

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

JANUARY - JULY

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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

| | JANUARY - JULY | JULY - DECEMBER |
|-------------------------------------------------------------------------------------------------------|----------------------|----------------------------|
| 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 Assitants | 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. 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

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:

| | JANUARY - JULY | JULY - DECEMBER |
|---------------------------------------------------------------------------------------|------------------------|-----------------------------|
| 1. Budgeting and Cost Control: Principles and Practices | 12th - 14th January, | 6th - 8th July, 2026 |
| 2. International Financial Reporting Standards (IFRS) and Updates | 12th - 14th January, | 8th - 10th July, 2026 |
| 3. Risk Management, Control and Compliance (Corporate Governance) | 14th - 16th January, | 8th - 10th July, 2026 |
| 4. Warehousing and Inventory Management | 14th - 16th January, | 13th - 15th July, 2026 |
| 5. Current Issues and Best Practices in Tax Administration and Accounting | 19th - 21st January, | 13th - 15th July, 2026 |
| 6. Best Practices in Managing and Organizing Accounts Receivable | 19th - 21st January, | 15th - 17th July, 2026 |
| 7. Advanced Procurement, Contract and Supply Chain Management | 21st - 23rd January, | 15th - 17th July, 2026 |
| 8. Internal Control: Compliance, Operational and Financial | 21st - 23rd January, | 20th - 22nd July, 2026 |
| 9. Preparing Financial Statements and The Annual Reports | 26th - 28th January, | 20th - 22nd July, 2026 |
| 10. Accounts Reconciliation Strategies and Management | 26th - 28th January, | 22nd - 24th July, 2026 |
| 11. Effective Inventory Management Techniques and Control | 28th - 31st January, | 22nd - 24th July, 2026 |
| 12. Accounts Payable: Accounting and Management Best Practices | 28th - 31st January, | 27th - 29th July, 2026 |
| 13. Payroll: Preparation, Analysis and Management | 2nd - 4th February, | 27th - 29th July, 2026 |
| 14. Advanced Excel: Power BI for Data Visualization and Dashboards | 2nd - 4th February, | 29th - 31st July, 2026 |
| 15. Warehouse, Stores and Stock Control Management | 4th - 6th February, | 29th - 31st July, 2026 |
| 16. Advanced Cash and Treasury Management | 4th - 6th February, | 3rd - 5th August, 2026 |
| 17. Best Practices in Report Writing for the Auditors | 9th - 11th February, | 3rd - 5th August, 2026 |
| 18. Effective Purchasing and Cost Saving Techniques | 9th - 11th February, | 5th - 7th August, 2026 |
| 19. Cash Management: Control, Reconciliation and Risk Management | 11th - 13th February, | 5th - 7th August, 2026 |
| 20. Data Analysis for Internal Auditors | 11th - 13th February, | 10th - 12th August, 2026 |
| 21. Final Accounts: Fast Closing Month-End and Year-End Accounts | 16th - 18th February, | 10th - 12th August, 2026 |
| 22. Best Practices in Accounts Payable and Accounts Receivable | 16th - 18th February, | 12th - 14th August, 2026 |
