



**NIGERIAN INSTITUTE
OF MANAGEMENT
(CHARTERED)**

2026

**LEARNING AND DEVELOPMENT
PROGRAMMES**

Vision: *To be the source and symbol of Management Excellence*



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OF MANAGEMENT
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The Nigerian Institute of Management (Chartered) cordially invites your organization to nominate eligible staff to participate and benefit from our 2026 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

2026

**LEARNING AND DEVELOPMENT
PROGRAMMES**

Pay into Nigerian Institute of Management

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

LOCATIONS		LAGOS	ABUJA	PORT HARCOURT	KANO
CONTACTS		08052597232 learning@nim.ng	08052597211 abuja.center@nim.ng	08057597063 ph.center@nim.ng	08052597230 kano.mgt.center@nim.ng
LEADERSHIP DEVELOPMENT AND STRATEGY					
1	EMOTIONAL INTELLIGENCE AND SELF-LEADERSHIP	FEB 11-13, JUL 22-24	FEB 11-13, JUL 15-17	FEB 25-27, JUL 8-10	FEB 25-27, JUL 1-3
2	TURNING STRATEGIES INTO OUTCOMES	FEB 11-13, JUL 22-24	FEB 11-13, JUL 15-17	FEB 25-27, JUL 8-10	FEB 25-27, JUL 1-3
3	ETHICAL LEADERSHIP AND CRISIS MANAGEMENT	FEB 11-13, JUL 22-24	FEB 11-13, JUL 15-17	FEB 25-27, JUL 8-10	FEB 25-27, JUL 1-3
4	FRONT LINE LEADERSHIP COURSE	FEB 11-13, JUL 22-24	FEB 11-13, JUL 15-17	FEB 25-27, JUL 8-10	FEB 25-27, JUL 1-3
5	SCENARIO PLANNING AND STRATEGIC FORESIGHT	MAR 4-6, AUG 19-21	MAR 11-13, AUG 5-7	MAR 11-13, AUG 5-7	MAR 25-27, AUG 19-21
6	COMPETITIVE INTELLIGENCE AND DECISION-MAKING	MAR 4-6, AUG 19-21	MAR 11-13, AUG 5-7	MAR 11-13, AUG 5-7	MAR 25-27, AUG 19-21
7	SYSTEMS LEADERSHIP AND ECOSYSTEM THINKING	MAR 4-6, AUG 19-21	MAR 11-13, AUG 5-7	MAR 11-13, AUG 5-7	MAR 25-27, AUG 19-21
GENERAL MANAGEMENT					
8	COMMUNICATION AND INFLUENCING SKILLS	APR 09-10, SEPT 10-11	APRIL 13-14, SEPT 14-15	APRIL 13-14, SEPT 14-15	APR 08-09, SEPT 14-15
9	TEAM BUILDING AND COLLABORATION MASTERCLASS	APR 09-10, SEPT 10-11	APRIL 13-14, SEPT 14-16	APRIL 13-14, SEPT 14-15	APR 09-10, SEPT 15-16
10	DATA ANALYSIS FOR DECISION- MAKING	APR 9-10, SEPT 9-11	APRIL 14-15, SEPT 16-17	APRIL 15-17, SEPT 14-16	APR 14-15, SEPT 15-17
11	MASTERING PROJECT MANAGEMENT	APR 13-17, SEPT 14-18	MAY 11-15, SEPT 14-18	MAY 18-22, SEPT 14-18	APR 14-15, SEPT 2-3
12	MANAGEMENT APPRECIATION COURSE FOR ADMINISTRATIVE OFFICERS	APR 29-30, SEPT 9-10	APR 29-30, SEPT 10-11	APRIL 29-30, SEPT 16-17	APR 29-30, SEPT 17-18
13	TIME MANAGEMENT AND PERSONAL PRODUCTIVITY	MAY 7-8, OCT 8-9	MAY 14-15, OCT 15-16	MAY 21-22, OCT 22-23	MAY 21-22, OCT 29-30
14	BUILDING NEGOTIATION AND CONSENSUS STRATEGIES	MAY 7-8, OCT 8-9	MAY 14-15, OCT 15-16	MAY 21-22, OCT 22-23	MAY 21-22, OCT 29-30
15	DELEGATION AND EMPOWERMENT STRATEGIES	MAY 7-8, OCT 8-9	MAY 14-15, OCT 15-16	MAY 21-22, OCT 22-23	MAY 21-22, OCT 29-30
16	DECISION-MAKING AND PROBLEM -SOLVING SKILLS FOR TEAM LEADERS	MAY 21-22, OCT 8-9	MAY 14-15, OCT 13-14	MAY 14-15, OCT 22-23	MAY 7-8, OCT 29-30
17	STRATEGIC THINKING FOR NON-EXECUTIVE	MAY 21-22, OCT 8-9	MAY 14-15, OCT 13-14	MAY 14-15, OCT 22-23	MAY 7-8, OCT 29-30



