

8th October, 2025

## INVITATION TO ATTEND SPECIAL MANAGEMENT TRAINING PROGRAMME FOR THE MONTHS OF JANUARY - DECEMBER, 2026

We are delighted to invite you to nominate your staff for our special training programme on General Management and Human Management. Our courses are carefully designed to deliver quality learning and up-to-date insights, equipping participants with the skills needed to enhance performance and drive greater efficiency. The courses are as follows:

1. Mastering Communication, Negotiation and Presentation Skills
2. Strategic Human Resources Management
3. Administration and Office Management: Best Practices and Technologies
4. Leadership and Management Skills for Managers and Supervisors
5. Risk Management, Problem Solving and Effective Decision Making
6. Successful Fleets and Transport Management
7. Business Intelligence: Data Analysis and Reporting Techniques
8. Finance and Account for Non-Financial Professionals
9. Strategic Marketing, Planning, Development and Implementation
10. Developing Core Skills for Administrators, Secretaries and Personal Assistants
11. Customer Relationship Management (CRM) Best Practices
12. Artificial Intelligence (AI) for Leaders and Managers
13. Payroll Management, Compensation and Benefits Administration
14. Leading through VUCA (Volatility, Uncertainty, Complex & Ambiguity)
15. Advanced Selection, Interviewing and Recruitment Skills
16. Information and Documentation Compliance
17. Negotiation Skills: Mastering the Art of Deal Making Strategies
18. Defensive and Advanced Driving Skills
19. Administrative Excellence for Secretaries, Administrators and Personal Assistants
20. Security Management, Planning and Asset Protection
21. Fundamentals of Human Resources Management
22. Mastering People Management and Team Leadership
23. Contract and Project Management - Planning, Scheduling and Control
24. Performance Management: Setting Objectives and Conducting Appraisals
25. Tax Administration - Preparation and Remittances
26. Strategic Planning, Management Control and Effective Budgeting
27. Insurance Principles and Claims Administration
28. Best Practices in Arbitration and Dispute Resolution Management
29. Advanced Office Management and Effective Administration Skills
30. Business Continuity Management Systems and Enterprise Risk Management
31. Governance, Risk Management and Compliance (GRC)
32. Strategic Planning, Communication, Measurement and Implementation
33. Excellence in Salaries and Wages Administration
34. Competency Development for Supervisory Excellence
35. Effective Soft Skills and Emotion Intelligence
36. Nigerian Labour Laws and Employment Practices
37. Advanced Report Writing, Public Speaking and Presentation Skills
38. Skills Improvement Course for Professional Drivers
39. Mastering the Art of Persuasion: Proven Sales and Marketing Strategies
40. Nigerian Pension Administration, Pre-Retirement Planning and Employee Investment Schemes
41. Business and Commercial Law: Legal Writing and Drafting Skills
42. Essential Skills for Executive Secretaries, Personal Assistants, Office Managers, and Administrative
43. Access Control and Physical Security Management
44. Rewards Management: Compensation Packages and Salary Structures
45. Negotiation, Dispute Resolutions and Conflict Management in the Organization
46. Leadership, Communications and Interpersonal Skills
47. Mastering Sales: Planning, Organizing and Implementation
48. Effective Supervisory Skills and Leading, Administrative Excellence
49. Modern Strategies in Public Relations Media and Corporate Social Relationship
50. Human Resources Development and Personnel Management

<b>JANUARY - JULY</b>	<b>JULY - DECEMBER</b>
12th - 14th January,	6th - 8th July, 2026
12th - 14th January,	8th - 10th July, 2026
14th - 16th January,	8th - 10th July, 2026
14th - 16th January,	13th - 15th July, 2026
19th - 21st January,	13th - 15th July, 2026
19th - 21st January,	15th - 17th July, 2026
21st - 23rd January,	15th - 17th July, 2026
21st - 23rd January,	20th - 22nd July, 2026
26th - 28th January,	20th - 22nd July, 2026
26th - 28th January,	22nd - 24th July, 2026
28th - 31st January,	22nd - 24th July, 2026
28th - 31st January,	27th - 29th July, 2026
2nd - 4th February,	27th - 29th July, 2026
2nd - 4th February,	29th - 31st July, 2026
4th - 6th February,	29th - 31st July, 2026
4th - 6th February,	3rd - 5th August, 2026
9th - 11th February,	3rd - 5th August, 2026
9th - 11th February,	5th - 7th August, 2026
11th - 13th February,	5th - 7th August, 2026
11th - 13th February,	10th - 12th August, 2026
16th - 18th February,	10th - 12th August, 2026
16th - 18th February,	12th - 14th August, 2026
18th - 20th February,	12th - 14th August, 2026
18th - 20th February,	17th - 19th August, 2026
23rd - 25th February,	17th - 19th August, 2026
23rd - 25th February,	19th - 21st August, 2026
25th - 27th February,	19th - 21st August, 2026
25th - 27th February,	24th - 26th August, 2026
2nd - 4th March,	24th - 26th August, 2026
2nd - 4th March,	31st Aug. - 2nd Sept., 2026
4th - 6th March,	31st Aug. - 2nd Sept., 2026
4th - 6th March,	2nd - 4th September, 2026
9th - 11th March,	2nd - 4th September, 2026
9th - 11th March,	7th - 9th September, 2026
11th - 13th March,	7th - 9th September, 2026
11th - 13th March,	9th - 11th September, 2026
16th - 18th March,	9th - 11th September, 2026
16th - 18th March,	14th - 16th September, 2026
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18th - 20th March,	16th - 18th September, 2026
23rd - 25th March,	16th - 18th September, 2026
23rd - 25th March,	21st - 23rd September, 2026
25th - 27th March,	21st - 23rd September, 2026
25th - 27th March,	23rd - 25th September, 2026
30th Mar. - 1st April,	23rd - 25th September, 2026
30th Mar. - 1st April,	28th - 30th September, 2026
31st Mar. - 2nd April,	28th - 30th September, 2026
31st Mar. - 2nd April,	5th - 7th October, 2026
8th - 10th April,	5th - 7th October, 2026
8th - 10th April,	7th - 9th October, 2026

