



GLOBAL CONFERENCES & MULTI DISCIPLINARY ACADEMY

Global International and Specialized Standard Professional training

NIGERIA

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Dear Sir/Ma,

9th January, 2023

SPECIAL INVITATION LETTER TO NOMINATE AND ATTEND OUR 2023/2024 LOCAL AND FOREIGN TRAINING WORKSHOP/CONFERENCE

Global Conferences & Multi-Disciplinary Academy wish to invite you to nominate your Staff to attend our Local and Foreign training Workshops/Conferences which are geared toward enhancing the Skills, Knowledge and Competence of Participants to enable them cope with the day - to - day Professional Challenges at their Workplace.


Our training programmes as per attached holds at different choice centres across Nigeria , Dubai, Ghana.

The Course /Conference fees & Schedules as attached covers Tuition, Documentation, Conference bag, Souvenirs, Lecture materials ,Tea/Lunch and Accredited Certification. Please call for an enquiry and send names of nominees to the Coordinator on 08055955723, 08037875610.

Training Fees can be made to : **Bank:** UBA, **Account No. :** 1023740207

Yours faithfully,

for: **GLOBAL CONFERENCES & MULTI-DISCIPLINARY ACADEMY**


DR FREDRICK SUNDAY N. *fcpa, anipr, cisa, CMD Accredited*
National Rep. (Nigeria)
GLOCMA (08055955723, 08037875610)

TRAINING CALENDAR 2023/2024

Quality Assured Training from



All courses listed in this brochure will hold as scheduled and can be run in-house at an agreed date and venue irrespective of public holidays.

ENQUIRIES:

Tel: +234-08037875610, 08081282797, 08059086457, 08055955723, 08081400423

E-mail: globalconferencesacademynig@gmail.com

Co-ordinating District Office: Suite 25 Bataiya Plaza, No. 3, Rahama Close Off Dunukofia Street Behind Southern Fried Chicken, Area 11 Garki, P. O. Box 5291 Area 10 Post Office, FCT, Abuja.



NIGERIA SERVICE CENTRE FOR LOCAL TRAINING WORKSHOPS

GLOBAL CONFERENCES & MULTI - DISCIPLINARY ACADEMY (GOLCMA)

