

25th October, 2023

## INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME FOR ACCOUNTANTS AND AUDITORS FOR THE MONTHS OF JANUARY - DECEMBER, 2024

We are please to invite you to send your staff to participate in our special training programme for Accountants and Auditors. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

	JANUARY - JULY	JULY - DECEMBER
1. Current Issues and Best Practices in Tax Administration and Accounting	10th - 12th January,	24th - 26th July, 2024
2. Preparing Financial Statements and The Annual Reports	10th - 12th January,	24th - 26th July, 2024
3. Accounts Reconciliation Strategies Best Practices	17th - 19th January,	31st July - 2nd Aug, 2024
4. Audit Report Writing for the Internal Auditors	17th - 19th January,	31st July - 2nd Aug, 2024
5. Warehouse, Stores and Stock Control Management	24th - 26th January,	7th - 9th August, 2024
6. Advanced Payroll Management and Administration Workshop	24th - 26th January,	7th - 9th August, 2024
7. Risk Management: Internal Control and Fraud Prevention	31st Jan - 2nd Feb,	14th - 16th August, 2024
8. Advanced Supply Chains, Logistics and Transportation Management	31st Jan - 2nd Feb,	14th - 16th August, 2024
9. Managing and Organizing Accounts Receivable and Accounts Payable	7th - 9th February,	21st - 23rd August, 2024
10. Fixed Assets Accounting and Management	7th - 9th February,	21st - 23rd August, 2024
11. Production Management and Material Requirements Planning	14th - 16th February,	28th - 30th August, 2024
12. Essentials of Internal Audit and Enterprise Risk Management	14th - 16th February,	28th - 30th August, 2024
13. Effective Purchasing and Contract Negotiation Strategies	21st - 23rd February,	4th - 6th September, 2024
14. Advanced Cash and Treasury Management	21st - 23rd February,	4th - 6th September, 2024
15. Mastering Finance, Budgeting and Performance Management	28th Feb - 1st Mar,	11th - 13th September, 2024
16. Purchasing Fraud: Auditing and Detection Techniques	28th Feb - 1st Mar,	11th - 13th September, 2024
17. Cash Management: Control, Reconciliation and Risk Strategies	6th - 8th March,	18th - 20th September, 2024
18. Effective Purchasing and Contract Negotiation Strategies	6th - 8th March,	18th - 20th September, 2024
19. Fraud Detection and Investigation for Internal Auditors	13th - 15th March,	25th - 27th September, 2024
20. Fundamentals of Purchasing Management	13th - 15th March,	25th - 27th September, 2024
21. New Strategies and Best Practices in Internal Auditing	20th - 22nd March,	2nd - 4th October, 2024
22. Best Practices in Accounts Payable: Planning, Organizing and Achieving Results	20th - 22nd March,	2nd - 4th October, 2024
23. Financial Analysis and Financial Reporting Skills	26th - 28th March,	9th - 11th October, 2024
24. Reconciliation of Accounts and Financial Transactions	26th - 28th March,	9th - 11th October, 2024
25. Financial Analysis and Reporting using IFRS	3rd - 5th April,	16th - 18th October, 2024
26. Internal Audit: Incorporating Corporate Governance and Financial Risk Management	3rd - 5th April,	16th - 18th October, 2024
27. Fundamentals of Internal Auditing	17th - 19th April,	23rd - 25th October, 2024
28. Effective Purchasing and Cost Saving Techniques	17th - 19th April,	23rd - 25th October, 2024
29. Nigerian Taxation Systems	24th - 26th April,	30th Oct - 1st Nov., 2024
30. Warehouse Management Strategy, Implementation and Control	24th - 26th April,	30th Oct - 1st Nov., 2024
31. Modern Approaches in Internal Auditing	8th - 10th May,	6th - 8th November, 2024
32. Inventory Planning and Stock Control	8th - 10th May,	6th - 8th November, 2024
33. Best Practices in Accounts Payable and Accounts Receivable	15th - 17th May,	13th - 15th November, 2024
34. Final Accounts: Fast Closing Month-End and Year-End Accounts	15th - 17th May,	13th - 15th November, 2024
35. Internal Control: Compliance, Operational and Financial	22nd - 24th May,	20th - 22nd November, 2024
36. Best Practices in Stock Taking, Reconciliation and Valuation	22nd - 24th May,	20th - 22nd November, 2024
37. Principles of Effective Internal Audit Report Writing	29th - 31st May,	27th - 29th November, 2024
38. Fundamentals of Finance and Accounting	29th - 31st May,	27th - 29th November, 2024
39. Advanced Strategic Procurement Management Principles	5th - 7th June,	2nd - 4th December, 2024
40. Best Practices in Internal Control and Risk Assessment	5th - 7th June,	2nd - 4th December, 2024
41. Store-Keeping and Warehouse Management	19th - 21st June,	4th - 6th December, 2024
42. Advanced Auditing Tools for Auditor-In-Charge	19th - 21st June,	4th - 6th December, 2024
43. Accounts Receivable and Credit Policies Management	26th - 28th June,	9th - 11th December, 2024
44. Advanced Stores and Inventory Management	26th - 28th June,	9th - 11th December, 2024
45. Financial Statement Fraud Detection for Internal Auditors	3rd - 5th July,	11th - 13th December, 2024
46. Managing the Cash Cycle: Accounts Receivable and Payable Best Practices	3rd - 5th July,	11th - 13th December, 2024
47. Best Practices in Procurement and Logistics Management	10th - 12th July,	16th - 18th December, 2024
48. Payroll: Preparation, Analysis and Management	10th - 12th July,	16th - 18th December, 2024
49. Effective Store-Keeping Skills	17th - 19th July,	18th - 20th December, 2024
50. Budgeting, Forecasting, The Planning Process and Control	17th - 19th July,	18th - 20th December, 2024