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	OPERATIONS MANAGEMENT				
18	BUSINESS PROCESS MANAGEMENT COURSE	MAY 19-21, NOV 4-6	MAY 20-22, NOV 11-13	MAY 13-15, NOV 18-20	MAY 6-8, NOV 25-27
19	EFFECTIVE STORE MANAGEMENT	MAY 21-22, NOV 5-6	MAY 20-21, NOV 11-12	MAY 13-14, NOV 18-20	MAY 5-6, NOV 25-26
20	PROCUREMENT AND CONTRACT NEGOTIATION COURSE	MAY 21-22, NOV 5-6	MAY 20-21, NOV 12-13	MAY 14-15, NOV 19-20	MAY 5-6, NOV 25-26
21	LOGISTICS AND SUPPLY CHAIN MANAGEMENT	JUNE 2-3, NOV 5-6	JUNE 16-17, NOV 12-13	JUNE 18-19, NOV 19-20	JUNE 24-25, NOV 26-27
22	EFFICIENT WAREHOUSING AND INVENTORY MANAGEMENT	JUNE 2-3, NOV 5-6	JUNE 15-16, NOV 11-12	JUNE 18-19, NOV 19-20	JUNE 24-25, NOV 26-27
23	SKILLS IMPROVEMENT COURSE FOR PROCUREMENT OFFICERS	JUNE 2-3, NOV 5-6	JUNE 15-16, NOV 11-12	JUNE 18-19, NOV 19-20	JUNE 24-25, NOV 26-27
	HUMAN RESOURCES MANAGEMENT				
24	REMOTE AND HYBRID WORKFORCE MANAGEMENT	JUNE 2-3, DEC 1-2	JUNE 15-16, DEC 9-10	JUNE 18-19, DEC 10-11	JUNE 24-25, DEC 7-8
25	LEADERSHIP DEVELOPMENT AND SUCCESSION PLANNING	JUNE 2-4, DEC 1-3	JUNE 15-16, DEC 9-11	JUNE 18-20, DEC 9-11	JUNE 24-26, DEC 7-9
26	HUMAN RESOURCE ANALYTICS AND METRICS	MAR 28-30, DEC 1-3	MAR 4-6, DEC 9 -11	MAR 11-13, DEC 9-11	MAR 23-25, DEC 7-9
27	COMPETENCY-BASED INTERVIEWING SKILLS	MAR 25-26, DEC 1-2	MAR 4-5, DEC 9-10	MAR 11-12, DEC 10-11	MAR 4-5, DEC 7-8
28	EXCELLENT PERFORMANCE MANAGEMENT SYSTEM	MAR 25-26, DEC 1-2	MAR 4-5, DEC 9-10	MAR 11-12, DEC 10-11	MAR 4-5, DEC 7-8
29	EMPLOYEE ENGAGEMENT AND RETENTION STRATEGIES	MAR 25-26, DEC 1-2	MAR 4-5, DEC 9-10	MAR 11-12, DEC 10-11	MAR 4-5, DEC 7-8
30	STRATEGIC HUMAN RESOURCE MANAGEMENT	MAR 25-26, DEC 1-2	MAR 4-5, DEC 9-10	MAR 11-12, DEC 10-11	MAR 4-5, DEC 7-8
31	COMPENSATION AND BENEFITS MANAGEMENT	MAR 25-26, DEC 1-2	MAR 4-5, DEC 9-10	MAR 11-12, DEC 10-11	MAR 4-5, DEC 7-8
	FINANCE AND ACCOUNTS MANAGEMENT				
32	ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT	APR 28-29, JUL 16-17	APR 27-28, JUL 2-3	APRIL 27-28, JUL 23-24	APR 28-29, JUL 29-30
33	FORENSIC AUDITING	APR 28-29, JUL 16-17	APR 21-23, JUL 1-3	APR 27-28, JUL 23-24	APRIL 27-29, JUL 28-30
34	BANK RECONCILIATION AND CASH BOOK MANAGEMENT	APR 28-29, JUL 16-17	APR 28-29, JUL 2-3	APRIL 28-29, JUL 23-24	APR 29-30, JUL 30-31
35	TAX COMPUTATION AND STATUTORY COMPLIANCE	APR 29-30, JUL 16-17	APR 28-29, JUL 2-3	APRIL 28-29, JUL 23-24	APR 29-30, JUL 29-30
36	FINANCIAL MODELING	APR 28-30, JUL 15-17	APR 22-24, JUL 1-3	APR 22-24, JUL 22-24	APRIL 28-30, JUL 28-30
37	COST MANAGEMENT AND COST RECOVERY	APR 28-29, JUL 16-17	APR 28-29, JUL 2-3	APRIL 28-29, JUL 23-24	APR 28-29, JUL 29-30
38	INTERNAL CONTROL AND RISK- BASED AUDITING	FEB 25-26, AUG 27-28	FEB 25-26, AUG 20-21	FEB 25-26, AUG 5-6	FEB 11-12, AUG 12-13
39	INVENTORY ACCOUNTING AND COSTING	FEB 25-26, AUG 27-28	FEB 25-26, AUG 20-21	FEB 26-27, AUG 7-8	FEB 11-12, AUG 14-15
40	FUNDAMENTALS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	FEB 25-26, AUG 27-28	FEB 25-26, AUG 20-21	FEB 26-27, AUG 6-7	FEB 11-12, AUG 12-13
41	DATA ANALYTICS AND FINANCIAL DECISION-MAKING	FEB 25-26, AUG 27-28	FEB 25-26, AUG 20-21	FEB 26-27, AUG 6-7	FEB 12-13, AUG 13-14
42	FINANCIAL PLANNING, BUDGETING AND FORECASTING	FEB 25-26, AUG 27-28	FEB 25-26, AUG 20-21	FEB 26-27, AUG 6-7	FEB 12-13, AUG 13-14



