



PROTALEM
CONSULTING LIMITED

PROTALEM CONSULTING LTD

2018 SCHEDULED INTERNATIONAL AND NATIONAL TRAINING PROGRAMMES

INTERNATIONAL TRAINING PROGRAMMES

S/N	COURSE TITLE	TARGET AUDIENCE	DATE	VENUE	FEE
1	DEVELOPMENT PROJECT'S BEST PRACTICES	Project Directors, Project coordinators, Project managers, Project supervisory members, Project monitoring and evaluation staffs, Information education and communication officers, Training officers, IDA project policy makers, IDA project implementation staffs, Urban and rural projects servicemen, Members or public initiatives project management boards, Federal ministers, State commissioners, Project advisers, Permanent secretaries, Directors in Charge of development programmes/projects, Top and senior Government officials, Public officers saddled	3rd - 7th Dec., 2018 17th - 21st Dec., 2018	SINGAPORE UNITED KINGDOM	\$3,500 £2,450

		with implementation and supervision of development projects and all relevant stakeholders in development projects.			
2	E-PROCUREMENT - E-ENABLED STRATEGIES FOR SUCCESS IN PROJECT PROCUREMENT	Procurement Managers/ Officers, Due Process Managers/Officers, Tenders Mangers, Purchasing Managers/Officers, Project Managers/Coordinators, Supply Chain Personnel, Logistics Officers, Logistics Managers, Project Accountants, Assistant Project Accountants, Internal Auditors, Project Auditors, Project Management Team Members etc.	29th Oct. - 2nd Nov., 2018 12th - 16th Nov., 2018	GHANA GAMBIA	\$2,000 \$2,000
3	TENDERING, PROCUREMENT AND NEGOTIATION SKILLS	Contracts, purchasing, and project personnel, Procurement personnel who are responsible for negotiations, All others who are involved in the planning, evaluation, preparation and management of tenders and specifications that cover the acquisition of materials, equipment, and services.	8th - 12th Oct., 2018 22nd - 26th Oct., 2018	ZAMBIA KENYA	\$2,300 \$2,700
4	PROJECT RISK MANAGEMENT	Project risk managers, Risk owners, Project managers, Project sponsors.	8th - 12th Oct., 2018	ZAMBIA	\$2,300

			12th - 16th Nov., 2018	DUBAI, UAE	\$2,700
5	GLOBAL PARTNERSHIP FOR LEADERSHIP DEVELOPMENT	Project coordinators, Project directors, Project managers, Project supervisory managers, Project monitoring and evaluation staff, IDA project policy makers, IDA project implementation staff, State commisioners, Permanent secretaries, Directors in Charge of development programme/projects, Top and senior Government officials, Public officers saddled with implementation and supervision of development projects.	26th - 30th Nov., 2018 17th - 21at Dec., 2018	SOUTH AFRICA UNITED KINGDOM	\$2,700 £2,450
6	FAST CLOSING MONTH-END & YEAR- END ACCOUNTS	Financial controllers, Finance managers, Senior accountants, Management accountants, General ledger accountants and assistant accountants, and accounts receivable and accounts payable accountants and assistant accountants, Professionals acting upon the financial decisions of others, Financial systems analysts, Financial and operational business re- engineering professionals, Professionals who are	12th - 16th Nov., 2018 8th - 12th Oct., 2018	DUBAI, UAE ZAMBIA	\$2,700 \$2,300

		held accountable for financial performance and the financial integrity of financial and information systems.			
7	RISK MANAGEMENT IN PUBLIC SECTOR CONTRACTS	Project risk managers, Risk owners, Project managers, Project sponsors, Professionals who deal with complex contracts.	29th Oct. - 2nd Nov., 2018 12th - 16th Nov., 2018	GHANA GAMBIA	\$2,000 \$2,000
8	ECONOMIC AND TECHNICAL EVALUATIONS IN ENGINEERING AND MAINTENANCE PROJECTS	Design, project, maintenance, and plant engineers, supervisors and professionals in the manufacturing, chemical processing, petrochemical, power, food, and other process industries, professionals with a large range of technical and industrial background and varying levels of experience seeking to broaden their skills and abilities in economic and technical valuation techniques required across industry.	12th - 16th Nov., 2018 26th - 30th Nov., 2018	DUBAI, UAE JOHANNESBURG, SOUTH AFRICA	\$3,000 \$3,000
9	UPSTREAM PETROLEUM CONTRACTS, ACCOUNTING AND AUDITING POLICIES AND PROCEDURES	Senior contract negotiators and managers, Legal managers and legal counsel, Commercial and business managers, Contracts administrators and managers, Commercial, financial and	26th - 30th Nov., 2018 12th - 16th Nov., 2018	SOUTH AFRICA DUBAI, UAE	\$3,000 \$3,000