	<b>JANUARY - JULY</b>	<b>JULY - DECEMBER</b>
51. Professional Skills Enhancement Masterclass for Administrators, Secretaries & Personal Assistants	13th - 15th April,	7th - 9th October, 2026
52. Modern Security Management and Operations	13th - 15th April,	12th - 14th October, 2026
53. Selling Management: Options, Strategy and Tactics	15th - 17th April,	12th - 14th October, 2026
54. Understanding and Implementing Lean Six Sigma	15th - 17th April,	14th - 16th October, 2026
55. Corporate Financial Planning, Budgeting and Control	20th - 22nd April,	14th - 16th October, 2026
56. Future of HR & Learning: Re-Engineering the Employee and Learning Experience	20th - 22nd April,	19th - 21st October, 2026
57. Drivers Safety and Road Awareness Best Practices	22nd - 24th April,	19th - 21st October, 2026
58. Business Communication Skills: Writing, Reporting and Presentation	22nd - 24th April,	21st - 23rd October, 2026
59. Performance Appraisal and Staff Motivation	27th - 29th April,	21st - 23rd October, 2026
60. Decision-Making and Problem-Solving Skills for Managers and Supervisors	27th - 29th April,	26th - 28th October, 2026
61. Change Management and Organizational Transformation	28th - 30th April,	26th - 28th October, 2026
62. Business Protocol, Etiquette and Customer Service for Office Staff	28th - 30th April,	28th - 30th October, 2026
63. Skills Improvement Course for Administrators, Secretaries and Personal Assistants	4th - 6th May,	28th - 30th October, 2026
64. Effective Marketing Strategies for Competitive Advantage	4th - 6th May,	2nd - 4th November, 2026
65. Documents, Records and Information Management Masterclass	6th - 8th May,	2nd - 4th November, 2026
66. Building Core Leadership and Supervisory Competencies	6th - 8th May,	4th - 6th November, 2026
67. Communication and Interpersonal Skills	11th - 13th May,	4th - 6th November, 2026
68. Successful Planning, Organizing and Controls	11th - 13th May,	9th - 11th November, 2026
69. Meeting Coordination, Minutes Writing and Office Etiquette	13th - 15th May,	9th - 11th November, 2026
70. Professional Office Administration and Secretarial Skills	13th - 15th May,	11th - 13th November, 2026
71. Industrial Relations and Conflict Resolution in HR	18th - 20th May,	11th - 13th November, 2026
72. Safety Leadership and Culture in Organization	18th - 20th May,	16th - 18th November, 2026
73. Designing Compensation Packages for Employee Retention	20th - 22nd May,	16th - 18th November, 2026
74. Essentials Skill for Company Secretaries and Legal Professionals	20th - 22nd May,	18th - 20th November, 2026
75. Enterprise Resource Planning (ERP) and Enterprise Risk Management (ERM)	1st - 3rd June,	18th - 20th November, 2026
76. Hazard Identification and Risk Assessment (HIRA)	1st - 3rd June,	23rd - 25th November, 2026
77. Advanced Health and Safety Management Best Practices	3rd - 5th June,	23rd - 25th November, 2026
78. Writing Human Resources Policies and Procedures	3rd - 5th June,	25th - 27th November, 2026
79. The Psychology of Selling: Influence, Negotiation and Win	8th - 10th June,	25th - 27th November, 2026
80. Road Discipline, Drivers Awareness and Traffic Management	8th - 10th June,	30th Nov. - 2nd Dec., 2026
81. Security Policies and Procedures Strategies Best Practices	10th - 12th June,	30th Nov. - 2nd Dec., 2026
82. Advanced Secretarial Course and Office Management	10th - 12th June,	2nd - 4th December, 2026
83. HR Processes, Culture and Change Management Programme	15th - 17th June,	2nd - 4th December, 2026
84. Payroll Compliance: PAYE, Pensions, and Statutory Deductions	15th - 17th June,	7th - 9th December, 2026
85. Essential Insurance Claims Management Best Practices	17th - 19th June,	7th - 9th December, 2026
86. Fire Safety Regulations and Compliance Standards	17th - 19th June,	9th - 11th December, 2026
87. HR Analytics: Concepts and Tools for Effective Decision Making	22nd - 24th June,	9th - 11th December, 2026
88. Competency Development for Supervisory Excellence	22nd - 24th June,	14th - 16th December, 2026
89. Strategic Crisis Management, Incorporating Security & Major Emergency Response	24th - 26th June,	14th - 16th December, 2026
90. Excellence in Customer Relationship Management and Loyalty	24th - 26th June,	16th - 18th December, 2026
91. Principles of Occupational Health and Safety Management	29th June - 1st July	16th - 18th December, 2026
92. Essential Management Skills for Administrators, Secretaries and Personal Assistants	29th June - 1st July	16th - 18th December, 2026
93. Payroll Compliance with Tax Laws and Labour Regulations	1st - 3rd July,	21st - 23rd December, 2026
94. Security Risk Assessment and Management	1st - 3rd July,	21st - 23rd December, 2026
95. HR Analytics and Data-Driven Decision Making	6th - 8th July,	21st - 23rd December, 2026