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SALES AND MARKETING MANAGEMENT					
43	CUSTOMER SERVICE EXCELLENCE	JUNE 24-25, NOV 25-26	JUNE 25-26, NOV 4-5	JUNE 2-3, NOV 3-4	JUNE 2-3, NOV 10-11
44	E-MARKETING: MASTERING THE DIGITAL TOOLS	JUNE 24-25, NOV 25-26	JUNE 25-26, NOV 4-5	JUNE 2-3, NOV 3-4	JUNE 2-3, NOV 10-11
45	SKILLS ENHANCEMENT COURSE OF SALES AND MARKETING EXECUTIVES	JUNE 24-25, NOV 25-26	JUNE 25-26, NOV 4-5	JUNE 2-3, NOV 3-4	JUNE 2-3, NOV 10-11
46	CUSTOMER RELATIONSHIP MANAGEMENT	JUNE 24-25, NOV 25-26	JUNE 25-26, NOV 4-5	JUNE 2-3, NOV 3-4	JUNE 2-3, NOV 10-11
OFFICE MANAGEMENT					
47	ADMINISTRATIVE LEADERSHIP AND TEAM SUPERVISION	JUNE 24-25, NOV 25-26	JUNE 24-25, NOV 3-4	JUNE 2-3, NOV 3-4	JUNE 2-3, NOV 10-11
48	PUBLIC RELATIONS SKILLS FOR FRONT DESK OFFICERS & PERSONAL ASSISTANTS	JUNE 24-25, NOV 25-26	JUNE 25-26, NOV 4-5	JUNE 2-3, NOV 3-4	JUNE 2-3, NOV 10-11
49	EFFECTIVE COMMUNICATION AND OFFICE ETIQUETTE	MAY 21-22, OCT 22-23	MAY 7-8, OCT 8-9	MAY 21-22, OCT 13-14	MAY 14-15, OCT 6-7
50	EMOTIONAL INTELLIGENCE IN ADMINISTRATIVE ROLES	MAY 21-22, OCT 22-23	MAY 7-8, OCT 8-9	MAY 21-22, OCT 13-14	MAY 14-15, OCT 6-7
51	ETHICS AND PROFESSIONAL CONDUCT FOR SECRETARIES	MAY 21-22, OCT 22-23	MAY 7-8, OCT 8-9	MAY 21-22, OCT 13-14	MAY 14-15, OCT 6-7
52	CUSTOMER SERVICE AND FRONT OFFICE EXCELLENCE	MAY 21-22, OCT 22-23	MAY 7-8, OCT 8-9	MAY 21-22, OCT 13-14	MAY 14-15, OCT 6-7
53	CYBERSECURITY AWARENESS FOR ADMINISTRATIVE PERSONNELS	MAY 21-22, OCT 22-23	MAY 7-8, OCT 8-9	MAY 21-22, OCT 13-14	MAY 14-15, OCT 6-7
54	RECORDS AND INFORMATION MANAGEMENT	MAY 21-22, OCT 22-23	MAY 7-8, OCT 8-9	MAY 21-22, OCT 13-14	MAY 14-15, OCT 6-7
ENIRONMENTAL, SOCIAL AND GOVERNANCE (ESG)		IN-PERSON		VIRTUAL FEE	MODE OF DELIVERY
55	GREENHOUSE GAS (GHG) ACCOUNTING FOR AFRICAN ORGANIZATIONS	MAR 5-6, SEPT 4-5	N195,000	N155,000	LAGOS: HYBRID OTHER LOCATIONS: VIRTUAL
56	ENVIRONMENTAL AND SOCIAL RISK MANAGEMENT (ESRM) FOR AFRICAN ORGANIZATIONS	MAR 12-13, AUG 6-7	N195,000	N155,000	
57	CLIMATE SCENARIO ANALYSIS FOR AFRICAN ORGANISATIONS	APR 3-4, AUG 27-28	N195,000	N155,000	