		insurance professionals, Project and general management personnel, Corporate accountants, Financial controllers, Treasury officers, Management accountants, Finance staff in general accounting, payables, receivables, inventory, fixed, etc., Joint venture accountants and auditors, External, financial and internal auditors, Government regulators and auditors, Financial and investment analyst.			
10	EFFECTIVE CONTRACTOR MANAGEMENT IN MAINTENANCE AND TECHNICAL PROJECTS	Project management professionals, Operations & maintenance professionals, Reliability, asset & plant professionals, All professionals involved in contractor management, production & continuous improvement professionals, Contract management teams, Facility management teams, Shutdown and turnaround management teams, Anyone who wishes to update themselves on contractor management, All professionals negotiating, managing and verifying contracts in maintenance	3rd - 7th Dec., 2018 12th - 16th Nov., 2018	SINGAPORE DUBAI, UAE	\$3,500 \$2,700

		& technical projects.			
11	INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Corporate accountants, Financial controllers, Treasury officers, Management accountants, Finance staff in General Accounting, payables, receivables, inventory, fixed assets, etc., Joint ventures accountants and auditors, External, Financial and internal auditors, Government regulators and auditors, Financial and investment analysts, Personnel who have a basic understanding of accounting, and want to learn more about accounting and financial reporting policies and practices.	12th - 16th Nov., 2018 26th - 30th Nov., 2018	DUBAI, UAE SOUTH AFRICA	\$2,700 \$2,700
12	PUBLIC SECTOR MANAGEMENT, GOVERNANCE AND FISCAL SUSTAINABILITY TECHNIQUES	Professionals working on Government Organizations and Public Sector Entities planning to apply proper governance within their culture and operations.	3rd - 7th Dec., 2018 22nd - 26th Oct., 2018	SINGAPORE NAIROBI, KENYA	\$3,500 \$2,700

NATIONAL TRAINING PROGRAMMES

S/N	COURSE TITLE	TARGET AUDIENCE	DATE	VENUE	FEE
1	ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT	Project planners and managers, environmental and social protection and planning officers, Environmental and Social Impact Assessors (ESIA) reviewers, and other relevant staff, stakeholders and interested individuals.	24th - 28th Sept., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
2	RESOURCE MOBILIZATION, RESPONSIVE FISCAL GOVERNANCE AND PARTICIPATORY BUDGET PROCESS FOR EFFECTIVE SERVICE DELIVERY	Project officer and coordinators, Programme managers, Fundraising officers, Resource mobilization leadership team, All organizational staff involved in resource mobilization, including finance staff and board members.	8th - 12th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
3	PROJECT PERFORMANCE MONITORING & TRACKING, ANALYSIS & REPORTING	Project /Programme managers, Procurement managers, Finance officers, Communication Officers, Project co-ordinaors, Task managers, M&E officers, Heads of departments, Project supervisory authorities, Project policy makers, and	12th - 16th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		project management members.			
4	CAPACITY BUILDING FOR SECTOR OFFICIALS	Heads of Department, Directors and Deputy Directors and staff of state enterprises in equivalent grades, Civil servants and senior advisors in various branches of the public sector services.	26th - 30th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
5	PROJECT RISK MANAGEMENT, CONTROL AND COMPLIANCE	Strategic planners and project analysts, Accountants, Finance professionals, Auditors and similar roles, Project management professionals, Professionals across all sectors.	26th - 30th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
6	ESSENTIAL MANAGEMENT SKILLS FOR ADMINISTRATORS	PA's, Administrators, Team leaders, Senior Administrators, Supervisors and Team leaders, Managers.	29th Oct.- 2nd Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
7	STRATEGIC PLANNING, GOAL SETTING, TARGETS AND DELIVERABLES	Specialist managers, Operation managers, Team leaders.	24th - 28th Sept., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
8	PROJECT NEGOTIATION AND CONFLICT MANAGEMENT	Professionals and management teams, Team members, Administrators and anyone who wish to enhance their negotiation skills and	10th - 14th Dec., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		make negotiation a more rewarding and effective part of their job.			
9	EFFECTIVE PRESENTATION SKILLS FOR FINANCIAL MANAGERS	Finance directors and chief financial officers, Planning and budgeting managers, Management accountants, Senior finance managers, Tax managers and auditors.	26 - 30th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
10	MARKET LEADERSHIP AND MARKETING STRATEGIES	Marketing professionals, Public relations practitioners, Marketing managers, Sales managers, Brand managers, Business owners.	5th - 9th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
11	EFFECTIVE PROJECT FRAMEWORK FOR MANAGING PROJECT REQUIREMENTS	Project professionals in any sector, Technical professionals, Project management professionals and engineers, Executives responsible for managing projects.	12th - 16th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
12	COMPETENCY DEVELOPMENT FOR PROJECT SUPERVISORY EXCELLENCE	New & experienced supervisors, Team Leaders & line managers, projects and process engineers and managers, Senior engineers.	8th -12th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
13	FINANCIAL MANAGEMENT FOR NON-FINANCIAL EXECUTIVES	Sales and marketing executives, Supply-stream professionals, Project professionals, Internal auditors, Any	12th - 16th Nov., 2018	LAGOS OUTSIDE	N120, 000 N130,000