**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** on **0803 468 4305, 0901 110 0613, THOMAS 0803 481 5501** or send an email to [info@avanrgardenigeria.com](mailto:info@avanrgardenigeria.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 Chain Managers, Logistics Managers, Purchasing Managers, 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 **Two Hundred and Fifty Thousand Naira (N250,000:00)** 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/drafts or transfers in favour of **Avant-Garde Resources Center (ARC)**. All course will hold at **13, John Olugbo Street, Off Toyin Street, Ikeja - Lagos**.

Yours faithfully,



**TUGBOBO TADE**  
Training Director

#### Account Details

Account Name:	Avant-Garde Resources Center (ARC)
Account Number:	0216045982
Bank:	G T Bank

8th October, 2025

## INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME FOR ACCOUNTANTS AND AUDITORS FOR THE MONTHS OF JANUARY - DECEMBER, 2026

We are delighted to invite you to nominate your staff for our Special Training Programme for Accountants and Auditors. Our courses are carefully designed to deliver quality learning and up-to-date insights, equipping participants with the skills needed to enhance performance and drive greater efficiency. The courses are as follows:

1. Budgeting and Cost Control: Principles and Practices
2. International Financial Reporting Standards (IFRS) and Updates
3. Risk Management, Control and Compliance (Corporate Governance)
4. Warehousing and Inventory Management
5. Current Issues and Best Practices in Tax Administration and Accounting
6. Best Practices in Managing and Organizing Accounts Receivable
7. Advanced Procurement, Contract and Supply Chain Management
8. Internal Control: Compliance, Operational and Financial
9. Preparing Financial Statements and The Annual Reports
10. Accounts Reconciliation Strategies and Management
11. Effective Inventory Management Techniques and Control
12. Accounts Payable: Accounting and Management Best Practices
13. Payroll: Preparation, Analysis and Management
14. Advanced Excel: Power BI for Data Visualization and Dashboards
15. Warehouse, Stores and Stock Control Management
16. Advanced Cash and Treasury Management
17. Best Practices in Report Writing for the Auditors
18. Effective Purchasing and Cost Saving Techniques
19. Cash Management: Control, Reconciliation and Risk Management
20. Data Analysis for Internal Auditors
21. Final Accounts: Fast Closing Month-End and Year-End Accounts
22. Best Practices in Accounts Payable and Accounts Receivable
23. Reconciliation of Accounts and Financial Transactions
24. Warehouse Management Strategy, Implementation and Control
25. Modern Approaches in Internal Audit
26. Best Practices in Procurement and Logistics Management
27. Principles of Effective Internal Audit Report Writing
28. Inventory Planning and Stock Control
29. Financial Analysis and Financial Reporting Skills
30. Corporate Governance and Risk Management: Principles, Policies and Best Practices
31. Accounts Payable: Planning, Organizing and Achieving Best Practices
32. Effective Store-Keeping Skills
33. Advanced Payroll Management and Administration Workshop
34. Risk Management: Internal Control and Fraud Prevention
35. Treasury and Risk Management: Identifying, Measuring and Managing Financial Risk
36. Advanced Stores and Inventory Management
37. Managing the Cash Cycle: Accounts Receivable and Payable Best Practices
38. Forensic Auditing and Fraud Detection in Internal Audit
39. Best Practices in Stock Taking, Reconciliation and Valuation
40. Mastering Finance, Budgeting and Performance Management
41. Best Practices in Internal Control and Risk Management
42. Essentials of Internal Audit and Enterprise Risk Management
43. Fundamentals of Finance and Accounting
44. Cost Analysis, Control and Optimization
45. Financial Statement and Fraud Detection for Internal Auditors
46. Nigerian Taxation Systems
47. Effective Purchasing and Contract Negotiation Strategies
48. Audit Report Writing for the Internal Auditors
49. Best Practices in Audit Planning and Management
50. Stock-keeping and Warehouse Management

