



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

(Established by Act of Parliament No.15 of 1965)

AMUWO & DISTRICT SOCIETY

Address:

c/o Head of Department, Department of Accountancy
Lagos State Polytechnic, Isolo,
P.O. Box 2129, Festac, Lagos, Nigeria

Telephone: +234 802 3194 131, +234 803 587 8800

10 January, 2023

Dear Sir/Madam

PROCUREMENT AND STORE MANAGEMENT TRAINING PROGRAM FOR JANUARY - DECEMBER 2023

We are pleased to present to you our Training Courses for 2022. Our Faculties are Seasoned Professional and Financial Consultants who are willing to impact knowledge and skill in improving your performance in your workplace. Below are the Courses, their Dates and Venues for your Perusal & Nomination.

NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
1.	Negotiation Strategies for Better Purchasing Value.					
2	Procurement Essentials -Professional Bid Evaluation	100,000	17th - 20th Jan, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	25th - 28th April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
3	Procurement of Works and Dispute Resolutions in the Public and Private Sectors.	100,000	24th - 27th Jan, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	9th - 12th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
4.	Electronic Procurement: Strategies for Success.					
5.	Inventory Management Techniques: Planning, Replenishment and Activities Control.	100,000	7th - 10th Feb, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	16th - 19th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
6.	Effective Inventory Management Techniques and Control.					
7.	Advanced Purchasing, Logistics and Stores Management.	100,000	14th - 17th Feb, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	23rd - 26th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
8.	Effective Purchasing and Contract Negotiation Strategies.					
9.	National and International Procurement for Donor Funded projects.	100,000	21st - 24th Feb, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	6th - 9th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
10.	Supply Chain Best Practices: Concept, Application & Risk Management					



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NO.		FEE N	DATES	VENUE	DATES	VENUE
11.	Principles of Material Handling and Stores Management.	100,000	7th - 10th Mar, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	20th - 23rd June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
12.	Advanced Purchasing and Cost Savings Techniques.					
13.	Equipment Procurement: Tactics and Strategies.	100,000	14th - 17th Mar, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	27th - 30th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
14.	Advanced Computerized Stores and Supplies Management.					
15.	Successful Tender Design and Contract Management in the Public and Private Sectors.	100,000	21st - 24th Mar, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	4th - 7th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
16.	Computerized Stores/Materials and Inventory Management.					
17.	Effective Procurement Management Understanding the full procurement cycle	100,000	4th - 7th April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	11th - 14th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
18.	The Complete Procurement Cycle: Best Practices & Strategies.					
19.	Stock Control & Inventory Management.	100,000	18th - 21st April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	25th - 28th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
20.	Bid and Tender Management					
21.	Effective Negotiations in Projects and Procurement	100,000	25th - 28th April, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	1st - 4th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
22.	Warehouse, Stores and Stock Control Management.					
23.	Shipping & Customs: Procedures & Documentation.	100,000	9th - 12th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	8th - 11th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
24.	Stores Keeping and Inventory Management Course					
25.	Modern Approach to procurement: A Strategy perspective.	100,000	16th - 19th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	15th - 18th Aug, 2023	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja
26.	Planning Simulation: Managing Supply and Demand					



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NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
27.	Effective Purchasing, Tendering & Supplier Selection.	100,000	23rd - 26th May, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	5th - 8th Sept, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
28.	Optimal Performance Of Stores & Procurement Functions.					
29.	Modern Purchasing and Contract Management.	100,000	6th - 9th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	12th - 15th Sept, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
30.	Inventory Planning and Stock Control.					
31.	Supply Chain Operations: Principles for Continuity and Sustainability	100,000	20th - 23rd June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	19th - 22nd Sept, 2023	NSPRI Guest House, 32/38, Barikisu Off UNILAG Rd., Onitiri, Yaba, Lagos
32.	Contract and Procurement Management					
33.	Profitable Inventory Management and Control.	100,000	27th - 30th June, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	3rd - 6th Oct, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
34.	Professional Purchasing Project Management.					
35.	Effective Stores Management & Warehousing.	100,000	4th - 7th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	10th - 13th Oct, 2023	NSPRI Guest House, 32/38, Barikisu Off UNILAG Rd., Onitiri, Yaba, Lagos
36.	Contract Management, Monitoring & Sustainable Procurement in an organisation.					
37.	E- Procurement & Contract Management In The Private/ Public Sector.	100,000	11th - 14th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	24th - 27th Oct, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
38.	Purchasing Techniques, Negotiating & Cost Reduction					
39.	Procurement Contract and Administrative Management.	100,000	25th - 28th July, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	7th - 10th Nov, 2023	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja
40.	Effective Store and Inventory Management for Excellent Service Delivery.					
41.	Best Practice in Procurement Processes and Management.	100,000	1st - 4th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	14th - 17th Nov, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
42.	Advanced Forecasting and Inventory Management.					



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NO.	TOPICS	FEE N	DATES	VENUE	DATES	VENUE
43.	Effective e-Procurement, e-Payment and Auditing for Efficient Service Delivery in the Public and Private Sector.	100,000	8th - 11th Aug, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	21st - 24th Nov, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
44.	Tactical Purchasing Practices for Cost Optimization					
45.	Procurement Fraud Identification, Investigation and Prevention.	100,000	15th - 18th Aug, 2023	Ekiti State Hotel (former Nanet Suites), Plot 1042 Kur Mohammed Street, Central Business Area, Abuja	5th - 8th Dec, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
46.	Legal Aspects of Stores & Transportation Management.					
47.	Managing Procurement and Stores Department of Your Organization.	100,000	5th - 8th Sept, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos	12th - 15th Dec, 2023	Precinct Comfort Hotel, 20 Harvey Road. off Herbert Macaulay, Yaba, Lagos
48.	The Complete Course on e-Procurement & Purchasing Management					

COURSE FEE:

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The fee for each course is **N100,000.00 (One Hundred Thousand Naira Only)** per participant, this covers tuition, Course Material, Training Bag, Tea/Coffee Break, Lunch, Group Photograph, Certificate of Participation and Administration.

HOW TO REGISTER:

Send the list of nominees with relevant fee of **N100,000.00 (One Hundred Thousand Naira Only)** only based on the applicable courses in cash/draft, made payable to **The Institute of Chartered Accountants of Nigeria, Amuwo District, (Polaris Bank, Account Number 1770900643)**, Cash can also be Paid at the venue.

Kindly text or WhatsApp the lists of your nominees to **Chris 08023194131 or Bassey 08035878800**

For further information on these courses and for in-house training arrangements, please call **Chris 08023194131**.

We look forward to welcome you and your nominees at the venue.

Yours faithfully

Olusegun Abiodun B.sc, M.sc, ACA
Course Director