



NIGERIAN INSTITUTE OF MANAGEMENT (CHARTERED)

SUMMARY

2025

LEARNING AND
DEVELOPMENT
PROGRAMMES

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 2025 Learning and Development programmes, scheduled as follows:

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	
CONTACT PERSONS	08052597232 learning@nim.ng	08052597211 emeka.iwelunmor@nim.ng	08057597063 ph.center@nim.ng	08052597230 kano.mgt.center@nim.ng	
LEADERSHIP DEVELOPMENT AND STRATEGY					
1	EMOTIONAL INTELLIGENCE SKILLS FOR EXCELLENT LEADERSHIP	FEB 12-14, JUL 23-25	FEB 12-14, JUL 16-18	FEB 19-21, JUL 9-11	FEB 26-28, JUL 2-4
2	TURNING STRATEGIES INTO OUTCOME	FEB 12-14, JUL 23-25	FEB 12-14, JUL 16-18	FEB 19-21, JUL 9-11	FEB 26-28, JUL 2-4
3	LEADING THROUGH STRATEGIC THINKING AND CREATIVITY	FEB 12-14, JUL 23-25	FEB 12-14, JUL 16-18	FEB 19-21, JUL 9-11	FEB 26-28, JUL 2-4
4	FRONT LINE LEADERSHIP COURSE	FEB 12-14, JUL 23-25	FEB 12-14, JUL 16-18	FEB 19-21, JUL 9-11	FEB 26-28, JUL 2-4
5	STRATEGIC PLANNING AND SETTING BUSINESS GOALS	MAR 5-7, AUG 20-22	MAR 12-14, AUG 6-8	MAR 19-21, AUG 13-15	MAR 26-28, AUG 27-29
6	EFFECTIVE CORPORATE GOVERNANCE STRATEGIES	MAR 5-7, AUG 20-22	MAR 12-14, AUG 6-8	MAR 19-21, AUG 13-15	MAR 26-28, AUG 27-29
7	CHANGE MANAGEMENT AND ADAPTABILITY MASTERCLASS	MAR 5-7, AUG 20-22	MAR 12-14, AUG 6-8	MAR 19-21, AUG 13-15	MAR 26-28, AUG 27-29
GENERAL MANAGEMENT					
8	EFFECTIVE SUPERVISORY SKILLS	APR 10-11, SEPT 9-10	APRIL 14-15, SEPT 11-12	APRIL 14-15, SEPT 16-17	APR 10-11, SEPT 18-19
9	HIGH IMPACT FACILITATION	APR 10-11, SEPT 9-10	APRIL 14-15, SEPT 11-12	APRIL 14-15, SEPT 16-17	APR 10-11, SEPT 18-19
10	DATA ANALYSIS FOR DECISION MAKING	APR 9-11, SEPT 9-11	APRIL 14-16, SEPT 10-12	APRIL 14-16, SEPT 16-18	APR 9-11, SEPT 17-19
11	MASTERING PROJECT MANAGEMENT	APR 7-11, SEPT 8-12	MAY 12-16, SEPT 15-19	MAY 19-23, SEPT 8-12	APR 7-11, SEPT 15-19
12	MANAGEMENT APPRECIATION COURSE FOR ADMINISTRATIVE OFFICERS	APR 29-30, SEPT 9-10	APR 28-29, SEPT 11-12	APRIL 28-29, SEPT 16-17	APR 29-30, SEPT 18-19
13	MANAGING PRIORITIES AND DEADLINES EFFECTIVELY	MAY 8-9, OCT 9-10	MAY 15-16, OCT 16-17	MAY 22-23, OCT 23-24	MAY 29-30, OCT 30-31
14	BUILDING NEGOTIATION AND CONSENSUS STRATEGIES	MAY 8-9, OCT 9-10	MAY 15-16, OCT 16-17	MAY 22-23, OCT 23-24	MAY 29-30, OCT 30-31
15	PERSONAL EFFECTIVENESS & SKILL ENHANCEMENT PROGRAMME	MAY 8-9, OCT 9-10	MAY 15-16, OCT 16-17	MAY 22-23, OCT 23-24	MAY 29-30, OCT 30-31
16	EFFECTIVE PLANNING, ORGANISING AND DELEGATING	MAY 22-23, OCT 9-10	MAY 29-30, OCT 16-17	MAY 15-16, OCT 23-24	MAY 8-9, OCT 30-31
17	INTERPERSONAL RELATIONSHIP SKILLS FOR TEAM LEADERS AND SUPERVISORS	MAY 22-23, OCT 9-10	MAY 29-30, OCT 16-17	MAY 15-16, OCT 23-24	MAY 8-9, OCT 30-31



