB 7-9, JUL 3-5	FEB 14-16, JUL 10-12	FEB 21-23, JUL 17-19	FEB 27-29, JUL 24-26
4 FRONT LINE LEADERSHIP COURSE	FEB 7-9, JUL 3-5	FEB 14-16, JUL 10-12	FEB 21-23, JUL 17-19	FEB 27-29, JUL 24-26
5 STRATEGIC PLANNING AND SETTING BUSINESS GOALS	MAR 6-8, AUG 14-15	MAR 13-15, AUG 7-8	MAR 20-22, AUG 22-23	MAR 28-29, AUG 29-30
6 EFFECTIVE CORPORATE GOVERNANCE STRATEGIES	MAR 6-8, AUG 14-15	MAR 13-15, AUG 7-8	MAR 20-22, AUG 22-23	MAR 28-29, AUG 29-30
7 CHANGE MANAGEMENT AND ADAPTABILITY MASTERCLASS	MAR 6-8, AUG 14-15	MAR 13-15, AUG 7-8	MAR 20-22, AUG 22-23	MAR 28-29, AUG 29-30
<b>GENERAL MANAGEMENT</b>				
8 EFFECTIVE SUPERVISORY SKILLS	APR 4-5, SEPT 4-5	APR 18-19, SEPT 11-12	APR 25-26, SEPT 19-20	APR 25-26, SEPT 26-27
9 HIGH IMPACT FACILITATION	APR 4-5, SEPT 4-5	APR 18-19, SEPT 11-12	APR 25-26, SEPT 24-25	APR 25-26, SEPT 26-27
10 DATA ANALYSIS FOR DECISION MAKING	APR 3-5, SEPT 3-5	APR 17-19, SEPT 11-12	APR 23-26, SEPT 23-25	APR 23-26, SEPT 25-27
11 MASTERING PROJECT MANAGEMENT	APR 15-19, SEPT 2-5	APR 22-26, SEPT 9-13	APR 22 -26, SEPT 23-25	APR 15-19, SEPT 2-5
12 MANAGEMENT APPRECIATION COURSE FOR ADMINISTRATIVE OFFICERS	APR 4-5, SEPT 4-5	APR 18-19, SEPT 13-14	APR 25-26, SEPT 24-25	APR 25-26, SEPT 26-27
13 MANAGING PRIORITIES AND DEADLINES EFFECTIVELY	MAY 9-10 OCT 3-4	MAY 16-17, OCT 8-9	MAY 23-24, OCT 15-16	MAY 23-24, OCT 29-30
14 BUILDING NEGOTIATION AND CONSENSUS STRATEGIES	MAY 9-10 OCT 3-4	MAY 16-17, OCT 8-9	MAY 23-24, OCT 15-16	MAY 23-24, OCT 29-30
15 PERSONAL EFFECTIVENESS & SKILL ENHANCEMENT PROGRAMME	MAY 30-31, NOV 28-29	MAY 23-24, NOV 20-21	JUN 13-14, NOV 6-7	JUN 27-28, NOV 6-7
16 EFFECTIVE PLANNING, ORGANISING AND DELEGATING	MAY 30-31, DEC 5-6	MAY 23-24, DEC 3-4	MAY 15-16, DEC 12-13	MAY 7-8, DEC 10-11
17 INTERPERSONAL RELATIONSHIP SKILLS FOR TEAM LEADERS AND SUPERVISORS	JUN 20-21, DEC 5-6	JUN 27-28, DEC 3-4	JAN 5-6, DEC 12-13	JUN 4-5, DEC 10-11

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	<b>OPERATIONS MANAGEMENT</b>				
18	BUSINESS PROCESS MANAGEMENT COURSE	MAY 8-10, NOV 5-7	MAY 15-17, NOV 12-14	MAY 22-24, NOV 19-21	MAY 15-17, NOV 26-28
19	EFFECTIVE STORE MANAGEMENT	MAY 9-10, NOV 5-7	MAY 16-17, NOV 12-14	MAY 23-24, NOV 19-21	MAY 16-19, NOV 26-28