		Non-financial professionals who are required to read , interpret, and contribute to project financial reports, Senior professionals of manufacturing , marketing, engineering, Human resources professionals, Legal professionals, Executive professionals who are involved with development of long-term customers, suppliers, outsourcing partners, and other global strategic alliances, Consultants who work with professionals and executives, to support improvement to operational and financial processes.		LAGOS	
14	MANAGING TENDERS, SPECIFICATIONS AND CONTRACTS	Tendering and procurement managers, Project and contract managers, Sales and marketing professionals, Project management professionals, Personnel involved in any aspect of tendering, Procurement and contract implementation.	29th Oct. - 2nd Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
15	PROCUREMENT MANAGEMENT OF EQUIPMENT AND WORKS	Project Management Professionals and Team Leaders, Technical	12th - 16th Nov., 2018	LAGOS	N120, 000

	FOR WORLD BANK AIDED PROJECTS	specialists involved in procurement, Professionals that need to understand the new approach to procurement financed by development organizations, Procurement professionals, Central tender board officers and other professionals who need sound working knowledge of the new Procurement Framework of the World Bank.		OUTSIDE LAGOS	N130,000
16	BIDDING, EVALUATION, NEGOTIATION AND CONTRACT AWARD	Individuals involved in Contracts, Contract Administration Professionals, Tendering, Purchasing, Project Management Professionals, Engineering, Operational, Finance, and Maintenance Professionals, individuals involved in the planning, evaluation, preparation, and management of tenders, specifications, awards, and contracts that cover the acquisition of materials, equipment, and services.	3rd - 7th Dec., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
17	EFFECTIVE PURCHASING, TENDERING AND	Purchasing professionals, those involved in defining the	22nd - 26th Oct., 2018	LAGOS	N120, 000

	SUPPLIER SELECTION	specification and evaluation supplier performance, those involved in preparing and analysing bids, those with an involvement in supplier relationships, those whose role involved negotiation with outside agencies.		OUTSIDE LAGOS	N130,000
18	PROBLEM SOLVING AND DECISION MAKING SKILLS FOR ENGINEERS AND TECHNICAL PROFESSIONALS	<p>All professionals involved in problem solving and decision making within maintenance, engineering, technology and production.</p> <p>Anyone who wishes to update themselves on problem solving and decision making, judge the suitability of these methods for their needs, and learn how to implement them for the benefit of their organizations.</p>	10th - 14th Dec., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
19	MANAGING EDUCATIONAL PROJECTS FOR OPTIMUM OUTCOMES	Commissioners of Education, Permanent Secretaries, Directors and assistant director of education, Parastatals, School Administrators, Inspectors of Education, Principals, Head teachers, Personnel of teaching service,	22nd - 26th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		Educational officers in the ministry of education, Officers of the State Universal Basic Education Boards.			
20	PROJECT DATA COLLECTION, ANALYSIS AND REPORTING	Monitoring and evaluation staffs of projects, Project communications officers, Project /programme managers, Project coordinators, Project Directors, Project Researchers, Project Supervisory Authorities, Project policy makers, Heads of departments, and all cadre of project professionals.	26th - 30th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
21	MANAGING COMMUNITY BASED PROJECTS FOR POSITIVE OUTCOMES	Programme Development Managers, Community Development Professionals, Community Development Officers, Extension Workers, Project Officers, Accounts and Finance Officers, Planning Officers, Community Trainers and Facilitators of community based intervention programmes, reconstruction and development, Community mobilisers, Community leaders and	10th - 14th Dec., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		all persons involved in community-based project activities for their community.			
22	QUALITY ASSURANCE PLANNING AND OPERATION IN SCHOOL PROGRAMME ADMINISTRATION	Principals, Vice principals, Head teachers, School Administrators, Desk officers, Educational planners etc.	26th - 30th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
23	PROJECT BUDGET PLANNING, PREPARATION AND IMPLEMENTATION MONITORING	Project Finance Managers, Project Finance Officers, Project Auditors (Internal and External), Project Managers, Project Coordinators, Project Directors, Project Supervisory Authorities, Policy Makers, Project Management Members, Project Staff of National and Sub-National Institutions (Ministries, Commissions, Agencies, Parastatals & Board)	5th - 9th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