<b>JANUARY - JULY</b>	<b>JULY - DECEMBER</b>
12th - 14th January,	6th - 8th July, 2026
12th - 14th January,	8th - 10th July, 2026
14th - 16th January,	8th - 10th July, 2026
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9th - 11th February,	5th - 7th August, 2026
11th - 13th February,	5th - 7th August, 2026
11th - 13th February,	10th - 12th August, 2026
16th - 18th February,	10th - 12th August, 2026
16th - 18th February,	12th - 14th August, 2026
18th - 20th February,	12th - 14th August, 2026
18th - 20th February,	17th - 19th August, 2026
23rd - 25th February,	17th - 19th August, 2026
23rd - 25th February,	19th - 21st August, 2026
25th - 27th February,	19th - 21st August, 2026
25th - 27th February,	24th - 26th August, 2026
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2nd - 4th March,	31st Aug. - 2nd Sept., 2026
4th - 6th March,	31st Aug. - 2nd Sept., 2026
4th - 6th March,	2nd - 4th September, 2026
9th - 11th March,	2nd - 4th September, 2026
9th - 11th March,	7th - 9th September, 2026
11th - 13th March,	7th - 9th September, 2026
16th - 18th March,	7th - 9th September, 2026
16th - 18th March,	9th - 11th September, 2026
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18th - 20th March,	14th - 16th September, 2026
23rd - 25th March,	14th - 16th September, 2026
23rd - 25th March,	16th - 18th September, 2026
25th - 27th March,	16th - 18th September, 2026
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30th Mar. - 1st April,	21st - 23rd September, 2026
30th Mar. - 1st April,	21st - 23rd September, 2026
31st Mar. - 2nd April,	23rd - 25th September, 2026
31st Mar. - 2nd April,	23rd - 25th September, 2026
8th - 10th April,	28th - 30th September, 2026
8th - 10th April,	28th - 30th September, 2026
	5th - 7th October, 2026
	5th - 7th October, 2026
	7th - 9th October, 2026

**Address:** 13, John Olugbo Street, Off Toyin Street, Ikeja - Lagos.  
**Tel:** 0803 468 4305, 0901 110 0613, 0803 481 5501  
**E-mail:** info@avantgardenigeria.com  
**Website:** www.avantgardenigeria.com

	<b>JANUARY - JULY</b>	<b>JULY - DECEMBER</b>
51. Purchasing and Inventory Management Techniques and Supplier Selection	13th - 15th April,	7th - 9th October, 2026
52. Internal Controls and Compliance in Accounts Reconciliations	13th - 15th April,	12th - 14th October, 2026
53. Advanced Strategic Procurement Management Principles	15th - 17th April,	12th - 14th October, 2026
54. Managing and Organizing Accounts Receivable	15th - 17th April,	14th - 16th October, 2026
55. Advanced Auditing Tools for Auditor-In-Charge	20th - 22nd April,	14th - 16th October, 2026
56. Financial Analysis and Reporting using IFRS	20th - 22nd April,	19th - 21st October, 2026
57. Payroll Management and Effective Payroll Controls	22nd - 24th April,	19th - 21st October, 2026
58. Fundamentals of Internal Auditing	22nd - 24th April,	21st - 23rd October, 2026
59. Best Practices in Preparing the Budgets and Financial Statements	27th - 29th April,	21st - 23rd October, 2026
60. Internal Auditing and Control Best Practices	27th - 29th April,	26th - 28th October, 2026
61. Managerial Finance: Financial Management and Analytical Assessment	28th - 30th April,	26th - 28th October, 2026
62. Purchasing Management, Tendering and Supplier Selection	28th - 30th April,	28th - 30th October, 2026
63. Cash Forecasting, Financing, Investment, Business Valuation & Risk Management	4th - 6th May,	28th - 30th October, 2026
64. Accounts Payable Management Masterclass	4th - 6th May,	2nd - 4th November, 2026
65. Fraud Prevention, Detection and Investigation	6th - 8th May,	2nd - 4th November, 2026
66. Masterclass in Tax Administration and Accounting	6th - 8th May,	4th - 6th November, 2026
67. Best Practices for Month-End and Year-End Reconciliations	11th - 13th May,	4th - 6th November, 2026
68. Financial Risk Management: Reducing Risk, Improving Performance and Profitability	11th - 13th May,	9th - 11th November, 2026
69. E-Procurement and International Buying Best Practices	13th - 15th May,	9th - 11th November, 2026
70. Fundamentals of IT Auditing and Cybersecurity	13th - 15th May,	11th - 13th November, 2026
71. Effective Warehouse and Stores Management	18th - 20th May,	11th - 13th November, 2026
72. Management of Suspense Accounts and Accounts Reconciliation Strategies	18th - 20th May,	16th - 18th November, 2026
73. Best Practices in Procurement and Contract Management	20th - 22nd May,	16th - 18th November, 2026
74. Leadership and Managing the Accounts Department of your Organization	20th - 22nd May,	18th - 20th November, 2026
75. Excellence in Internal Audit Reports Writing	1st - 3rd June,	18th - 20th November, 2026
76. Logistics, Inventory and Materials Management	1st - 3rd June,	23rd - 25th November, 2026
77. Tax Incentives, Reliefs and Exemptions	3rd - 5th June,	23rd - 25th November, 2026
78. Auditing Payroll Systems and Internal Controls	3rd - 5th June,	25th - 27th November, 2026
79. Advanced Financial Crime Compliance, Prevention and Investigation	8th - 10th June,	25th - 27th November, 2026
80. Best Practices for Optimizing Warehouse Safety	8th - 10th June,	30th Nov. - 2nd Dec., 2026
81. Accounts Reconciliation Strategies Best Practices	10th - 12th June,	30th Nov. - 2nd Dec., 2026
82. Modern Internal Audit Practices	10th - 12th June,	2nd - 4th December, 2026
83. Financial Planning, Asset Management and Evaluation	15th - 17th June,	2nd - 4th December, 2026
84. Warehouse Operations: Planning and Management	15th - 17th June,	7th - 9th December, 2026
85. Risk Based Internal Auditing and Fraud Risk Mitigation Strategies	17th - 19th June,	7th - 9th December, 2026
86. Best Practices in Financial Analysis, Planning and Control	17th - 19th June,	9th - 11th December, 2026
87. Mastering Inventory Management Strategies	22nd - 24th June,	9th - 11th December, 2026
88. Artificial Intelligence (AI) for Internal Auditors	22nd - 24th June,	14th - 16th December, 2026
89. Accounts Receivable Management Masterclass	24th - 26th June,	14th - 16th December, 2026
90. Contracts Management: Bidding, Evaluation, Negotiation and Awards	24th - 26th June,	16th - 18th December, 2026
91. New Strategies and Best Practices in Internal Auditing	29th June - 1st July	16th - 18th December, 2026
92. Tax Risk Management and Internal Control	29th June - 1st July	21st - 23rd December, 2026
93. Reconciling Accounts Payable and Accounts Receivable	1st - 3rd July,	21st - 23rd December, 2026
94. Improving Your Audit Reports and Delivering Added Value	1st - 3rd July,	21st - 23rd December, 2026
95. Best Practices in Managing Inventory and Stock Control	6th - 8th July,	21st - 23rd December, 2026

