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**Opposite ECWA CHURCH**

**REG NO: LAZ.172427**

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ABUJA NIGERIA

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**08082263439; 08035062583; 09094804971**

**Jan 7, 2025**

To  
Hon, Ministers  
Permanent Secretaries  
Directors General/Comptrollers-General  
Vice Chancellors, Rectors, Provosts, Principals  
Chief Medical Directors/Medical Directors  
Managing Directors/CEO  
Directors of Personnel/Head of Human Resources/Training.  
Head of Departments

Dear Sir,

**UPCOMING WORKSHOP ON JAN-DEC 2025**

We are pleased to invite you to send your staff to participate in our Courses listed below:

**DISCOUNT POLICY:**

3-5 DELEGATES	5%
6-15 DELEGATES	10%
16 DELEGATES & ABOVE	15%

**STATEMENT OF ADHERENCE TO NCDC PROTOCOL:**

We have put in place strict adherence procedure to NCDC COVID 19 PROTOCOL in the conduct of our trainings:

This includes but not limited to :

1. Adequate spacing in terms of seating arrangement
2. Every delegate must wear a face mask when entering the premises and workshop venue
3. No shaking of hands rather the use of elbow is highly encouraged.
4. The use of hand sanitizer is a must for every delegates.
5. All our hotels for workshop use is visited prior to the seminar date to ensure their adherence to this all important protocols.

We assure you that the participants will benefit by enriching their knowledge and sharing their skill in the different areas that will be addressed. They will be equipped with adequate skill and knowledge required in meeting the ever-increasing challenges in the workplace.

There is no doubt that these courses will be of immense benefit to your organization if you give your workers the opportunity to participate.

**FEE:**

The fee for all the courses is N 385,500.00 per participant for Abuja ( LAF NEW WORLD HOTEL JABI ABUJA and N325,500 for ( ONLINE-ZOOM MEETING ROOM) All the courses will hold simultaneously on the same day. In house training arrangements are also available.

**HOW TO REGISTER:**

Send the list of nominees with the fee attached in cash/draft, made payable to Francis Consulting (ACCESS BANK PLC Account Number 0034926631 or Fund Transfer Sort Code 044152273 and TIN NO: 6500135238

Kindly send or text the lists of your nominees to Francis 0803-506-2583,0808-226-3439 or email us at [info@francisconsulting.org](mailto:info@francisconsulting.org) and copy [drfrancisokereke@gmail.com](mailto:drfrancisokereke@gmail.com)

We look forward to welcome your nominees at the venue.

Your's Faithfully,



**Francis Okereke Ph.D,MBA,FCA,FCIB,FIMC,CMC,FCILRM,FPEFON,AMNIM  
Course Director**

Tel: 08035062583,08082263439

## WORKSHOP CALENDAR FOR THE YEAR 2025

1. Advance Cost Accounting & Cost Management Strategies 7-10 Jan
2. Fixed Assets Accounting & Insurance policies 7-10 Jan
3. Sales,Purchasing,Marketing and Distribution Course 13-16 Jan
4. Advanced Information and Communication Tech 10-13 Jan
5. Suspense Accounts Management & Accounting Reconciliation Strategies 20-23 Jan
6. Payroll Administration And Human Resource Management 27-30 Jan
7. Receivable Management Course 28-31 Jan
8. Effective Report Writing For Internal Auditors 3-6 Feb
9. Marketing in Recession Course 4-7 Feb
10. Effective Audit Techniques in a Computerized Environment 10-13 Feb
11. Excellence in Managing Accounts Payable 11-14 Feb
12. Project Management, Monitoring and Evaluation Course 17-20 Feb
13. Construction Project and Post Contract Management Course 18-21 Feb
14. Best Practice in Purchasing & Supplies Management 24-27 Feb
15. Managing Accounts Payable Course 25-28 Feb
16. Financial Planning, Budgeting and Cost Control Course 3-6 Mar
17. Essentials of Internal Audit Course 4-7 Mar
18. Accounting Skill Improvement Workshop for Middle level Managers. 10-13 Mar
19. Advanced Computerized Accounting Systems 11-14 Mar
20. Procurement,Contract,Finance & Management Workshop 17-20 Mar
21. Achieving Customer Relationship Course 18-21 Mar
22. Managing the Transport Department Course 24-27 Mar
23. Best Practice in Financial Reporting & Analysis 25-28 Mar
24. Sales,Purchasing,Marketing and Distribution Course 1-4 Apr
25. Advanced Fraud Detection and Control Course 7-10 Apr
26. Advanced Leadership 8-11 Apr
27. Payroll Administration & Human Resource Mgt 14-17 Apr
28. Advanced Cost Accounting & Cost Management Strategies 15-18 Apr
29. Successful Fleet and Transport Management Course 21-24 Apr
30. Advanced Project & Risk Management Course 22-25 Apr
31. Project Management, Monitoring and Evaluation Course 5-8 May
32. Managing Procurement, Fraud Risk and Internal Control 6-9 May
33. IFRS Fundamental training 12-15 May
34. IFRS In the Oil and Gas Course 13-16 May
35. Advanced Information & Communication Technology 19-22 May
36. Management Skill Improvement Course For Managers 20-23 May
37. Risk Management-Internal Controls and Fraud Prevention 26-29 May
38. Marketing in Recession Course 27-30 May
39. Advanced Budgeting & Financial Planning Course 2-5 June
40. Project Management, Monitoring & Evaluation Course 3-6 June