**NOTE:** Course contents are available on request or visit our website to download the course contents: [www.avantgardenigeria.com](http://www.avantgardenigeria.com). For further information on these courses and in-house training arrangements, please call TADE 0817 199 4955, 0803 468 4305, THOMAS 0803 481 5501 or send an email to [info@avantgardenigeria.com](mailto:info@avantgardenigeria.com)

**FOR WHOM:** Accountants, Auditors, Cash Officers/ Cashiers, Budget and Planning Officers, Tax Managers/Officers, Reconciliation Officers, Buyers, Accounts Payable Officers, Accounts Receivable Officers, Finance Managers, CFOs, Heads of Departments, Directors, Project Managers, Supervisors, Team Leaders, Investigators, Supply Chains/Logistics Managers, Purchasing and Stores Managers, Warehouse Managers, Store Keepers, Production Managers and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

The fee for each course is **One Hundred and Sixty Five Thousand Naira (N165,000:00)** only per participant to cover **Workshop Materials, Flash Drive, Bag, Jotter, Pen, Lunch, Tea/Coffee Breaks, Photograph and Certificate**. **Multiple participants for the same course attract discounts**. Payment should be made in cash or cheques/bank draft in favour of **Avant-Garde Resources Center (ARC)**. All course will hold at **13, John Olugbo Street, Off Mojidi Street, Off Toyin Street, Ikeja - Lagos**.

Yours faithfully,



**TUGBOBO TADE**  
Training Director

13, John Olugbo Street, Off Mojidi Street, Off Toyin Street, Ikeja - Lagos.  
Tel: 0817 199 4955, 0803 468 4305, 0803 481 5501  
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Website: [www.avantgardenigeria.com](http://www.avantgardenigeria.com)

25th October, 2023

## INVITATION TO ATTEND SPECIAL INFORMATION COMMUNICATION TECHNOLOGY TRAINING PROGRAMME FOR THE MONTHS OF JANUARY - DECEMBER, 2024

We are please to invite you to send your staff to participate in our special training programme on Information Communication Technology (ICT). Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