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**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 Chain Managers, Logistics Managers, Purchasing Managers, 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.

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Yours faithfully,



**TUGBOBO TADE**  
Training Director

#### Account Details

Account Name:	Avant-Garde Resources Center (ARC)
Account Number:	0216045982
Bank:	G T Bank

8th October, 2025

## INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME FOR ENGINEERS AND TECHNICIANS FOR THE MONTHS OF JANUARY - DECEMBER, 2026

We are delighted to invite you to nominate your staff for our Special Training Programme for Accountants and Auditors. Our courses are carefully designed to deliver quality learning and up-to-date insights, equipping participants with the skills needed to enhance performance and drive greater efficiency. The courses are as follows:

	<b>JANUARY - JULY</b>	<b>JULY - DECEMBER</b>
1. Maintenance Strategy Development and Cost Effective Implementation	12th - 14th January,	6th - 8th July, 2026
2. Fleet Transportation Management Best Practices	12th - 14th January,	8th - 10th July, 2026
3. Best Practices in Procurement and Contact Management	14th - 16th January,	8th - 10th July, 2026
4. Pump Selection, Installation, Operation, Maintenance and Troubleshooting	14th - 16th January,	13th - 15th July, 2026
5. Electrical Equipment in Hazardous Areas and Classification	19th - 21st January,	13th - 15th July, 2026
6. Motors, Variable Speed Drives Operation Maintenance and Troubleshooting	19th - 21st January,	15th - 17th July, 2026
7. Best Practices in Facilities Maintenance Management	21st - 23rd January,	15th - 17th July, 2026
8. Operation and Maintenance of Refrigeration Equipment for Technicians	21st - 23rd January,	20th - 22nd July, 2026
9. Health and Safety Benchmarking Principles and Practices	26th - 28th January,	20th - 22nd July, 2026
10. Cost Engineering - Effective Estimating and Cost Control of Technical Project	26th - 28th January,	22nd - 24th July, 2026
11. Selection, Operation and Troubleshooting of Transformers	28th - 31st January,	22nd - 24th July, 2026
12. Heating, Ventilation and Air-Conditioning (HVAC) Systems	28th - 31st January,	27th - 29th July, 2026
13. Generators: Operations, Maintenance, Control, Testing and Troubleshooting	2nd - 4th February,	27th - 29th July, 2026
14. Electrical Equipment and Control Systems: Commissioning, Testing & Troubleshooting	2nd - 4th February,	29th - 31st July, 2026
15. Pumps and Compressors: Operation, Maintenance and Troubleshooting	4th - 6th February,	29th - 31st July, 2026
16. Pipeline and Piping Inspections, Maintenance and Integrity Assessment	4th - 6th February,	3rd - 5th August, 2026
17. Modern Maintenance Management	9th - 11th February,	3rd - 5th August, 2026
18. Troubleshooting and Maintenance of Air Conditioning (HVAC) and Refrigerators	9th - 11th February,	5th - 7th August, 2026
19. Vehicle Fleet Development and Management	11th - 13th February,	5th - 7th August, 2026
20. Electrical Equipment Troubleshooting and Maintenance	11th - 13th February,	10th - 12th August, 2026
21. Emergency Response and Incident Investigation for Supervisors & Managers	16th - 18th February,	10th - 12th August, 2026
22. Centrifugal Compressor: Operation, Control and Maintenance	16th - 18th February,	12th - 14th August, 2026
23. Operations, Control, Maintenance and Troubleshooting of Pumps & Valves	18th - 20th February,	12th - 14th August, 2026
24. Building and Facilities Maintenance Management	18th - 20th February,	17th - 19th August, 2026
25. Circuit Breakers, Switchgear Inspections, Maintenance, Design, Repairs and Troubleshooting	23rd - 25th February,	17th - 19th August, 2026
26. Rotating Equipment Selection, Operation, Maintenance and Troubleshooting	23rd - 25th February,	19th - 21st August, 2026
27. Pumps and Valve Operation, Control, Maintenance and Troubleshooting	25th - 27th February,	19th - 21st August, 2026
28. Hydraulics System Design, Operation and Maintenance	25th - 27th February,	24th - 26th August, 2026
29. Maintenance Technology Best Practices: Inspection, Analysis and Monitoring	2nd - 4th March,	24th - 26th August, 2026
30. Transformer Diagnostic Methods, Maintenance and Lifetime Extension	2nd - 4th March,	31st Aug. - 2nd Sept., 2026
31. Building Operations Maintenance: Inspection, Condition Assessment and Management	4th - 6th March,	31st Aug. - 2nd Sept., 2026
32. Electrical Installation in Hazardous Areas: Classification, Operation and Maintenance	4th - 6th March,	2nd - 4th September, 2026
33. Vehicle Maintenance Management and Inspection	9th - 11th March,	2nd - 4th September, 2026
34. Safety Operation and Maintenance in Electrical Power Supply	9th - 11th March,	7th - 9th September, 2026
35. HVAC Maintenance and Troubleshooting	11th - 13th March,	7th - 9th September, 2026
36. Project Management Skills - Budgeting, Estimation and Cost Savings	11th - 13th March,	9th - 11th September, 2026
37. Operations, Maintenance and Troubleshooting of Generators	16th - 18th March,	9th - 11th September, 2026
38. Electrical Equipment and Safety: Operation, Control, Maintenance & Troubleshooting	16th - 18th March,	14th - 16th September, 2026
39. Pumps, Compressors and Valves Maintenance	18th - 20th March,	14th - 16th September, 2026
40. Inventory and Stock Management in the Warehouse	18th - 20th March,	16th - 18th September, 2026
41. Solar Power System Theory and Maintenance	23rd - 25th March,	16th - 18th September, 2026
42. Centrifugal Pump and Compressor Selection, Operation, Maintenance, Repairs and Troubleshooting	23rd - 25th March,	21st - 23rd September, 2026
43. Modern Maintenance and Operation of Rotating Equipment Technology	25th - 27th March,	21st - 23rd September, 2026
44. Electrical Safety and Grounding Practices in Electrical Installations	25th - 27th March,	23rd - 25th September, 2026
45. Engineering Materials and Failure Analysis	30th Mar. - 1st April,	23rd - 25th September, 2026
46. Structural Condition Assessment of Existing Buildings and Structures	30th Mar. - 1st April,	28th - 30th September, 2026
47. Teamwork, Communication and Problem-Solving for Engineers	31st Mar. - 2nd April,	28th - 30th September, 2026
48. Pump and Valve Technology: Selection, Operation and Maintenance	31st Mar. - 2nd April,	5th - 7th October, 2026
49. Electrical Networks, Operations and Maintenance	8th - 10th April,	5th - 7th October, 2026
50. Operation and Maintenance of Refrigeration for Technicians	8th - 10th April,	7th - 9th October, 2026