| 23. Reconciliation of Accounts and Financial Transactions | 18th - 20th February, | 12th - 14th August, 2026 |
| 24. Warehouse Management Strategy, Implementation and Control | 18th - 20th February, | 17th - 19th August, 2026 |
| 25. Modern Approaches in Internal Audit | 23rd - 25th February, | 17th - 19th August, 2026 |
| 26. Best Practices in Procurement and Logistics Management | 23rd - 25th February, | 19th - 21st August, 2026 |
| 27. Principles of Effective Internal Audit Report Writing | 25th - 27th February, | 19th - 21st August, 2026 |
| 28. Inventory Planning and Stock Control | 25th - 27th February, | 24th - 26th August, 2026 |
| 29. Financial Analysis and Financial Reporting Skills | 2nd - 4th March, | 24th - 26th August, 2026 |
| 30. Corporate Governance and Risk Management: Principles, Policies and Best Practices | 2nd - 4th March, | 31st Aug. - 2nd Sept., 2026 |
| 31. Accounts Payable: Planning, Organizing and Achieving Best Practices | 4th - 6th March, | 31st Aug. - 2nd Sept., 2026 |
| 32. Effective Store-Keeping Skills | 4th - 6th March, | 2nd - 4th September, 2026 |
| 33. Advanced Payroll Management and Administration Workshop | 9th - 11th March, | 2nd - 4th September, 2026 |
| 34. Risk Management: Internal Control and Fraud Prevention | 9th - 11th March, | 7th - 9th September, 2026 |
| 35. Treasury and Risk Management: Identifying, Measuring and Managing Financial Risk | 11th - 13th March, | 7th - 9th September, 2026 |
| 36. Advanced Stores and Inventory Management | 11th - 13th March, | 9th - 11th September, 2026 |
| 37. Managing the Cash Cycle: Accounts Receivable and Payable Best Practices | 16th - 18th March, | 9th - 11th September, 2026 |
| 38. Forensic Auditing and Fraud Detection in Internal Audit | 16th - 18th March, | 14th - 16th September, 2026 |
| 39. Best Practices in Stock Taking, Reconciliation and Valuation | 18th - 20th March, | 14th - 16th September, 2026 |
| 40. Mastering Finance, Budgeting and Performance Management | 18th - 20th March, | 16th - 18th September, 2026 |
| 41. Best Practices in Internal Control and Risk Management | 23rd - 25th March, | 16th - 18th September, 2026 |
| 42. Essentials of Internal Audit and Enterprise Risk Management | 23rd - 25th March, | 21st - 23rd September, 2026 |
| 43. Fundamentals of Finance and Accounting | 25th - 27th March, | 21st - 23rd September, 2026 |
| 44. Cost Analysis, Control and Optimization | 25th - 27th March, | 23rd - 25th September, 2026 |
| 45. Financial Statement and Fraud Detection for Internal Auditors | 30th Mar. - 1st April, | 23rd - 25th September, 2026 |
| 46. Nigerian Taxation Systems | 30th Mar. - 1st April, | 28th - 30th September, 2026 |
| 47. Effective Purchasing and Contract Negotiation Strategies | 31st Mar. - 2nd April, | 28th - 30th September, 2026 |
| 48. Audit Report Writing for the Internal Auditors | 31st Mar. - 2nd April, | 5th - 7th October, 2026 |
| 49. Best Practices in Audit Planning and Management | 8th - 10th April, | 5th - 7th October, 2026 |
| 50. Stock-keeping and Warehouse Management | 8th - 10th April, | 7th - 9th October, 2026 |