1. Configuration and Installation of Window Networks (Servers and Clients)
2. Cloud Management and Security: Principles and Best Practices
3. VMware vSphere Technologies and Troubleshooting
4. Configuration and Troubleshooting of Cisco Networks
5. Red Hat OpenStack Administration: Operations for Cloud Operators
6. Designing and Implementing an Advanced Server Infrastructure
7. Business Continuity Management and IT Disaster Recovery
8. Implementing Desktop Application Environment
9. Information Storage and Management
10. Designing and Troubleshooting Cisco Data Center Infrastructure
11. Installation, Storage and Compute with Windows Server 2019
12. SQL Server Integration Services (SSIS) for Business Intelligence
13. Implementing Web Application Security
14. Security Management in ICT Environment
15. Microsoft 365 Security Administrator
16. Architecturing and Security Engineering on AWS
17. Red Hat Ceph 3 Storage Architecture and Administration
18. Implementing Security Management for Cisco Network
19. Big Data and Artificial Intelligence (AI) Principles and Practices
20. Oracle Database 12C Backup, Recovery and Server Tuning
21. Implementing and Maintaining Microsoft SQL Server (2016 Integration Services)
22. Securing Web Applications, Services and Servers
23. Networking with Window Server 2019
24. Implementing Cisco Enterprise Advanced Routing and Services
25. Nutanix Enterprise Cloud Administration Course
26. Configuring and Troubleshooting Window Servers Network Infrastructures
27. Web Based Information Systems
28. VMware Horizon 8 Fast Track: Deploy and Manage + App Volumes
29. Securing Windows Files System
30. Administering and Configuring Windows Server Hybrid Core Infrastructure
31. Configuration and Administration of Linux Systems
32. Microsoft Azure Security Technology and Administration
33. Advanced Administration of Windows Server Network
34. Information Security and ICT Management
35. Securing SQL Server 2017
36. Designing and Implementing a Data Science Solution on Azure
37. Information Security Controls for IT Professionals
38. Storage and High Availability with Windows Server
39. Best Practice for Azure Cloud Engineer
40. Implementing Secure Solutions with Virtual Private Networks (SVPN)
41. Building Data Analytics Solution using Amazon Redshift
42. VMware Cloud on AWS Deploy and Manage 2021
43. Implementing Cisco Advanced Call Control and Mobility Services
44. Business Intelligence: Data Analysis, Visualization and Reporting
45. Cyber-Security Risk Assessment and Management
46. Window Servers Management
47. Audit and Security of Networks, Operating Systems and Databases
48. Information Security and Data Protection
49. Advanced PC Configuration, Troubleshooting and Data Recovery
50. Implementing Cisco Enterprise Wireless Network

### JANUARY - JULY

- 10th - 12th January,
- 10th - 12th January,
- 17th - 19th January,
- 17th - 19th January,
- 24th - 26th January,
- 24th - 26th January,
- 31st Jan - 2nd Feb,
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- 5th - 7th June,
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- 3rd - 5th July,
- 3rd - 5th July,
- 10th - 12th July,
- 10th - 12th July,
- 17th - 19th July,
- 17th - 19th July,

### JULY - DECEMBER

- 24th - 26th July, 2024
- 24th - 26th July, 2024
- 31st July - 2nd Aug, 2024
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**FOR WHOM:** Chief Information Officers, Heads of Departments, IT Department Supervisors/Managers, IT Development Managers, Information Managers, IT Executives, Database/Systems Administrators, Network/IT Personnel and Staff, System Engineers, Servers Managers, Web Developers, System Analysts, Security Professionals and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

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Yours faithfully,



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Training Director

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25th October, 2023

## INVITATION TO ATTEND SPECIAL MANAGEMENT TRAINING PROGRAMME FOR THE MONTHS OF JANUARY - DECEMBER, 2024

We are please to invite you to send your staff to participate in our special training programme on General Management and Human Resources. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