**Address:** 13, John Olugbo Street, Off Toyin Street, Ikeja - Lagos.

**Tel:** 0803 468 4305, 0901 110 0613, 0803 481 5501

**E-mail:** info@avantgardenigeria.com

**Website:** www.avantgardenigeria.com

51. Setting Strategy for Building Maintenance and Facilities Management  
 52. Circuit Breakers & Switchgear: Safe Operation and Maintenance  
 53. Troubleshooting Electrical and Mechanical System  
 54. Computerized Maintenance and Materials Management Systems (CMMS)  
 55. Electrical Maintenance, Testing, Inspection and Risk Assessment  
 56. Safety Practices in HVAC Maintenance  
 57. Industrial Safety for Mechanical Technicians  
 58. Contract and Project Analysis: Tools and Techniques for Managing Risk and Uncertainty  
 59. Pump, Compressor and Turbine Maintenance  
 60. Advanced Electric Motors: Operation, Maintenance and Troubleshooting  
 61. Mechanical Fault Diagnosis and Root Cause Analysis  
 62. Preventive and Predictive Maintenance Techniques  
 63. Electrical Engineering Practices for Facilities Engineers  
 64. Installation and Commissioning of HVAC Equipment  
 65. Environmental, Health and Safety (EHS) Compliance  
 66. Start-up, Commissioning and Testing of Electrical Systems  
 67. Principles of Refrigeration and Air Conditioning  
 68. Strategic Project Assessment: Identification, Policy Analysis and Selection  
 69. Troubleshooting Mechanical Drive Systems and Rotating Equipment  
 70. Maintenance Planning and Maintenance Management.  
 71. Air Conditioning Systems Design, Selection and Operations  
 72. Electrical Fault Analysis and Troubleshooting: Tools and Techniques  
 73. Refrigerants: Types, Handling and Environmental Compliance  
 74. Lubrication Technology and Equipment Care  
 75. Bearings, Gears and Power Transmission Systems  
 76. Troubleshooting of Electrical Equipment and Control Systems  
 77. Fundamentals of Structural Engineering and Design  
 78. Inspection, Testing and Commissioning of Equipment  
 79. Health, Safety and Environmental (HSE) Practices in Construction  
 80. Transformers, Switchgear, Circuit Breakers, Relays, Cables and Meters:  
     Installation, Operation, Testing, Maintenance and Troubleshooting  
 81. Fundamentals of Mechanical Systems and Maintenance  
 82. Electrical Distribution Equipment Operation and Maintenance  
 83. Mechanical Seals: Design, Selection, Installation, Troubleshooting and Maintenance  
 84. Operation and Maintenance for Instruments and Rotating Equipment  
 85. Leadership and Managing the Engineering Departments of your Organization  
 86. Troubleshooting and Repair of Air Conditioners  
 87. Sustainable Construction and Green Building Technologies  
 88. Advanced Technology of Pipeline Design, Construction and Mechanical  
 89. Electrical Equipment and Safety: Operation, Control, Maintenance & Troubleshooting  
 90. Effective Warehouse Management for Maintenance Professionals & Store Managers  
 91. HVAC Maintenance and Troubleshooting  
 92. Troubleshooting Mechanical Drive Systems and Rotating Equipment  
 93. Transport Regulations and Compliance Standards  
 94. Electrical Motors Testing, Operation, Maintenance, Protection and Troubleshooting  
 95. Operations, Maintenance and Troubleshooting of Pumps, Compressors and Valves