20	PROCUREMENT AND CONTRACT NEGOTIATION COURSE	MAY 9-10, NOV 5-7	MAY 16-17, NOV 12-14	MAY 23-24, NOV 19-21	MAY 16-19, NOV 26-28
21	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	JUN 4-5, NOV 5-7	JUN 13-14, NOV 12-14	JUN 27-28, NOV 19-21	JUN 13-14, NOV 26-28
22	EFFICIENT WAREHOUSING AND INVENTORY MANAGEMENT	JUN 4-5, NOV 5-7	JUN 13-14, NOV 12-14	JUN 27-28, NOV 19-21	JUN 13-14, NOV 26-28
23	SKILLS IMPROVMENT COURSE FOR PROCUREMENT OFFICERS	JUN 26-27, NOV 28-29	JUN 5-6, NOV 20-21	JUN 13-14, NOV 6-7	JUN 27-28, NOV 6-7
	<b>HUMAN RESOURCES MANAGEMENT</b>				
24	MANAGING THE TRAINING FUNCTION	JUN 4-5, DEC 3-4	JUN 13-14, DEC 10-11	JUN 27-28, DEC 3-4	JUN 13-14, DEC 12-13
25	PRE-RETIREMENT PLANNING WORKSHOP	JUN 4-5, DEC 3-4	JUN 13-14, DEC 10-11	JUN 27-28, DEC 3-4	JUN 13-14, DEC 12-13
26	HUMAN RESOURCE ANALYTICS	JUN 5-7, DEC 2-4	JUN 26-28, DEC 9-11	JUN 26-28, DEC 2-4	JUN 5-7, DEC 11-13
27	COMPETENCY-BASED INTERVIEWING SKILLS	FEB 28-29, DEC 2-4	FEB 1-2, DEC 9-11	FEB 8-9, DEC 2-4	FEB 1-2, DEC 11-13
28	EXCELLENT PERFORMANCE MANAGEMENT SYSTEM	FEB 28-29, DEC 2-4	FEB 1-2, DEC 9-11	FEB 8-9, DEC 2-4	FEB 1-2, DEC 11-13
29	EMPLOYEE ENGAGEMENT AND RETENTION	FEB 28-29, JUL 30-31	FEB 1-2, JUL 24-25	FEB 8-9, JUL 30-31	FEB 1-2, JUL 3-4
30	STRATEGIC HUMAN RESOURCE MANAGEMENT	FEB 28-29, JUL 30-31	FEB 1-2, JUL 24-25	FEB 8-9, JUL 30-31	FEB 1-2, JUL 3-4
31	COMPENSATION AND BENEFITS MANAGEMENT	FEB 28-29, JUL 30-31	FEB 1-2, JUL 24-25	FEB 8-9, JUL 30-31	FEB 1-2, JUL 3-4
	<b>FINANCE AND ACCOUNTS MANAGEMENT</b>				
32	ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	MAR 27-28, JUL 30-31	MAR 28-29, JUL 24-25	MAR 5-6, JUL 30-31	MAR 14-15, JUL 3-4
33	FORENSIC AUDIT	MAR 26-28, JUL 29-31	MAR 27-29, JUL 23-25	MAR 6-8, JUL 29-31	MAR 13-15, JUL 3-4
34	ACCOUNTING FOR NON-ACCOUNTANTS	MAR 27-28, APR 29-30	MAR 28-29, APR 20-21	MAR 5-6, APR 6-7	MAR 14-15, APR 10-11
35	UNDERSTANDING FINANCE AND ACCOUNTING FOR DECISION – MAKING	MAR 27-28, APR 29-30	MAR 28-29, APR 20-21	MAR 5-6, APR 6-7	MAR 14-15, APR 10-11
36	FINANCIAL MODELLING	MAR 26-28, APR 28-30	MAR 27-29, APR 19-21	MAR 6-8, APR 5-7	MAR 13-15, APR 9-11
37	COST MANAGEMENT AND COST RECOVERY	APR 23-24, APR 29-30	APR 3-4, APR 20-21	APR 4-5, APR 6-7	APR 10-11, APR 25-26