1. Strategic Planning, Communication, Measurement and Implementation
2. Successful Fleets and Transport Management
3. Developing Core Skills for Administrators, Secretaries and Personal Assistants
4. Access Control and Physical Security Management
5. Strategic Human Resources Management
6. Rewards Management: Compensation Packages and Salary Structures
7. Mastering Communication, Negotiation and Presentation Skills
8. Excellence in Customer Relationship Management and Loyalty
9. Understanding and Implementing Lean Six Sigma
10. Business Relationship Management: Aligning IT and the Business
11. Contract and Project Management - Planning, Scheduling and Control
12. Information and Documentation Compliance
13. Implementation of Modern Record Management Through Sharepoint and Office 365
14. Administration and Office Management: Best Practices and Technologies
15. Mastering People Management and Team Leadership
16. Performance Management: Setting Objectives and Conducting Appraisals
17. Effective Soft Skills and Emotion Intelligence
18. Agile Business Strategy and Organizational Development For Sustainable Growth
19. Future of HR: Re-Engineering The Employee Experience
20. Excellence in Salaries and Wages Administration
21. Advanced Office Management and Effective Administration Skills
22. Strategic Change Management for Professional
23. Competency Development for Supervisory Excellence
24. Successful Leading and Managing People
25. Effective Business Decisions Using Data Analysis
26. Nigerian Labour Laws and Employment Practices
27. Strategic Planning, Management Control and Effective Budgeting
28. Human Resources Administrative Skills
29. Effective Strategies for Management and Communication Skills
30. Skills Improvement Course for Administrators, Secretaries and Personal Assistants
31. Recruitment, Selection and Retention: Creating a Highly Competent Motivated Workforce
32. Nigerian Pension Administration, Pre-Retirement Planning and Employee Investment Schemes
33. Enterprise Resource Planning (ERP) and Enterprise Risk Management (ERM)
34. Data Governance, Protection and Compliance Management
35. HR Analytics: Concepts and Tools For Effective Decision Making
36. Managerial Skills for New Managers and Supervisors
37. Security Management, Planning and Asset Management
38. Effective Supervisory Skills and Leading in Administrative Excellence
39. Strategic Marketing: Planning, Development and Implementation
40. Professional Skills for Administrators and Secretaries
41. Tax Administration - Preparation and Remittances
42. Negotiation, Dispute Resolutions and Conflicts Management
43. Strategic Crisis Management, Incorporating Security and Major Emergency Response
44. Security Risk Assessment and Management
45. Insurance Principles and Claims Administration
46. Writing Human Resources Policies and Procedures
47. Essential Skills for Executive Secretaries, Personal Assistants, Office Managers & Administrative
48. Project Leadership, Management and Communication
49. Advanced Report Writing, Public Speaking and Presentation Skills
50. HR Processes, Culture and Change Management Programme

### JANUARY - JULY

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### JULY - DECEMBER

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**FOR WHOM:** Heads of Departments, Directors, Human Resources Managers, Public Relations Managers, Project Managers, Marketing Managers, Brands Managers, Office Managers, Supervisors, Team Leaders, Union Leaders, Tax Managers, Business Development Managers, HR Personnel, Budget Officers, Administrators, Secretaries, Personal Assistants, Customer Services Managers, IT Professionals, Maintenance Engineers, Electrical Engineers, Mechanical Engineers, Building Maintenance Managers/Personnel, Sales Representatives, Technician, Security and Safety Professionals and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

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Yours faithfully,



**TUGBOBO TADE**  
Training Director

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Website: [www.avantgardenigeria.com](http://www.avantgardenigeria.com)

25th October, 2023

## INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME FOR ENGINEERS AND TECHNICIANS FOR THE MONTHS OF JANUARY - DECEMBER, 2024

We are please to invite you to send your staff to participate in our special training programme for Engineers and Technicians. Our courses are structured to provide quality learning and current information to participants, which will lead to high performance and improved efficiency. The courses are as follows:

	JANUARY - JULY	JULY - DECEMBER
1. Operation and Maintenance of Refrigeration Equipment for Technicians	10th - 12th January,	24th - 26th July, 2024
2. Building Operations Maintenance: Inspection, Condition Assessment and Management	10th - 12th January,	24th - 26th July, 2024
3. Effective Contractor Management in Maintenance and Technical Projects	17th - 19th January,	31st July - 2nd Aug, 2024
4. Electrical Installation in Hazardous Areas: Classification, Operation and Maintenance	17th - 19th January,	31st July - 2nd Aug, 2024
5. Pump and Valve Operation, Control, Maintenance and Troubleshooting	24th - 26th January,	7th - 9th August, 2024
6. Modern Maintenance and Operation of Rotating Equipment Technologies	24th - 26th January,	7th - 9th August, 2024
7. Advanced Electric Motors: Operation, Maintenance and Troubleshooting	31st Jan - 2nd Feb,	14th - 16th August, 2024
8. Industrial Equipment and Turbo-Machinery: Pumps, Compressors, Turbines and Motors	31st Jan - 2nd Feb,	14th - 16th August, 2024
9. Vehicle Maintenance Management and Inspection	7th - 9th February,	21st - 23rd August, 2024
10. Cost Engineering - Effective Estimating and Cost Control of Technical Projects	7th - 9th February,	21st - 23rd August, 2024
11. Hydraulics Systems Design, Operation and Maintenance	14th - 16th February,	28th - 30th August, 2024
12. Electric Distribution System: Equipment Preventive Maintenance and Engineering Principles	14th - 16th February,	28th - 30th August, 2024
13. Heating, Ventilation and Air-Conditioning (HVAC) Systems	21st - 23rd February,	4th - 6th September, 2024
14. Maintenance Technology Best Practices: Inspection, Analysis and Monitoring	21st - 23rd February,	4th - 6th September, 2024
15. Health and Safety Benchmarking Principles and Practices	28th Feb - 1st Mar,	11th - 13th September, 2024
16. Mechanical Equipment, Compressors, Pumps, Seals, Motors and Variable-Speed Drives	28th Feb - 1st Mar,	11th - 13th September, 2024
17. Generators: Operations, Maintenance, Control, Testing and Troubleshooting	6th - 8th March,	18th - 20th September, 2024
18. Electrical Equipment and Control Systems: Commissioning, Testing and Troubleshooting	6th - 8th March,	18th - 20th September, 2024
19. Modern Heating, Ventilation, Air-Conditioning (HVAC) and Refrigeration System	13th - 15th March,	25th - 27th September, 2024
20. Best Practices in Facilities Maintenance Management	13th - 15th March,	25th - 27th September, 2024
21. Troubleshooting and Maintenance of Air Conditions and Refrigerators	20th - 22nd March,	2nd - 4th October, 2024
22. Pumps and Compressors: Operation, Maintenance and Troubleshooting	20th - 22nd March,	2nd - 4th October, 2024
23. Best Practices for Procurement and Contract Management	26th - 28th March,	9th - 11th October, 2024
24. Electrical Distribution Equipment Operation and Maintenance	26th - 28th March,	9th - 11th October, 2024
25. Safety Operation and Maintenance in Electrical Power Supply	3rd - 5th April,	16th - 18th October, 2024
26. Operation, Maintenance and Testing of Diesel Power Generation Plant	3rd - 5th April,	16th - 18th October, 2024
27. Pipeline and Piping Inspection, Maintenance and Integrity Assessment	17th - 19th April,	23rd - 25th October, 2024
28. Transformer Diagnostic Methods, Maintenance and Lifetime Extension	17th - 19th April,	23rd - 25th October, 2024
29. Troubleshooting of Electrical Equipment and Control Systems	24th - 26th April,	30th Oct - 1st Nov., 2024
30. Refrigeration Engineering and Technology	24th - 26th April,	30th Oct - 1st Nov., 2024
31. Mechanical Seals: Designs, Selection, Installation, Troubleshooting and Maintenance	8th - 10th May,	6th - 8th November, 2024
32. Pump Selection, Installation, Operation, Maintenance and Troubleshooting	8th - 10th May,	6th - 8th November, 2024
33. Electrical Maintenance, Grounding and Safety for Modern Electrical Systems	15th - 17th May,	13th - 15th November, 2024
34. HVAC Maintenance and Troubleshooting	15th - 17th May,	13th - 15th November, 2024
35. Setting Strategy for Building Maintenance and Facilities Maintenance	22nd - 24th May,	20th - 22nd November, 2024
36. Maintenance Planning and Maintenance Management	22nd - 24th May,	20th - 22nd November, 2024
37. Pumps, Compressors and Valves Maintenance	29th - 31st May,	27th - 29th November, 2024
38. Project Management Skills - Budgeting, Estimation and Cost Savings	29th - 31st May,	27th - 29th November, 2024
39. Centrifugal Pump and Compressor Selection, Construction, Operation, Maintenance, Repair and Troubleshooting	5th - 7th June,	2nd - 4th December, 2024
40. Operations, Maintenance and Troubleshooting of Generators	5th - 7th June,	2nd - 4th December, 2024
41. Air Conditioning Systems Design, Selection and Operation	19th - 21st June,	4th - 6th December, 2024
42. Advanced Technology of Pipeline Design, Construction and Mechanical	19th - 21st June,	4th - 6th December, 2024
43. Troubleshooting Mechanical Drive Systems and Rotating Equipment	26th - 28th June,	9th - 11th December, 2024
44. Structure Condition Assessment of Existing Buildings and Structures	26th - 28th June,	9th - 11th December, 2024
45. Electrical Equipment and Safety: Operation, Control, Maintenance and Troubleshooting	3rd - 5th July,	11th - 13th December, 2024
46. Hydraulics Control Circuit Maintenance and Troubleshooting	3rd - 5th July,	11th - 13th December, 2024
47. Pump and Valve Technology: Selection, Operation and Maintenance	10th - 12th July,	16th - 18th December, 2024
48. Maintenance Strategy Development and Cost Effective Implementation	10th - 12th July,	16th - 18th December, 2024
49. Operation and Maintenance of Refrigeration for Technicians	17th - 19th July,	18th - 20th December, 2024
50. Electrical Networks, Operations and Maintenance	17th - 19th July,	18th - 20th December, 2024