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51. Purchasing and Inventory Management Techniques and Supplier Selection
52. Internal Controls and Compliance in Accounts Reconciliations
53. Advanced Strategic Procurement Management Principles
54. Managing and Organizing Accounts Receivable
55. Advanced Auditing Tools for Auditor-In-Charge
56. Financial Analysis and Reporting using IFRS
57. Payroll Management and Effective Payroll Controls
58. Fundamentals of Internal Auditing
59. Best Practices in Preparing the Budgets and Financial Statements
60. Internal Auditing and Control Best Practices
61. Managerial Finance: Financial Management and Analytical Assessment
62. Purchasing Management, Tendering and Supplier Selection
63. Cash Forecasting, Financing, Investment, Business Valuation & Risk Management
64. Accounts Payable Management Masterclass
65. Fraud Prevention, Detection and Investigation
66. Masterclass in Tax Administration and Accounting
67. Best Practices for Month-End and Year-End Reconciliations
68. Financial Risk Management: Reducing Risk, Improving Performance and Profitability
69. E-Procurement and International Buying Best Practices
70. Fundamentals of IT Auditing and Cybersecurity
71. Effective Warehouse and Stores Management
72. Management of Suspense Accounts and Accounts Reconciliation Strategies
73. Best Practices in Procurement and Contract Management
74. Leadership and Managing the Accounts Department of your Organization
75. Excellence in Internal Audit Reports Writing
76. Logistics, Inventory and Materials Management
77. Tax Incentives, Reliefs and Exemptions
78. Auditing Payroll Systems and Internal Controls
79. Advanced Financial Crime Compliance, Prevention and Investigation
80. Best Practices for Optimizing Warehouse Safety
81. Accounts Reconciliation Strategies Best Practices
82. Modern Internal Audit Practices
83. Financial Planning, Asset Management and Evaluation
84. Warehouse Operations: Planning and Management
85. Risk Based Internal Auditing and Fraud Risk Mitigation Strategies
86. Best Practices in Financial Analysis, Planning and Control
87. Mastering Inventory Management Strategies
88. Artificial Intelligence (AI) for Internal Auditors
89. Accounts Receivable Management Masterclass
90. Contracts Management: Bidding, Evaluation, Negotiation and Awards
91. New Strategies and Best Practices in Internal Auditing
92. Tax Risk Management and Internal Control
93. Reconciling Accounts Payable and Accounts Receivable
94. Improving Your Audit Reports and Delivering Added Value
95. Best Practices in Managing Inventory and Stock Control