41.	Effective Coaching Course	9-12 June
42.	Advanced Information and Communication Tech	10-13 June
43.	Fundamentals of Oil and Gas Accounting	16-19 June
44.	Human Resource Mgt For Non-Human Resource Managers	17-20 June
45.	Customer Relationship Management Course	23-26 June
46.	Managing Procurement, Fraud Risk and Internal Control	24-27 June
47.	Advanced Computer Appreciation Course For Admin Managers, Senior Sec & PA	1-4 July
48.	Advanced Budgeting & Management Accounting course	7-10 July
49.	Computer Audit & Fraud Management	8-11 July
50.	Managing Legal and Compliance Risk	14-17 July
51.	Effective Audit Techniques in a Computerized Environment	15-18 July
52.	Basic Course For Cashiers & Tellers	21-24 July
53.	Strategic Financial Planning & Cost Control Workshop	22-25 July
54.	Advanced Credit Management & Collection Workshop	28-31 July
55.	Advanced Internal Auditing Strategies Course	4-7 Aug
56.	Bank Inspection & Internal Control	5-8 Aug
57.	Advanced Procurement, Supplies Mgt + International Procurement	11-14 Aug
58.	Fundamentals Of Credit Management & Cost control	12-15 Aug
59.	Excellence in Corporate Internal Auditing & Fraud Control	18-21 Aug
60.	Fundamentals Of Oil and Gas Marketing	19-22 Aug
61.	Managing Accounts Payable Course	25-28 Aug
62.	Effective Cash & Risk Management workshop	26-29 Aug
63.	Professionals Skills improvement Course for Sec,PA'S and Adm	1-4 Sept
64.	Excellence Financial Statement Analysis Course	2-5 Sept
65.	Receivable Management Course	8-11 Sept
66.	Managing Financial Crisis & Risk Analysis	9-12 Sept
67.	Planning For Retirement Course	15-18 Sept
68.	Managing the Transport Department	16-19 Sept
69.	Managing Procurement, Fraud Risk and Internal Control	22-25 Sept
70.	Fixed Assets Accounting & Insurance Policies	23-26 Sept
71.	IFRS In the Oil and Gas Course	6-9 Oct
72.	Essentials of Internal Audit Course	7-10 Oct
73.	IFRS Fundamental training	13-16 Oct
74.	Achieving Customer Relationship Course	14-17 Oct
75.	Advanced Fraud Detection and Control Course	20-23 Oct
76.	Advanced Information and Communication Tech	21-24 Oct
77.	Train the Trainers Course	27-30 Oct
78.	Project Management, Monitoring and Evaluation Course	28-31 Oct
79.	Construction Project and Post Contract Management Course	3-6 Nov
80.	Managing People For Strategic Growth	4-7 Nov
81.	Risk Management-Internal Controls and Fraud Prevention	10-13 Nov
82.	Managing Legal and Compliance Risk	11-14 Nov
83.	Managing The Learning & Development Function	17-20 Nov