38	RISK AND COMPLIANCE MANAGEMENT	APR 23-24, APR 29-30	APR 3-4, APR 20-21	APR 4-5, APR 6-7	APR 10-11, APR 25-26
39	INVENTORY ACCOUNTING AND COSTING	APR 23-24, SEPT 25-26	APR 3-4, SEPT 4-5	APR 4-5, SEPT 12-13	APR 25-26, SEPT 4-5
40	FUNDAMENTALS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	APR 23-24, SEPT 25-26	APR 3-4, SEPT 4-5	APR 4-5, SEPT 12-13	APR 25-26, SEPT 4-5
41	INTERNATIONAL PUBLIC-SECTOR ACCOUNTING STANDARDS (IPSAS) COURSE	APR 23-24, SEPT 25-26	APR 3-4, SEPT 4-5	APR 4-5, SEPT 12-13	APR 25-26, SEPT 4-5
42	STRATEGIC FINANCIAL PLANNING	APR 23-24, SEPT 25-26	APR 3-4, SEPT 4-5	APR 4-5, SEPT 12-13	APR 25-26, SEPT 4-5

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	<b>SALES AND MARKETING MANAGEMENT</b>				
43	CUSTOMER SERVICE EXCELLENCE	MAY 21-22, OCT 29-30	MAY 9-10, OCT 23-24	MAY 2-3, OCT 30-31	MAY 30-31, OCT 3-4
44	E-MARKETING: MASTERING THE DIGITAL TOOLS	MAY 21-22, OCT 29-30	MAY 9-10, OCT 23-24	MAY 2-3, OCT 30-31	MAY 30-31, OCT 3-4
45	SKILLS ENHANCEMENT COURSE OF SALES AND MARKETING EXECUTIVES	MAY 21-22, OCT 29-30	MAY 9-10, OCT 23-24	MAY 2-3, OCT 30-31	MAY 30-31, OCT 3-4
46	MANAGING AND RETAINING HIGH PROFILE CUSTOMERS	MAY 21-22, OCT 29-30	MAY 9-10, OCT 23-24	MAY 2-3, OCT 30-31	MAY 30-31, OCT 3-4
	<b>OFFICE MANAGEMENT</b>				
47	WORKPLACE CONFLICT AND RESOLUTION MANAGEMENT	JUN 26-27, NOV 28-29	JUN 5-6, NOV 20-21	JUN 13-14, NOV 6-7	JUN 27-28, NOV 6-7
48	PUBLIC RELATIONS SKILLS FOR FRONT DESK OFFICERS & PERSONAL ASSISTANTS	JUN 26-27, NOV 28-29	JUN 5-6, NOV 20-21	JUN 13-14, NOV 6-7	JUN 27-28, NOV 6-7
49	COMMUNICATION AND BUSINESS REPORTING MASTERCLASS	JUN 26-27, NOV 28-29	JUN 5-6, NOV 20-21	JUN 13-14, NOV 6-7	JUN 27-28, NOV 6-7
50	WORK ETHICS AND ATTITUDINAL CHANGE	MAY 30-31, NOV 28-29	MAY 23-24, NOV 20-21	MAY 15-16, NOV 6-7	MAY 7-8, NOV 6-7
51	DIGITIZED RECORD MANAGEMENT	MAY 30-31, DEC 5-6	MAY 23-24, DEC 3-4	MAY 15-16, DEC 12-13	MAY 7-8, DEC 10-11
52	ESSENTIAL SELF MANAGEMENT SKILLS FOR FRONTLINE PERSONNEL	JUN 20-21, DEC 5-6	JUN 27-28, DEC 3-4	JAN 5-6, DEC 12-13	JUN 4-5, DEC 10-11
53	DEALING WITH DIFFICULT PERSONALITIES	JUN 20-21, DEC 5-6	JUN 27-28, DEC 3-4	JAN 5-6, DEC 12-13	JUN 4-5, DEC 10-11