**NOTE:** Course contents are available on request or visit our website to download the course contents: [www.avantgardenigeria.com](http://www.avantgardenigeria.com). For further information on these courses and in-house training arrangements, please call **TADE 0817 199 4955, 0803 468 4305, THOMAS 0803 481 5501** or send an email to [info@avantgardenigeria.com](mailto:info@avantgardenigeria.com)

**FOR WHOM:** Electrical Engineers, Civil Engineers, Mechanical Engineers, Plant Engineers, Facilities Engineers, Inspectors Engineers, Contractors, Design Engineers, Operations Engineers, Structure Engineers, Process Engineers, Heads of Departments, Directors, Maintenance Managers, Project Managers, Production Managers, Technicians, Schedulers, Supervisors, Team Leaders, Supply Chains/Logistics Managers, Warehouse Managers/Store Keepers, and Others who perform related functions or who want to sharpen their knowledge and skills in the Private and Public Sectors.

The fee for each course is **One Hundred and Sixty Five Thousand Naira (N165,000:00)** Only per participant to cover **Workshop Materials, Flash Drive, Bag, Jotter, Pen, Lunch, Tea/Coffee Breaks, Photograph and Certificate**. **Multiple participants for the same course attract discounts**. Payment should be made in cash or cheques/bank draft in favour of **Avant-Garde Resources Center (ARC)**. All course will hold at **13, John Olugbo Street, Off Mojidi Street, Off Toyin Street, Ikeja - Lagos**.

Yours faithfully,



**TUGOBO TADE**  
Training Director

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