24	PROJECT STORES ADMINISTRATION	Project Managers, Project Coordinators, Project Store Managers/Officers, Stock Managers, Project Store Administrators, Project Procurement Officers, Project Finance Officer, Project Storekeepers, Project Storemen, Project Stores Clerks, and all other relevant cadres of project staffs.	22nd - 26th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
25	PROJECT FINANCAL CASH FLOW PLANNING AND MANAGEMENT	Project Finance Managers/Officers, Project Auditors (Internal & External), Project Managers, Project Coordinators, Project Directors, Project Supervisory Authorities, Project Management Members, and all relevant cadre staff of national and sub-national project	22nd - 26th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		institutions			
26	PROJECT OPERATIONS, MAINTENANCE AND DISASTER MANAGEMENT	Project Operations Managers/Officers, Project Facilitators, Project Technical Officers, Project/Programme Managers, Project Communications Officers, Project Supervisory Authorities, Project Administrative Officers, Task Managers, Heads of Departments, Project Policy Makers and all other relevant project members.	8th - 12th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
27	PROJECT TEAM, TASK AND TIME MANAGEMENT	Project/Programme Managers, Project Coordinators, Project Heads of Department, All cadre of project professionals, Top government functionaries, Top public and private sector executives, Project management staff, Task managers, Development policy makers, etc.	17th - 21st Dec., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
28	RESULT DRIVEN PROJECT PERFORMANCE MANAGEMENT	Project /Programme managers, Procurement managers, Finance officers, Communication officers, Project co-ordinaors, Task managers, M&E Officers, Heads of departments, Project supervisory	22nd - 26th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		authorities, Project policy makers, and project management members.			
29	SUSTAINABLE LAND AND WATER MANAGEMENT	Project Managers and Coordinators of Agricultural and Environmental Projects, Agricultural Officers, Agric Extension Officers, Natural Resource Management Specialists,	5th - 9th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
30	PROCUREMENT OF GOODS AND CONSULTANCY SERVICES	Procurement officers, purchasing officers, due process officers, Project coordinators, members of procurement committees and others that perform procurement and related duties.	26th - 30th Nov., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000
31	TRAINING NEEDS IDENTIFICATION AND ANALYSIS FOR PROJECT STAFF	Project Training Managers/Officers, Project/Programme Managers, Project Coordinators, Task Managers, Project Directors, Heads of Department, Project Supervisory Authorities, Project Project PolicyMakers, Project Management Members, Board members in public and private organizations, Top government functionaries, Top public and private sector	22nd - 26th Oct., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

		executives, Development policy makers, all cadre of project professionals and stakeholders, etc.			
32	IMPROVING LEARNING OUTCOMES THROUGH QUALITY TEACHING DELIVERY	Principals and vice principals of public and private schools, educational administrators, educational planners, education district heads, class teachers and all stake holders in the educational sectors.	3rd - 7th Dec., 2018	LAGOS OUTSIDE LAGOS	N120, 000 N130,000

Please contact us to request for more information on programmes outside Lagos.

No 9 Salami Saint Street,

Pedro Road, Lagos. Nigeria.

Info@protalem.com

Protalemllc@gmail.com

+234 (0) 7032502566

+234 (0) 8146418344