2023/2024 CONFERENCE TOPICS WITH COURSE FEES, DATES & VENUES : Call 08055955723, 08037875610

Conf Title	Target Audience	Venue/Dates			
1. ESSENTIAL MANAGEMENT SKILLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC AND PRIVATE SECTORS Course Fee: N100,500	All Directors of Administration, Deputy Directors, Assistant Directors, Permanent Secretaries, Heads of Parastatals in Public Sectors, Departments Ministries, and Agencies of Govt & Others Seconded to these Positions	NASARAWA Royal Dream Hotels Mararaba 09-13/Jan/2023 30/Jan-03/Feb/023 13-17/Feb/2023 06-10/Mar/2023 20-24/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 01-05/May/2023 29/May-02/Jun/023 19-23/Jun/2023 26-29/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 09-13/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 27/Nov-01/Dec/023 11-15/Dec/2023 25-29/Dec/2023 01-05/Jan/2024 29/Jan-02/Feb/024 12-16/Feb/2024 26/Feb-01/Mar/024 11-15/Mar/2024 18-22/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	ABUJA Nigerlink Hotels Zone 4 02-06/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 01-05/May/2023 29/May-02/Jun/023 19-23/Jun/2023 26-30/Jun/2023 03-07/Jul/2023 31/Jul-04/Aug/023 07-11/Aug/2023 21-25/Aug/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023 27/Nov-01/Dec/023 04-08/Dec/2023 18-22/Dec/2023 01-05/Jan/2024 22-26/Jan/2024 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 29/Apr-03/May024 29/Apr-03/May024	ENUGU Western Brick Hotels 09-13/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 27/Feb-03/Mar/023 20-24/Mar/2023 03-07/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023 05-09/Jun/2023 12-16/Jun/2023 03-07/Jul/2023 31/Jul-04/Aug/023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 09-13/Oct/2023 30/Oct-03/Nov/023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 01-05/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 11-15/Mar/2024 29/Apr-03/May024 PORT HARCOURT Uniport, Executive Lounge of NIM (Call 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023 29/May-02/Jun/023 05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	AKWA IBOM Duran Hotel, No. 6 Atakpo Street, off Nnwaniba Rd. Uyo 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
2. DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS (KPI'S) FOR PEAK PERFORMANCE IN TIME OF REFORMS Course Fee: N100,500	All Directors of Administration, Deputy Directors, Assistant Directors, Permanent Secretaries, Heads of Units, in Public Sectors, Departments and Ministries	All Administrative officers, Head of units, PAs, Assistant and Deputy Directors, and other line staff in Public sectors	All those whose work demands Calculations and Formulas	KANO Ni'imah Hotel Nasarawa GRA Kano 16-20/Jan/2023 13-17/Feb/2023 13-17/Mar/2023 27-31/Mar/2023 24-28/Apr/2023 22-26/May/2023 12-16/Jun/2023 26-29/Jun/2023 03-07/Jul/2023 24-28/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024	
3. DEVELOPING ADMINISTRATIVE OFFICERS LEADERSHIP & MANAGEMENT COMPETENCIES FOR ORGANISATOINAL GROWTH Course Fee: N97,500	All Directors, Deputy Directors, Assistant Directors, Heads of Depts/Units Board Members, and Others Seconded to this Positions	All Data Entry Officers, Secretaries, Admin Officers, P.As, Clerical Officers, Supervisors, MIS Officers, Exec Officers, Operators and Others	LAGOS Excellence Hotels, Ogba Ikeja 16-20/Jan/2023 23-27/Jan/2023 20-24/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 10-14/Apr/2023 24-28/Apr/2023 08-12/May/2023 22-26/May/2023 05-09/Jun/2023 26-29/Jun/2023 17-21/Jul/2023 31/Jul-04/Aug/023 28/Aug-01/Sept/023 11-15/Sept/2023 18-22/Sept/2023 16-20/Oct/2023 30/Oct-03/Nov/023 06-10/Nov/2023 30/Oct-03/Nov/023 04-08/Dec/2023 11-15/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 18-22/Mar/2024 22-26/Apr/2024 29/Apr-03/May2024	KADUNA Hamdala Hotels, Kaduna 02-06/Jan/2023 23-27/Jan/2023 06-10/Feb/2023 20-24/Feb/2023 06-10/Mar/2023 27-31/Mar/2023 17-21/Apr/2023 24-28/Apr/2023 15-19/May/2023 05-09/Jun/2023 12-16/Jun/2023 10-14/Jul/2023 24-28/Jul/2023 14-18/Aug/2023 28/Aug-01/Sept/023 21-25/Aug/2023 04-08/Sept/2023 25-29/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 06-10/Nov/2023 13-17/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 08-12/Jan/2024 22-26/Jan/2024 05-09/Feb/2024 19-23/Feb/2024 04-08/Mar/2024 12-16/Feb/2024 25-29/Mar/2024 01-05/Apr/2024	UNIPORT Uniport, Executive Lounge of NIM (Call 07035261122) 02-06/Jan/2023 16-20/Jan/2023 30/Jan-03/Feb/023 06-10/Feb/2023 27/Feb-03/Mar/023 06-10/Mar/2023 27-31/Mar/2023 03-07/Apr/2023 17-21/Apr/2023 08-12/May/2023 29/May-02/Jun/023 05-09/Jun/2023 12-16/Jun/2023 17-21/Jul/2023 07-11/Aug/2023 21-25/Aug/2023 04-08/Sept/2023 18-22/Sept/2023 02-06/Oct/2023 23-27/Oct/2023 13-17/Nov/2023 20-24/Nov/2023 04-08/Dec/2023 18-22/Dec/2023 15-19/Jan/2024 29/Jan-02/Feb/2024 05-09/Feb/2024 26/Feb-01/Mar/2024 04-08/Mar/2024 25-29/Mar/2024 15-19/Apr/2024 22-26/Apr/2024
4. UNDERSTANDING FUNCTIONS, RATIOS AND FORMULAS OF COMPLEX CALCULATIONS USING EXCEL, AUTOCAD ,SPSS AND OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY Course Fee: N97,500	All Secretaries, Registry and Clerical Staff in MDA's	All Audit Staffs and Investigation Officers in MDA's and Corporations	AUDITORS' ROLE IN INVESTIGATIONS, PREVENTIONS AND DETECTION OF FRAUD IN THE SYSTEM Course Fee: N98,500	2	



GLOBAL CONFERENCES & MULTI - DISCIPLINARY ACADEMY (GOLCMA)