JANUARY - JULY

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JULY - DECEMBER

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Yours faithfully,



TUGOBO 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

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| | JANUARY - JULY | JULY - DECEMBER |
|----------------------------------------------------------------------------------------------------|------------------------|-----------------------------|
| 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 Contract 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

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Website: www.avantgardenigeria.com

| | JANUARY - JULY | JULY - DECEMBER |
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| 51. Setting Strategy for Building Maintenance and Facilities Management | 13th - 15th April, | 7th - 9th October, 2026 |
| 52. Circuit Breakers & Switchgear: Safe Operation and Maintenance | 13th - 15th April, | 12th - 14th October, 2026 |
| 53. Troubleshooting Electrical and Mechanical System | 15th - 17th April, | 12th - 14th October, 2026 |
| 54. Computerized Maintenance and Materials Management Systems (CMMS) | 15th - 17th April, | 14th - 16th October, 2026 |
| 55. Electrical Maintenance, Testing, Inspection and Risk Assessment | 20th - 22nd April, | 14th - 16th October, 2026 |
| 56. Safety Practices in HVAC Maintenance | 20th - 22nd April, | 19th - 21st October, 2026 |
| 57. Industrial Safety for Mechanical Technicians | 22nd - 24th April, | 19th - 21st October, 2026 |
| 58. Contract and Project Analysis: Tools and Techniques for Managing Risk and Uncertainty | 22nd - 24th April, | 21st - 23rd October, 2026 |
| 59. Pump, Compressor and Turbine Maintenance | 27th - 29th April, | 21st - 23rd October, 2026 |
| 60. Advanced Electric Motors: Operation, Maintenance and Troubleshooting | 27th - 29th April, | 26th - 28th October, 2026 |
| 61. Mechanical Fault Diagnosis and Root Cause Analysis | 28th - 30th April, | 26th - 28th October, 2026 |
| 62. Preventive and Predictive Maintenance Techniques | 28th - 30th April, | 28th - 30th October, 2026 |
| 63. Electrical Engineering Practices for Facilities Engineers | 4th - 6th May, | 28th - 30th October, 2026 |
| 64. Installation and Commissioning of HVAC Equipment | 4th - 6th May, | 2nd - 4th November, 2026 |
| 65. Environmental, Health and Safety (EHS) Compliance | 6th - 8th May, | 2nd - 4th November, 2026 |
| 66. Start-up, Commissioning and Testing of Electrical Systems | 6th - 8th May, | 4th - 6th November, 2026 |
| 67. Principles of Refrigeration and Air Conditioning | 11th - 13th May, | 4th - 6th November, 2026 |
| 68. Strategic Project Assessment: Identification, Policy Analysis and Selection | 11th - 13th May, | 9th - 11th November, 2026 |
| 69. Troubleshooting Mechanical Drive Systems and Rotating Equipment | 13th - 15th May, | 9th - 11th November, 2026 |
| 70. Maintenance Planning and Maintenance Management. | 13th - 15th May, | 11th - 13th November, 2026 |
| 71. Air Conditioning Systems Design, Selection and Operations | 18th - 20th May, | 11th - 13th November, 2026 |
| 72. Electrical Fault Analysis and Troubleshooting: Tools and Techniques | 18th - 20th May, | 16th - 18th November, 2026 |
| 73. Refrigerants: Types, Handling and Environmental Compliance | 20th - 22nd May, | 16th - 18th November, 2026 |
| 74. Lubrication Technology and Equipment Care | 20th - 22nd May, | 18th - 20th November, 2026 |
| 75. Bearings, Gears and Power Transmission Systems | 1st - 3rd June, | 18th - 20th November, 2026 |
| 76. Troubleshooting of Electrical Equipment and Control Systems | 1st - 3rd June, | 23rd - 25th November, 2026 |
| 77. Fundamentals of Structural Engineering and Design | 3rd - 5th June, | 23rd - 25th November, 2026 |
| 78. Inspection, Testing and Commissioning of Equipment | 3rd - 5th June, | 25th - 27th November, 2026 |
| 79. Health, Safety and Environmental (HSE) Practices in Construction | 8th - 10th June, | 25th - 27th November, 2026 |
| 80. Transformers, Switchgear, Circuit Breakers, Relays, Cables and Meters: Installation, Operation, Testing, Maintenance and Troubleshooting | 8th - 10th June, | 30th Nov. - 2nd Dec., 2026 |
| 81. Fundamentals of Mechanical Systems and Maintenance | 10th - 12th June, | 30th Nov. - 2nd Dec., 2026 |
| 82. Electrical Distribution Equipment Operation and Maintenance | 10th - 12th June, | 2nd - 4th December, 2026 |
| 83. Mechanical Seals: Design, Selection, Installation, Troubleshooting and Maintenance | 15th - 17th June, | 2nd - 4th December, 2026 |
| 84. Operation and Maintenance for Instruments and Rotating Equipment | 15th - 17th June, | 7th - 9th December, 2026 |
| 85. Leadership and Managing the Engineering Departments of your Organization | 17th - 19th June, | 7th - 9th December, 2026 |
| 86. Troubleshooting and Repair of Air Conditioners | 17th - 19th June, | 9th - 11th December, 2026 |
| 87. Sustainable Construction and Green Building Technologies | 22nd - 24th June, | 9th - 11th December, 2026 |
| 88. Advanced Technology of Pipeline Design, Construction and Mechanical | 22nd - 24th June, | 14th - 16th December, 2026 |
| 89. Electrical Equipment and Safety: Operation, Control, Maintenance & Troubleshooting | 24th - 26th June, | 14th - 16th December, 2026 |
| 90. Effective Warehouse Management for Maintenance Professionals & Store Managers | 24th - 26th June, | 16th - 18th December, 2026 |
| 91. HVAC Maintenance and Troubleshooting | 29th June - 1st July | 16th - 18th December, 2026 |
| 92. Troubleshooting Mechanical Drive Systems and Rotating Equipment | 29th June - 1st July | 16th - 18th December, 2026 |
| 93. Transport Regulations and Compliance Standards | 1st - 3rd July, | 21st - 23rd December, 2026 |
| 94. Electrical Motors Testing, Operation, Maintenance, Protection and Troubleshooting | 1st - 3rd July, | 21st - 23rd December, 2026 |
| 95. Operations, Maintenance and Troubleshooting of Pumps, Compressors and Valves | 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. 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

