



**GEOFIDEL**  
**EXECUTIVE**  
**EDUCATION**  
LONDON, UK  
England & Wales



## WHAT WE DO?

\*Leadership & Management Training \*Financial Planning, Budgeting, Monitoring, Analysis & Control \*National & International Conferences, Workshops, Seminars, Retreats & Study Tours \*Public Speaking, Coaching & Mentoring \*Gender Training & Development \*Research & Development \*Consultancy Services \*Human Capital Development \*Business Development Series \*Personal Effectiveness Coaching \*Workforce Performance Improvement & Productivity \*Overseas Placement for Studies

## 2025 TRAINING CALENDAR

### Who Are We?

We are United Kingdom licensed world-class Executive Education, Business, Institution, Leadership, Community Development and Gender-focused Training Organization.

**Our  
Strong  
Partners**



GEOFIDEL  
INSTITUTE FOR  
LEADERSHIP &  
MANAGEMENT  
London - United Kingdom



GEOFIDEL  
INSTITUTE FOR  
GENDER  
STUDIES



**Stanford**  
University



**Stratford**  
UNIVERSITY



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EXECUTIVE  
EDUCATION  
England & Wales  
LONDON, UK

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## TIGHTEN YOUR SEAT-BELT, STRENGTHEN YOUR ADVANTAGE AND POSITION YOUR ORGANIZATION FOR A NEW LEVEL OF SUCCESS



**A**t the Geofidel Executive Education, we move chief executives and senior management team forward. The wave of economic crisis and social pressures will hit the unprotected hard, almost out of the way, but the tough, protected and equipped ride on, gliding through the wave of the storm like the eagle to soar toward higher altitude.

With our world-rate faculty who interpret the pulse of governments worldwide and then narrow it to your particular circumstance, we provide knowledge, experience pipeline and the tool-kits that today's evolving leaders can use to change the trajectory of their performance and create a high impact on their organizations.

We offer an extensive portfolio of leadership programmes and cutting edge solutions that provide multi-level of development in the circumstance of today's economic conditions for leaders and senior management team. To prepare you for any organizational challenge, our portfolios offer a wide-range of performance in strategies, leadership, human resource management, finance, monitoring and evaluation, public relation, Project management, entrepreneurship, women leadership and gender development. Our executive certificate of professional development allows you to tighten your hold on your expertise and gives you a competitive advantage like no other.

These programmes are specifically crafted with curriculum designs that suit our present trends. The faculty is a formidable team of subject-matter experts with global expertise and local mindset.

**You are welcome.**

# Welcome to

## ABOUT



**GEOFIDEL  
EXECUTIVE  
EDUCATION**  
England & Wales **LONDON, UK**

We work closely  
with you to conduct  
strategic training needs  
assessment and  
performance gap  
identification and  
develop a curriculum  
design that focuses  
on knowledge  
development specific  
to your organization's  
goal.

**W**e are a world-class Executive Education, Business, Institution, Leadership, Community Development and Gender focused Training Organization with head office at **20 Meadow Lane, Ellesmere Port, Cheshire, West Ch65 4EW England, United Kingdom, and branch offices in Atlanta Georgia-USA, Dubai- UAE, West Africa-Nigeria and Singapore-Asia.** We pride upon our unequalled innovative quotients, in-debt and broadly experienced faculty and intellectual assets to assist individuals, corporate organisations and governments achieve innovation and rapid growth through improved workforce and global best practices. We instil in you the culture of solution, excellence and acceptable standards. Our training offerings are result-based and tailored to guarantee operational effectiveness with an arm stretched to maintain strategic positioning; hence, we recognize that any competitive advantage gained by our client is a guarantee of our future in business.

We offer much-too-rare training and focused learning programmes to proffer Leadership & Business solutions, strengthen workforce performance capabilities for greater results and organizational strategic goal outcomes. Our cutting-edge human engineering solutions are legendary in discovering new opportunities, breaking new grounds and equipping today's professionals, chief executives, senior managers, top public sector functionaries and policy makers with the right tools, techniques and framework for the much-needed outcome-based performance management in the 21st century. Stronger skills and great competencies mean higher outputs. We work closely with you to conduct strategic training needs assessment and performance gap identification and develop a curriculum design that focuses on knowledge development specific to your organization's goal. We have researched and designed over 50 top-of-the-breed human infrastructure development programmes, directly training locally and internationally about 3,000 top functionaries and managers in both Public and Private sectors. Our Course Directory contains series of demand driven programmes for both public and private sectors as well as Gender-based programmes. Join us today for a transformational experience for improve performance and productivity.



