



2021 NATIONAL TRAINING SCHEDULE

MONTH	THEME	WHO CAN ATTEND?
FEBRUARY	Higher Education Staff Development: Progressive Perspectives	<ul style="list-style-type: none"> ▪ Management Staff
MARCH	Nigerian Institutions and ICT: Attitudes & Impacts	<ul style="list-style-type: none"> ▪ Middle Managers
APRIL	Maintaining Leadership and Excellence in Administrative Environment	<ul style="list-style-type: none"> ▪ Line Managers ▪ Faculty Officers
MAY	Sustainable Entrepreneurship Skills and Implementation	<ul style="list-style-type: none"> ▪ Registry Staff
JUNE	Functional Skills for Institutional Administration	<ul style="list-style-type: none"> ▪ Bursary Staff
JULY	Financial Management in Public and Private Institutions	<ul style="list-style-type: none"> ▪ Library Staff ▪ Administrators
AUGUST	Public Finance Auditing: Issues and Best Practices	<ul style="list-style-type: none"> ▪ Executive Officers
SEPTEMBER	Practical Management Skills for Executives & Secretaries	<ul style="list-style-type: none"> ▪ Teaching Staff ▪ Accountants / Auditors/Procurement Officers
OCTOBER	Public Finance Auditing: Issues and Best Practices	<ul style="list-style-type: none"> ▪ Protocols / Passage Officers ▪ Departmental Heads, etc
NOVEMBER	Hr: Best Practices and Policies	
DECEMBER	Emotional Intelligence: Improving Relationship Management & Performance	

VENUE

Venue of the training will be Henmuel Trainers Ltd premises or any other serene location {WITHIN LAGOS, CALABAR OR ABUJA} depending on the total number of participants per training

Fee: N100, 000 only per PAX

Covers: Registration, Materials, Tea Break, Lunch, Certificate and Fare well dinner

FOR REGISTRATION:

Kindly send an email quoting your choice workshop title to any of the email addressed DETAILED BELOW and all necessary information will be provided for you including corporate bank accounts details for registration fee remittance:

www.henmueltrainers.com | E: henmueltrainers@gmail.com | OR info@henmueltrainers.com |

Tel: 08033536089, 08030677770, 08098005572

❖ *Terms and Conditions apply*