84.	Import Management Workshop	18-21 Nov
85.	Warehouse, Store and Stock Control Management Course	24-27 Nov
86.	Accounting & Finance workshop for Non-Financial Managers	25-28 Nov
87.	Business Continuity Planning & disaster Recovery Procedures	1-4 Dec
88.	Marketing in Recession Course	2-5 Dec
89.	Management Skill For Supervisors & Senior Managers	8-11 Dec
90.	Basic Management Accounting For Non-Accountants	9-12 Dec
91.	Effective Finance and Accounting Operations Course	15-18 Dec
92.	Managing Procurement, Fraud Risk and Internal Control	13-16 Jan
93.	Advanced Financial Mgt & Cost Control Workshop	13-16 Jan
94.	Fundamentals Of Credit & Financial Management Course	21-24 Jan
95.	Managing Procurement, Fraud Risk and Internal Control	27-30 Jan
96.	Excellence in Corporate Internal Auditing & Fraud Control	28-31 Jan
97.	Effective Cash Management Techniques	3-6 Feb
98.	Skills Improvement Course For Internal Auditors	4-7 Feb
99.	Receivable Management Course	3-6 Mar
100.	Effective Budgeting & Budgetary Control Strategies	24-27 Mar
101.	Managing Accounts Receivable	7-10 Apr
102.	Managing Legal and Compliance Risk	22-25 Apr
103.	Fixed Assets Accounting & Insurance Policies	20-23 May
104.	Advanced Budgeting & Financial Planning Course	3-6 June
105.	Computerized Salaries & Wages Administration (Including PIT & Pension fund administration)	23-26 June
106.	Effective Cash Management Techniques	1-4 July
107.	Import Management Workshop	8-11 July
108.	Effective Management of Stock & Store Course	22-25 July
109.	Managing Procurement, Fraud Risk and Internal Control	5-8 Aug
110.	Accounting Skill Improvement Workshop for Middle level Managers, Accounting Officers & Supervisors	19-22 Aug
111.	Advanced Computerized Accounting Systems	2-5 Sept
112.	Customer Relationship Management Course	9-12 Sept
113.	Effective Audit Techniques in a Computerized Environment	9-12 Oct
114.	Warehouse, Store and Stock Control Management Course	13-16 Oct
115.	Achieving Customer Relationship Course	21-24 Oct
116.	Suspense Accounts Management & Accounts Reconciliation Strategies	28-31 Oct
117.	Payroll Administration & Human Resource Mgt.	4-7 Nov
118.	Risk Management-Internal Controls and Fraud Prevention	11-14 Nov
119.	Best Practice in Financial & Internal Audit Reporting	18-21 Nov
120.	Sales,Purchasing,Marketing and Distribution Course	25-28 Nov
121.	Marketing in Recession Course	23-26 Oct
122.	Advance cost Accounting & Cost Management Strategies	23-26 June
123.	Excellence in Corporate Internal Auditing & Fraud Control	6-9 Nov
124.	Managing the Transport Department Course Effective Audit Techniques in a Computerized Environment	22-25 Apr 3-6 Nov

125.	Accounting & Finance workshop for Non-Financial Managers	4-7 Nov
126.	Risk Management-Internal Controls and Fraud Prevention	18-21 Aug
127.	Advanced Fraud Detection and Control Course	10-13 Nov
128.	4 Days Training on Sage Line 50 Accounting Software	13-16 Nov
129.	Effective Budgeting & Budgetary Control Strategies	14-17 Nov
130.	Effective Finance and Accounting Operations Course	14-17 Nov
131.	Advanced Information and Communication Tech	21-24 Nov
132.	Managing Accounting Receivable	1-4 Dec
133.	Effective Cash Management Techniques	2-5 Dec
134.	Advanced Fraud Detection, Prevention & Control	8-11 Dec
135.	Setting Up And Managing The Audit Department Course	9-12 Dec
136.	Computer Audit & Fraud Management	15-18 Dec
137.	Managing Accounts Payable Course	16-19 Dec
138.	Best Practice in Financial Reporting & Analysis	16-19 Dec