JANUARY - JULY	JULY - DECEMBER
13th - 15th April,	7th - 9th October, 2026
13th - 15th April,	12th - 14th October, 2026
15th - 17th April,	12th - 14th October, 2026
15th - 17th April,	14th - 16th October, 2026
20th - 22nd April,	14th - 16th October, 2026
20th - 22nd April,	19th - 21st October, 2026
22nd - 24th April,	19th - 21st October, 2026
22nd - 24th April,	21st - 23rd October, 2026
27th - 29th April,	21st - 23rd October, 2026
27th - 29th April,	26th - 28th October, 2026
28th - 30th April,	26th - 28th October, 2026
28th - 30th April,	28th - 30th October, 2026
4th - 6th May,	28th - 30th October, 2026
4th - 6th May,	2nd - 4th November, 2026
6th - 8th May,	2nd - 4th November, 2026
6th - 8th May,	4th - 6th November, 2026
11th - 13th May,	4th - 6th November, 2026
11th - 13th May,	9th - 11th November, 2026
13th - 15th May,	9th - 11th November, 2026
13th - 15th May,	11th - 13th November, 2026
18th - 20th May,	11th - 13th November, 2026
18th - 20th May,	16th - 18th November, 2026
20th - 22nd May,	16th - 18th November, 2026
20th - 22nd May,	18th - 20th November, 2026
1st - 3rd June,	18th - 20th November, 2026
1st - 3rd June,	23rd - 25th November, 2026
3rd - 5th June,	23rd - 25th November, 2026
3rd - 5th June,	25th - 27th November, 2026
8th - 10th June,	25th - 27th November, 2026
8th - 10th June,	30th Nov. - 2nd Dec., 2026
10th - 12th June,	30th Nov. - 2nd Dec., 2026
10th - 12th June,	2nd - 4th December, 2026
15th - 17th June,	2nd - 4th December, 2026
15th - 17th June,	7th - 9th December, 2026
17th - 19th June,	7th - 9th December, 2026
17th - 19th June,	9th - 11th December, 2026
22nd - 24th June,	9th - 11th December, 2026
22nd - 24th June,	14th - 16th December, 2026
24th - 26th June,	14th - 16th December, 2026
24th - 26th June,	16th - 18th December, 2026
29th June - 1st July	16th - 18th December, 2026
29th June - 1st July	16th - 18th December, 2026
1st - 3rd July,	21st - 23rd December, 2026
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**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 Chain Managers, Logistics Managers, Purchasing Managers, 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 **Two Hundred and Fifty Thousand Naira (N250,000:00)** 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/drafts or transfers in favour of **Avant-Garde Resources Center (ARC)**. All course will hold at **13, John Olugbo Street, Off Toyin Street, Ikeja - Lagos.**

#### Account Details

Account Name: Avant-Garde Resources Center (ARC)  
 Account Number: 0216045982  
 Bank: G T Bank

Yours faithfully,



**TUGBOBO TADE**  
*Training Director*

8th October, 2025

## INVITATION TO ATTEND SPECIAL TRAINING PROGRAMME ON INFORMATION COMMUNICATION TECHNOLOGY FOR THE MONTHS OF JANUARY - DECEMBER, 2026

We are delighted to invite you to nominate your staff for our Special Training Programme for Accountants and Auditors. Our courses are carefully designed to deliver quality learning and up-to-date insights, equipping participants with the skills needed to enhance performance and drive greater efficiency. The courses are as follows:

1. Cybersecurity Defense Tools and Techniques
2. Configuration and Installation of Window Networks (Servers and Clients)
3. Information Storage and Management
4. Cloud Architecture and Deployment Model
5. Azure Security Center and Compliance Tools
6. Business Continuity Planning (BCP) and Disaster Planning (DP)
7. Information Security and Data Protection
8. Database Administration and Management (SQL, NoSQL)
9. Cisco Network Security Best Practices
10. IT Governance, Risk and Compliance
11. Information Security Management Principles and Practices
12. Securing Web Applications, Services and Servers
13. Installation, Storage and Compute with Window Servers 2019
14. SQL Server Integration Services (SSIS) for Business Intelligence
15. Implementing Web Application Security
16. Microsoft Azure Administrator
17. Cloud Management and Security: Principles and Best Practices
18. Big Data and Artificial Intelligence (AI) Principles and Practices
19. Configuring and Troubleshooting Window Servers Network Infrastructures
20. Security Management in ICT Environment
21. Microsoft 365 Security Administrator
22. CyberSecurity Risk Assessment and Management
23. Information Security, Threats, Vulnerabilities and Attacks in CyberSecurity
24. Cisco Routing and Switching Essentials
25. Network Fundamentals, Protocols and Security Management
26. Audit and Security of Networks, Operating Systems and Databases
27. Risk Assessment Tools and Methodologies
28. ICT Audit and Compliance Management
29. Security Operators Center (SOC) Essentials
30. Information Security and ICT Management
31. Ethical Hacking and Penetration Testing Best Practices
32. Configuration and Administration of Linux Systems
33. Information Security Controls for IT Professional
34. Security Policies, Standards and Procedures
35. Designing and Implementing an Advanced Server Infrastructure
36. Implementing and Troubleshooting Cisco Networks
37. Advanced PC Configuration, Troubleshooting and Data Recovery
38. IT Infrastructure and Systems Administration
39. Database Systems and Information Management
40. Fundamentals of Cloud Computing Models (IaaS, PaaS, SaaS)
41. Storage Area Networks (SAN) and Network Attached Storage (NAS)
42. Window Servers Management
43. Microsoft 365 Administration Essentials
44. Oracle Database 12C Backup, Recovery and Server Training
45. Managing the IT Department of your Organization
46. Business Intelligence and Information Management
47. Database Backup and Recovery Techniques and Tools
48. Storage Security: Protecting Data and Rest and In-Transit
49. Implementing Security Management for Cisco Network
50. Information Security Management Principles