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 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:

| | JANUARY - JULY | JULY - DECEMBER |
|---------------------------------------------------------------------------------|------------------------|-----------------------------|
| 1. Cybersecurity Defense Tools and Techniques | 12th - 14th January, | 6th - 8th July, 2026 |
| 2. Configuration and Installation of Window Networks (Servers and Clients) | 12th - 14th January, | 8th - 10th July, 2026 |
| 3. Information Storage and Management | 14th - 16th January, | 8th - 10th July, 2026 |
| 4. Cloud Architecture and Deployment Model | 14th - 16th January, | 13th - 15th July, 2026 |
| 5. Azure Security Center and Compliance Tools | 19th - 21st January, | 13th - 15th July, 2026 |
| 6. Business Continuity Planning (BCP) and Disaster Planning (DP) | 19th - 21st January, | 15th - 17th July, 2026 |
| 7. Information Security and Data Protection | 21st - 23rd January, | 15th - 17th July, 2026 |
| 8. Database Administration and Management (SQL, NoSQL) | 21st - 23rd January, | 20th - 22nd July, 2026 |
| 9. Cisco Network Security Best Practices | 26th - 28th January, | 20th - 22nd July, 2026 |
| 10. IT Governance, Risk and Compliance | 26th - 28th January, | 22nd - 24th July, 2026 |
| 11. Information Security Management Principles and Practices | 28th - 31st January, | 22nd - 24th July, 2026 |
| 12. Securing Web Applications, Services and Servers | 28th - 31st January, | 27th - 29th July, 2026 |
| 13. Installation, Storage and Compute with Window Servers 2019 | 2nd - 4th February, | 27th - 29th July, 2026 |
| 14. SQL Server Integration Services (SSIS) for Business Intelligence | 2nd - 4th February, | 29th - 31st July, 2026 |
| 15. Implementing Web Application Security | 4th - 6th February, | 29th - 31st July, 2026 |
| 16. Microsoft Azure Administrator | 4th - 6th February, | 3rd - 5th August, 2026 |
| 17. Cloud Management and Security: Principles and Best Practices | 9th - 11th February, | 3rd - 5th August, 2026 |
| 18. Big Data and Artificial Intelligence (AI) Principles and Practices | 9th - 11th February, | 5th - 7th August, 2026 |
| 19. Configuring and Troubleshooting Window Servers Network Infrastructures | 11th - 13th February, | 5th - 7th August, 2026 |
| 20. Security Management in ICT Environment | 11th - 13th February, | 10th - 12th August, 2026 |
| 21. Microsoft 365 Security Administrator | 16th - 18th February, | 10th - 12th August, 2026 |
| 22. CyberSecurity Risk Assessment and Management | 16th - 18th February, | 12th - 14th August, 2026 |
| 23. Information Security, Threats, Vulnerabilities and Attacks in CyberSecurity | 18th - 20th February, | 12th - 14th August, 2026 |
| 24. Cisco Routing and Switching Essentials | 18th - 20th February, | 17th - 19th August, 2026 |
| 25. Network Fundamentals, Protocols and Security Management | 23rd - 25th February, | 17th - 19th August, 2026 |
| 26. Audit and Security of Networks, Operating Systems and Databases | 23rd - 25th February, | 19th - 21st August, 2026 |
| 27. Risk Assessment Tools and Methodologies | 25th - 27th February, | 19th - 21st August, 2026 |
| 28. ICT Audit and Compliance Management | 25th - 27th February, | 24th - 26th August, 2026 |
| 29. Security Operators Center (SOC) Essentials | 2nd - 4th March, | 24th - 26th August, 2026 |
| 30. Information Security and ICT Management | 2nd - 4th March, | 31st Aug. - 2nd Sept., 2026 |
| 31. Ethical Hacking and Penetration Testing Best Practices | 4th - 6th March, | 31st Aug. - 2nd Sept., 2026 |
| 32. Configuration and Administration of Linux Systems | 4th - 6th March, | 2nd - 4th September, 2026 |
| 33. Information Security Controls for IT Professional | 9th - 11th March, | 2nd - 4th September, 2026 |
| 34. Security Policies, Standards and Procedures | 9th - 11th March, | 7th - 9th September, 2026 |
| 35. Designing and Implementing an Advanced Server Infrastructure | 11th - 13th March, | 7th - 9th September, 2026 |
| 36. Implementing and Troubleshooting Cisco Networks | 11th - 13th March, | 9th - 11th September, 2026 |
| 37. Advanced PC Configuration, Troubleshooting and Data Recovery | 16th - 18th March, | 9th - 11th September, 2026 |
| 38. IT Infrastructure and Systems Administration | 16th - 18th March, | 14th - 16th September, 2026 |
| 39. Database Systems and Information Management | 18th - 20th March, | 14th - 16th September, 2026 |
| 40. Fundamentals of Cloud Computing Models (IaaS, PaaS, SaaS) | 18th - 20th March, | 16th - 18th September, 2026 |
| 41. Storage Area Networks (SAN) and Network Attached Storage (NAS) | 23rd - 25th March, | 16th - 18th September, 2026 |
| 42. Window Servers Management | 23rd - 25th March, | 21st - 23rd September, 2026 |
| 43. Microsoft 365 Administration Essentials | 25th - 27th March, | 21st - 23rd September, 2026 |
| 44. Oracle Database 12C Backup, Recovery and Server Training | 25th - 27th March, | 23rd - 25th September, 2026 |
| 45. Managing the IT Department of your Organization | 30th Mar. - 1st April, | 23rd - 25th September, 2026 |
| 46. Business Intelligence and Information Management | 30th Mar. - 1st April, | 28th - 30th September, 2026 |
| 47. Database Backup and Recovery Techniques and Tools | 31st Mar. - 2nd April, | 28th - 30th September, 2026 |
| 48. Storage Security: Protecting Data and Rest and In-Transit | 31st Mar. - 2nd April, | 5th - 7th October, 2026 |
| 49. Implementing Security Management for Cisco Network | 8th - 10th April, | 5th - 7th October, 2026 |
| 50. Information Security Management Principles | 8th - 10th April, | 7th - 9th October, 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 (SVPN)
94. Business Intelligence: Data Analysis, Visualization and Reporting
95. Cloud Cost Management and Optimization

JANUARY - JULY

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JULY - DECEMBER

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Yours faithfully,



TUGBOBO TADE
 Training Director

Account Details

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 Account Number: 0216045982
 Bank: G T Bank