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	OPERATIONS MANAGEMENT				
18	BUSINESS PROCESS MANAGEMENT COURSE	MAY 21-23, NOV 5-7	MAY 28-30, NOV 12-14	MAY 14-16, NOV 19-21	MAY 7-9, NOV 26-28
19	EFFECTIVE STORE MANAGEMENT	MAY 22-23, NOV 6-7	MAY 29-30, NOV 13-14	MAY 15-16, NOV 20-21	MAY 8-9, NOV 27-28
20	PROCUREMENT AND CONTRACT NEGOTIATION COURSE	MAY 22-23, NOV 6-7	MAY 29-30, NOV 13-14	MAY 15-16, NOV 20-21	MAY 8-9, NOV 27-28
21	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	JUNE 3-4, NOV 6-7	JUNE 17-18, NOV 13-14	JUNE 19-20, NOV 20-21	JUNE 25-26, NOV 27-28
22	EFFICIENT WAREHOUSING AND INVENTORY MANAGEMENT	JUNE 3-4, NOV 6-7	JUNE 17-18, NOV 13-14	JUNE 19-20, NOV 20-21	JUNE 25-26, NOV 27-28
23	SKILLS IMPROVEMENT COURSE FOR PROCUREMENT OFFICERS	JUNE 3-4, NOV 6-7	JUNE 17-18, NOV 13-14	JUNE 19-20, NOV 20-21	JUNE 25-26, NOV 27-28
	HUMAN RESOURCES MANAGEMENT				
24	MANAGING THE TRAINING FUNCTION	JUNE 3-4, DEC 2-3	JUNE 17-18, DEC 10-11	JUNE 19-20, DEC 11-12	JUNE 25-26, DEC 8-9
25	PRE-RETIREMENT PLANNING WORKSHOP	JUNE 3-5, DEC 2-4	JUNE 17-19, DEC 10-12	JUNE 19-21, DEC 10-12	JUNE 25-27, DEC 8-10
26	HUMAN RESOURCE ANALYTICS	MAR 26-28, DEC 2-4	MAR 5-7, DEC 10 -12	MAR 12-14, DEC 10-12	MAR 19-21, DEC 8-10
27	COMPETENCY-BASED INTERVIEWING SKILLS	MAR 26-27, DEC 2-3	MAR 5-6, DEC 10-11	MAR 12-13, DEC 11-12	MAR 5-6, DEC 8-9
28	EXCELLENT PERFORMANCE MANAGEMENT SYSTEM	MAR 26-27, DEC 2-3	MAR 5-6, DEC 10-11	MAR 12-13, DEC 11-12	MAR 5-6, DEC 8-9
29	EMPLOYEE ENGAGEMENT AND RETENTION	MAR 26-27, DEC 2-3	MAR 5-6, DEC 10-11	MAR 12-13, DEC 11-12	MAR 5-6, DEC 8-9
30	STRATEGIC HUMAN RESOURCE MANAGEMENT	MAR 26-27, DEC 2-3	MAR 5-6, DEC 10-11	MAR 12-13, DEC 11-12	MAR 5-6, DEC 8-9
31	COMPENSATION AND BENEFITS MANAGEMENT	MAR 26-27, DEC 2-3	MAR 5-6, DEC 10-11	MAR 12-13, DEC 11-12	MAR 5-6, DEC 8-9
	FINANCE AND ACCOUNTS MANAGEMENT				
32	ACCOUNTS RECEIVABLE AND PAYABLE BEST PRACTICES	APR 29-30, JUL 17-18	APR 28-29, JUL 3-4	APRIL28-29, JUL 24-25	APR 29-30, JUL 30-31
33	FORENSIC AUDIT	APR 28-30, JUL 16-18	APR 23-25, JUL 2-4	APR 23-25, JUL 23-25	APRIL 28-30. JUL 29-31
34	ACCOUNTING FOR NON-ACCOUNTANTS	APR 29-30, JUL 17-18	APR 28-29, JUL 3-4	APRIL28-29, JUL 24-25	APR 29-30, JUL 30-31
35	UNDERSTANDING FINANCE AND ACCOUNTING FOR DECISION – MAKING	APR 29-30, JUL 17-18	APR 28-29, JUL 3-4	APRIL28-29, JUL 24-25	APR 29-30, JUL 30-31
36	FINANCIAL MODELLING	APR 28-30, JUL 16-18	APR 23-25, JUL 2-4	APR 23-25, JUL 23-25	APRIL 28-30. JUL 29-31
37	COST MANAGEMENT AND COST RECOVERY	APR 29-30, JUL 17-18	APR 28-29, JUL 3-4	APRIL28-29, JUL 24-25	APR 29-30, JUL 30-31
38	RISK AND COMPLIANCE MANAGEMENT	FEB 25-26, AUG 28-29	FEB 26-27, AUG 21-22	FEB 27-28, AUG 7-8	FEB 13-14, AUG 14-15
39	INVENTORY ACCOUNTING AND COSTING	FEB 25-26, AUG 28-29	FEB 26-27, AUG 21-22	FEB 27-28, AUG 7-8	FEB 13-14, AUG 14-15
40	FUNDAMENTALS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	FEB 25-26, AUG 28-29	FEB 26-27, AUG 21-22	FEB 27-28, AUG 7-8	FEB 13-14, AUG 14-15