<b>JANUARY - JULY</b>	<b>JULY - DECEMBER</b>
12th - 14th January,	6th - 8th July, 2026
12th - 14th January,	8th - 10th July, 2026
14th - 16th January,	8th - 10th July, 2026
14th - 16th January,	13th - 15th July, 2026
19th - 21st January,	13th - 15th July, 2026
19th - 21st January,	15th - 17th July, 2026
21st - 23rd January,	15th - 17th July, 2026
21st - 23rd January,	20th - 22nd July, 2026
26th - 28th January,	20th - 22nd July, 2026
26th - 28th January,	22nd - 24th July, 2026
28th - 31st January,	22nd - 24th July, 2026
28th - 31st January,	27th - 29th July, 2026
2nd - 4th February,	27th - 29th July, 2026
2nd - 4th February,	29th - 31st July, 2026
4th - 6th February,	29th - 31st July, 2026
4th - 6th February,	3rd - 5th August, 2026
9th - 11th February,	3rd - 5th August, 2026
9th - 11th February,	5th - 7th August, 2026
11th - 13th February,	5th - 7th August, 2026
11th - 13th February,	10th - 12th August, 2026
16th - 18th February,	10th - 12th August, 2026
16th - 18th February,	12th - 14th August, 2026
18th - 20th February,	12th - 14th August, 2026
18th - 20th February,	17th - 19th August, 2026
23rd - 25th February,	17th - 19th August, 2026
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51. Fundamentals of Cybersecurity Management and Principles  
 52. Securing SQL Server 2017  
 53. Networking with Window Server 2019  
 54. Designing and Troubleshooting Cisco Data Center Infrastructure  
 55. Modern Visualization Technologies and Troubleshooting  
 56. Configuration and Troubleshooting Cisco Networks  
 57. Business Continuity Management and IT Disaster Recovery  
 58. CyberSecurity for Cloud Environments Best Practices  
 59. Security Awareness, Malware Analysis and Incident Handling  
 60. Fundamentals of Data Storage Technologies  
 61. IT Systems: Identify and Access Management (IAM)  
 62. Designing Cisco Enterprise Networks  
 63. Azure Security Center and Compliance Tools  
 64. Information Security Audit and Control Association  
 65. Disaster Recovery Planning for Storage Systems  
 66. Future of Storage - Hyper-converged and Software-Defined Storage  
 67. Cloud Governance, Risk and Compliance  
 68. IT Risk Management and Corporate Governance  
 69. Red Hat System Administration  
 70. Administering Window Server Hybrid Core Infrastructure  
 71. Information and Security Manager  
 72. Implementing Cisco Enterprise Wireless Network  
 73. Designing Microsoft Azure Infrastructure Solutions  
 74. Business Relationship Management (BRM): Aligning IT and the Business  
 75. Managing Large-Scale Enterprise Storage Systems  
 76. CyberSecurity, Information Governance and Risk Management  
 77. Data Management, Security and Warehousing  
 78. Architecture and Security Engineering on AWS  
 79. Implementing and Operating Cisco Security Core Technology  
 80. Cloud Security Fundamentals  
 81. Microsoft Azure Security Best Practices  
 82. Information Security Audit and Control Association  
 83. Azure Storage Solutions and Data Services  
 84. Planning and Designing Databases on AWS  
 85. Securing Cloud Deployment with Cisco Technologies  
 86. Implementing and Operating Cisco Enterprise Network Core  
 87. Configuring Windows Server Hybrid Advanced Services  
 88. Information Security Systems Professional  
 89. Risk and Information Systems Control  
 90. Designing and Implementing a Data Science Solution in Azure  
 91. Implementing and Configuring Cisco Identify Services Engine  
 92. Designing Microsoft Azure Infrastructure Solutions  
 93. Implementing Secure Solutions with Virtual Private Networks (VPN)  
 94. Business Intelligence: Data Analysis, Visualization and Reporting  
 95. Cloud Cost Management and Optimization

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Yours faithfully,



**TUGBOBO TADE**  
*Training Director*

Account Details	
Account Name:	Avant-Garde Resources Center (ARC)
Account Number:	0216045982
Bank:	G T Bank