FOREIGN WORKSHOPS/CONFERENCES CALENDAR FOR 2023

Call 08055955723, 08037875610

@ United Kingdom, Kilgali Rwanda, Finland, Kenya, Ghana, Tanzania, Dubai

S/N	Int'l Conference Titles	Target Audience	MAY	JUNE	AUG	OCT.	NOV	DEC
1	DEVELOPMENT AND MANAGEMENT OF KEY PERFORMANCE INDICATORS(KPI's) FOR PEAK PERFORMANCE IN TIME OF REFORMS IN PUBLIC INSTITUTIONS	All Directors of Admin, Deputy Directors, Assistant Directors Permanent Secretaries, Heads of Parastatals in Public Sectors , Ministries, Departments and Agencies of Government & others	8th - 12th GHANA \$2,500	05th - 09th TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 21st KENYA \$3,500	06th - 11th GHANA \$2,500	11th - 15th DUBAI \$3,000
			22nd - 26th EAST AFRICA KIGALI - RWANDA \$3,500	26th - 29th UNITED KINGDOM \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22nd GHANA \$2,500
Fee covers 1 laptop , feeding + certificate								
2	DEVELOPING AND BUILDING HIGH PROFILE LEADERSHIP COMPETENCIES AND E-GOVERNANCE STRATEGY FOR PEAK PERFORMANCE	All Permanent Secretaries, DG's, Chairmen of Commissions, Politicians, Board Members, Directors, Bursars, Lecturers and HOD's of Faculties of Education, Business Management, Economics Studies, Health and Medicine Studies, Engineering, Technical Studies, Social Science and Humanities,	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th TANZANIA \$3,500	1st - 5th UNITED KINGDOM \$4,000	16th - 11th KENYA \$3,500	06th - 11th GHANA \$2,500	11th - 15th DUBAI \$3,000
			22nd - 26th GHANA \$3,000	26th - 29th UNITED KINGDOM \$4,000	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$3,000	13th - 18th TANZANIA \$3,500	18th - 22th GHANA \$2,500
Fee covers 1 laptop , feeding + certificate								
3	INTERNATIONAL BEST PRACTICE ON TOOLS FOR LEAD AND SEASONED ADMINISTRATORS IN PUBLIC SERVICE.	All Directors Deputy Directors, Assistant Directors Permanent Secretaries, Head of Units in Public Sectors , Ministries, Departments and Agencies of Government	8th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 9th KENYA \$3,500	1st - 5th FINLAND \$3,500	16th - 11th TANZANIA \$3,500	06th - 11th GHANA \$2,500	11th - 15th DUBAI \$4,000
			22nd - 26th TANZANIA \$3,500	26th - 29th UNITED KINGDOM \$4,000	21st - 25th GHANA \$3,000	23rd - 28th KENYA \$3,500	13th - 18th FINLAND \$3,500	18th - 22nd GHANA \$2,500
Fee covers 1 laptop , feeding + certificate								
4	EXECUTIVE RETREAT FOR MANAGEMENT STAFF AND FAMILY ON STRESS AND MENTAL HEALTH MANAGEMENT AT WORK PLACE	All Directors, Deputy Directors, Assistant Directors, HOD's , Permanent Secretaries, Heads of Parastatals in Public Sectors , and other MDA's .	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th KENYA \$3,500	1st - 5th FINLAND \$4,000	16th - 20th TANZANIA \$3,500	06th - 11th GHANA \$2,500	11th - 15th UNITED KINGDOM \$4,000
			22nd - 26th GHANA \$2,500	26th - 29th FINLAND \$3,500	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$2,500	13th - 18th UNITED KINGDOM \$4,000	18th - 22nd TANZANIA \$3,500
Fee covers 1 laptop , feeding + certificate								
5	INTERNATIONAL BEST PRACTICE IN EFFECTIVE SPEECH DELIVERY, PUBLIC SPEAKING, SPEECH WRITING METHODS, AND PRESENTATION SKILLS,	All Seasoned Administrative Officers and Secretaries in Public Sector	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th KENYA \$3,500	1st - 5th FINLAND \$3,500	16th - 20th TANZANIA \$3,500	06th - 11th GHANA \$2,500	11th - 15th UNITED KINGDOM \$4,000
			22nd - 26th GHANA \$2,500	26th - 29th FINLAND \$3,500	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$2,500	13th - 18th UNITED KINGDOM \$4,000	18th - 22nd TANZANIA \$3,500
Fee covers 1 laptop , feeding + certificate								
6	UNDERSTANDING FUNCTIONS, RATIOS & FORMULAS OF COMPLEX CALCULATIONS USING EXCEL, SPSS, AUTOCAD, AND OTHER SOFTWARE FOR EFFECTIVE WORK DELIVERY	All Engineers,Architects. Accountants,Statisticians, ICT Programmers, Investment Managers and others whose job demands complex calculations and formulas	08th - 12th EAST AFRICA KIGALI - RWANDA \$3,500	05th - 09th KENYA \$3,500	1st - 5th FINLAND \$3,500	16th - 20th TANZANIA \$3,500	06th - 11th GHANA \$2,500	11th - 15th UNITED KINGDOM \$4,000
			22nd - 26th GHANA \$2,500	26th - 29th FINLAND \$3,500	21st - 25th KENYA \$3,500	23rd - 28th GHANA \$2,500	13th - 18th UNITED KINGDOM \$4,000	18th - 22nd TANZANIA \$3,500
Fee covers 1 laptop , feeding + certification								

2023 **VENUES:** **GHANA**- Novetel Hotel, Accra Central , Opp. the Polytechnic , Accra Ghana, **UNITED KINGDOM** : Hillside Building(GF), Beeston Rd. Holbec Leeds (+447776746111) , **FINLAND** - Call **DUBAI** (UAE) : Seaview Hotel Biu Dubai, **TANZANIA** : Call, **KENYA** : Call **KIGALI RWANDA** : Marriott Hotel, kilgali , Rwanda
HOW TO REGISTER FOR LOCAL OR INTERNATIONAL WORKSHOPS: Send list of nominee(s) with course fee payable to the Institute Account at the local currency and current exchange rate of attending the program. Visa and Flight arrangement on request