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41 INTERNATIONAL PUBLIC-SECTOR ACCOUNTING STANDARDS (IPSAS) COURSE	FEB 25-26, AUG 28-29	FEB 26-27, AUG 21-22	FEB 27-28, AUG 7-8	FEB 13-14, AUG 14-15
42 STRATEGIC FINANCIAL PLANNING	FEB 25-26, AUG 28-29	FEB 26-27, AUG 21-22	FEB 27-28, AUG 7-8	FEB 13-14, AUG 14-15
SALES AND MARKETING MANAGEMENT				
43 CUSTOMER SERVICE EXCELLENCE	JUNE25-26, NOV 26-27	JUNE 26-27, NOV 5-6	JUNE 3-4, NOV 4-5	JUNE 3-4, NOV 11-12
44 E-MARKETING: MASTERING THE DIGITAL TOOLS	JUNE25-26, NOV 26-27	JUNE 26-27, NOV 5-6	JUNE 3-4, NOV 4-5	JUNE 3-4, NOV 11-12
45 SKILLS ENHANCEMENT COURSE OF SALES AND MARKETING EXECUTIVES	JUNE25-26, NOV 26-27	JUNE 26-27, NOV 5-6	JUNE 3-4, NOV 4-5	JUNE 3-4, NOV 11-12
46 MANAGING AND RETAINING HIGH PROFILE CUSTOMERS	JUNE25-26, NOV 26-27	JUNE 26-27, NOV 5-6	JUNE 3-4, NOV 4-5	JUNE 3-4, NOV 11-12
OFFICE MANAGEMENT				
47 WORKPLACE CONFLICT AND RESOLUTION MANAGEMENT	JUNE25-26, NOV 26-27	JUNE 26-27, NOV 5-6	JUNE 3-4, NOV 4-5	JUNE 3-4, NOV 11-12
48 PUBLIC RELATIONS SKILLS FOR FRONT DESK OFFICERS & PERSONAL ASSISTANTS	JUNE25-26, NOV 26-27	JUNE 26-27, NOV 5-6	JUNE 3-4, NOV 4-5	JUNE 3-4, NOV 11-12
49 COMMUNICATION AND BUSINESS REPORTING MASTERCLASS	MAY 29-30, OCT 23-24	MAY 8-9, OCT 9-10	MAY 22-23, OCT 14-15	MAY 15-16, OCT 7-8
50 WORK ETHICS AND ATTITUDINAL CHANGE	MAY 29-30, OCT 23-24	MAY 8-9, OCT 9-10	MAY 22-23, OCT 14-15	MAY 15-16, OCT 7-8
51 DIGITIZED RECORD MANAGEMENT	MAY 29-30, OCT 23-24	MAY 8-9, OCT 9-10	MAY 22-23, OCT 14-15	MAY 15-16, OCT 7-8
52 ADVANCED COMPUTER APPRECIATION COURSE FOR SECRETARIES AND ADMINISTRATIVE OFFICERS	MAY 29-30, OCT 23-24	MAY 8-9, OCT 9-10	MAY 22-23, OCT 14-15	MAY 15-16, OCT 7-8
53 ESSENTIAL SELF MANAGEMENT SKILLS FOR FRONTLINE PERSONNEL	MAY 29-30, OCT 23-24	MAY 8-9, OCT 9-10	MAY 22-23, OCT 14-15	MAY 15-16, OCT 7-8
54 DEALING WITH DIFFICULT PERSONALITIES	MAY 29-30, OCT 23-24	MAY 8-9, OCT 9-10	MAY 22-23, OCT 14-15	MAY 15-16, OCT 7-8
ENVIROMENAL SOCIAL AND GOVERNANCE (ESG)				
	DATE	FEE (IN-PERSON)	FEE (VIRTUAL)	MODE OF DDELIVERY
55 GREENHOUSE GAS (GHG) ACCOUNTING FOR AFRICAN ORGANIZATIONS	MAR 7 - 8, SEPT 5 - 6	N195,000	N155,000	LAGOS: HYBRID OTHER LOCATIONS: VIRTUAL
56 ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT (ESRM) FOR AFRICAN ORGANIZATIONS	MAR 13 -14, AUG 7 - 8	N195,000	N155,000	
57 CLIMATE SCENARIO ANALYSIS FOR AFRICAN ORGANIZATIONS	APR 4 – 5, AUG 27 -28	N195,000	N155,000	