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**Opposite ECWA CHURCH** **REG NO: LAZ.172427**

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ABUJA NIGERIA

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**08082263439; 08035062583; 09094804971**

**March 2, 2026**

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 2026**

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 these 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 485,500.00 per participant for Abuja ( LAP NEW WORLD HOTEL JABI ABUJA and N385,500 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 2026**

1.	Advance Cost Accounting & Cost Mgmt Strategies	12–15 Jan
2.	Fixed Assets Accounting & Insurance Policies	13–16 Jan
3.	Sales, Purchasing, Marketing & Distribution	13–16 Jan
4.	Advanced Information & Communication Tech	12–15 Jan
5.	Suspense Accounts Mgmt & Reconciliation	19–22 Jan
6.	Payroll Admin & HR Management	26–29 Jan
7.	Receivable Management Course	20–23 Jan
8.	Effective Report Writing for Internal Auditors	2–5 Feb
9.	Marketing in Recession	3–6 Feb
10.	Effective Audit Techniques (Computerized)	9–12 Feb
11.	Excellence in Managing Accounts Payable	10–13 Feb
12.	PM, Monitoring & Evaluation	16–19 Feb
13.	Construction Project & Post-Contract Mgmt	17–20 Feb
14.	Best Practice in Purchasing & Supplies	23–26 Feb
15.	Managing Accounts Payable Course	24–27 Feb
16.	Financial Planning, Budgeting & Cost Control	2–5 Mar
17.	Essentials of Internal Audit	3–6 Mar
18.	Accounting Skill Improvement (Middle Managers)	9–12 Mar
19.	Advanced Computerized Accounting Systems	10–13 Mar
20.	Procurement, Contract, Finance & Mgmt	16–19 Mar
21.	Achieving Customer Relationship	17–20 Mar
22.	Managing the Transport Department	23–26 Mar
23.	Best Practice in Financial Reporting & Analysis	24–27 Mar
24.	Sales, Purchasing, Marketing & Distribution	7–10 Apr
25.	Advanced Fraud Detection & Control	6–9 Apr
26.	Advanced Leadership	14–17 Apr
27.	Payroll Admin & HR Management	13–16 Apr
28.	Advanced Cost Accounting & Cost Mgmt Strategies	21–24 Apr
29.	Successful Fleet & Transport Mgmt	20–23 Apr
30.	Advanced Project & Risk Management	28 Apr – 1 May
31.	Project Mgt, Monitoring & Evaluation	5–8 May
32.	Managing Procurement, Fraud Risk & IC	12–15 May
33.	IFRS Fundamental Training	19–22 May
34.	IFRS in Oil & Gas	26–29 May
35.	Advanced ICT	4–7 May
36.	Management Skill Improvement (Managers)	11–14 May
37.	Risk Mgt / Internal Controls / Fraud Prev	18–21 May
38.	Marketing in Recession	25–28 May
39.	Advanced Budgeting & Financial Planning	2–5 Jun
40.	Project Mgt, Monitoring & Evaluation	9–12 Jun
41.	Effective Coaching	1–4 Jun
42.	Advanced ICT	8–11 Jun

43.	Fundamentals of Oil & Gas Accounting	16–19 Jun
44.	HR Mgt for Non–HR Managers	15–18 Jun
45.	Customer Relationship Management	23–26 Jun
46.	Managing Procurement, Fraud Risk & IC	22–25 Jun
47.	Advanced Computer Appreciation (Admins/Sec/PA)	6–9 Jul
48.	Advanced Budgeting & Mgt Accounting	7–10 Jul
49.	Computer Audit & Fraud Management 1	3–16 Jul
50.	Managing Legal & Compliance Risk	14–17 Jul
51.	Effective Audit Techniques (Computerized)	20–23 Jul
52.	Basic Course for Cashiers & Tellers	21–24 Jul
53.	Strategic Financial Planning & Cost Control	27–30 Jul
54.	Advanced Credit Management & Collection	28–31 Jul
55.	Advanced Internal Auditing Strategies	4–7 Aug
56.	Bank Inspection & Internal Control	11–14 Aug
57.	Advanced Procurement, Supplies + International Procurement	3–6 Aug
58.	Fundamentals of Credit Mgt & Cost Control	10–13 Aug
59.	Excellence in Corporate Internal Auditing & Fraud Control	18–21 Aug
60.	Fundamentals of Oil & Gas Marketing	17–20 Aug
61.	Managing Accounts Payable	25–28 Aug
62.	Effective Cash & Risk Management	31 Aug – 3 Sept
63.	Professional Skills for Sec/PA/Admin	1–4 Sept
64.	Excellence Financial Statement Analysis	2–5 Sept
65.	Receivable Management	8–11 Sept
66.	Managing Financial Crisis & Risk Analysis	15–18 Sept
67.	Planning for Retirement	14–17 Sept
68.	Managing the Transport Department	21–24 Sept
69.	Managing Procurement / Fraud Risk / IC	22–25 Sept
70.	Fixed Assets Accounting & Insurance	28 Sept–Oct 1
71.	IFRS in Oil & Gas	6–9 Oct
72.	Essentials of Internal Audit	13–16 Oct
73.	IFRS Fundamental Training	20–23 Oct
74.	Achieving Customer Relationship	26–29 Oct
75.	Advanced Fraud Detection & Control	27–30 Oct
76.	Advanced ICT	5–8 Oct
77.	Train the Trainers	4–7 Nov
78.	Project Mgt, Monitoring & Evaluation	12–15 Oct
79.	Construction Project & Post-Contract	3–6 Nov
80.	Managing People for Strategic Growth	9–12 Nov
81.	Risk Mgt/Internal Controls/Fraud Prev	10–13 Nov
82.	Managing Legal & Compliance Risk	16–19 Nov
83.	Managing L&D Function	17–20 Nov
84.	Import Management	23–26 Nov
85.	Warehouse/Store/Stock Control	24–27 Nov
86.	Accounting & Finance for Non-Financial Managers	30 Nov – 3 Dec
87.	Business Continuity Planning & Disaster Recovery	1–4 Dec

88.	Marketing in Recession	8–11 Dec
89.	Management Skills for Supervisors/Senior Mgrs	7–10 Dec
90.	Basic Management Accounting (Non-Accountants)	14–17 Dec
91.	Effective Finance & Accounting Operations	14–17 Dec
92.	Managing Procurement/Fraud/IC	12–15 Jan
93.	Advanced Financial Mgmt & Cost Control	12–15 Jan
94.	Fundamentals of Credit & Financial Mgmt	19–22 Jan
95.	Managing Procurement/Fraud/IC	26–29 Jan
96.	Excellence in Corporate Internal Auditing	12–15 Jan
97.	Effective Cash Management Techniques	2–5 Feb
98.	Skills Improvement for Internal Auditors	9–12 Feb
99.	Receivable Management	2–5 Mar
100.	Effective Budgeting & Control Strategies	16–19 Mar
101.	Managing Accounts Receivable	6–9 Apr
102.	Managing Legal & Compliance Risk	20–23 Apr
103.	Fixed Assets Accounting & Insurance Policies	11–14 May
104.	Advanced Budgeting & Financial Planning	1–4 Jun
105.	Effective Cash Management Techniques	6–9 Jul
106.	Import Management Workshop	13–16 Jul
107.	Stock & Store Management	20–23 Jul
108.	Managing Procurement/Fraud/IC	3–6 Aug
109.	Accounting Skill Improvement Workshop	17–20 Aug
110.	Advanced Computerized Accounting Systems	7–10 Sept
111.	Customer Relationship Management	14–17 Sept
112.	Effective Audit Techniques	5–8 Oct
113.	Warehouse & Stock Control	12–15 Oct
114.	Achieving Customer Relationship	19–22 Oct
115.	Suspense Accounts / Reconciliation	26–29 Oct
116.	Payroll Administration & HRM	2–5 Nov
117.	Risk Mgmt / Fraud Prevention	9–12 Nov
118.	Best Practice in Financial/Internal Audit	16–19 Nov
119.	Sales/Purchasing/Marketing/Distribution	23–26 Nov
120.	124A. Managing the Transport Department Course	20–23 Apr
121.	Advance Cost Accounting & Cost Mgmt Strategies	15–18 Jun
122.	Risk Mgmt – Internal Controls & Fraud Prevention	10–13 Aug
123.	Marketing in Recession Course	19–22 Oct
124.	Excellence in Corporate Internal Auditing & Fraud Control	2–5 Nov
125.	Effective Audit Techniques in a Computerized Environment	9–12 Nov
126.	Accounting & Finance for Non-Financial Managers	16–19 Nov
127.	Advanced Fraud Detection & Control Course	16–19 Nov
128.	Sage Line 50 Accounting Software Training	23–26 Nov
129.	Effective Budgeting & Budgetary Control	23–26 Nov
130.	Effective Finance & Accounting Operations	9–12 Nov
131.	Advanced Information & Communication Tech 3	30 Nov – 3 Dec
132.	Managing Accounts Receivable	7–10 Dec

133.	Effective Cash Management Techniques	<b>7–10 Dec</b>
134.	Advanced Fraud Detection, Prevention & Control	<b>14–17 Dec</b>
135.	Setting Up & Managing the Audit Department	<b>14–17 Dec</b>
136.	Computer Audit & Fraud Management	<b>21–24 Dec</b>
137.	Managing Accounts Payable	<b>21–24 Dec</b>
138.	Best Practice in Financial Reporting & Analysis	<b>28–31 Dec</b>