**GEOFIDEL  
EXECUTIVE  
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LONDON, UK  
England & Wales

# 2025 *Training Calendar*

## Our Accreditations & Partners



**GEOFIDEL  
INSTITUTE FOR  
LEADERSHIP &  
MANAGEMENT**  
London - United Kingdom



**GEOFIDEL  
INSTITUTE  
FOR GENDER  
STUDIES**



**Stratford  
UNIVERSITY**



**ICAN**  
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA | Accuracy and Integrity



### LONDON OFFICE:

20 Meadow Lane, Ellesmere Port, Cheshire  
West Ch65 4EW England, United Kingdom



### ABUJA OFFICE:

Suite 74, Dummec Plaza,  
No. 3 Auchu Street, Area 1, Garki, Abuja.



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# 2025 Training Calendar

## LEADERSHIP AND MANAGEMENT

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JAN	EFFECTIVE CHANGE MANAGEMENT AND RESULTS	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	NEXT GENERATION LEADERSHIP	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	EFFECTIVELY MANAGING AND LEADING PEOPLE	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES FOR CORPORATE ORGANIZATION	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
FEB	EXECUTIVE LEADERSHIP DEVELOPMENT COURSE	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	24th - 28th Feb, 2025	\$1500
	EFFECTIVE TEAM LEADERS' GUIDE TO TEAMWORK AND TEAM BUILDING	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	10th - 14th Feb, 2025	\$1500
	FUNDAMENTALS OF STRATEGIC PLANNING	ABUJA	17th - 20th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
	MANAGING AND MOTIVATING TOWARDS EXCELLENCE: SKILLS, COMPETENCIES, TRAITS AND TECHNIQUES	ABUJA	3rd - 6th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
MAR	LEADERSHIP AND CRISIS MANAGEMENT SKILLS COURSE	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	ADVANCED MANAGEMENT PROGRAMME FOR MIDDLE LEVEL MANAGERS AND SUPERVISORS	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	EFFECTIVE PENSION FUND GOVERNANCE AND REGULATIONS	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
APRIL	IMPROVING BUSINESS LEADERSHIP THROUGH TECHNOLOGY	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	PERSONAL SKILLS FOR PROFESSIONAL EXCELLENCE	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
	ADVANCED BUSINESS MANAGEMENT AND TECHNOLOGY	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
MAY	BUSINESS PROCESS RE-ENGINEERING AND IMPROVEMENT STRATEGIES	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	TIME MANAGEMENT, PLANNING, ORGANIZING AND GOAL SETTING	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	A 5-DAY INTERNATIONAL CONFERENCE ON DIGITAL LEADERSHIP, ARTIFICIAL INTELLIGENCE, AND TURNAROUND MANAGEMENT	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
JUNE	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500
	LEADERSHIP AND EMOTIONAL INTELLIGENCE	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500



# 2025 Training Calendar

## LEADERSHIP AND MANAGEMENT

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JUNE	KEY PERFORMANCE INDICATORS AND OPTIMIZATION	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	\$1500
	MANAGING MULTIPLE TASKS, PRIORITIES & DEADLINES' TRAINING COURSE FOR CEOs AND SENIOR MANAGEMENT EXECUTIVES	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	£1250
JULY	REINVENTING LEADERSHIP IN A COVID-19 WORLD	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	NEGOTIATION AND CONFLICT MANAGEMENT IN ORGANIZATIONS	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	BUSINESS CONTINUITY AND STRATEGY MANAGEMENT	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
	BUSINESS ENGLISH AND EFFECTIVE REPORT WRITING SKILLS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
AUG	CORPORATE STRATEGY AND VALUE INNOVATION COURSE	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	ADVANCED OFFICE MANAGEMENT & ELECTRONIC DOCUMENT MANAGEMENT SYSTEM COURSE	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	BUSINESS TRANSFORMATION THROUGH EFFECTIVE LEADERSHIP	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
	PRIORITY MANAGEMENT: OPTIMIZING TIME, WORKFLOW AND PRODUCTIVITY	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
SEPT	STRATEGIC PLANNING & GOAL SETTING: SETTING BUSINESS GOALS, TARGETS AND DELIVERABLES	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	MANAGING AND ADMINISTERING SUPERVISORY FUNCTIONS	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	NEGOTIATION SKILLS: ACHIEVING SUCCESSFUL OUTCOMES	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
	PERSONAL MASTERY AND SELF-LEADERSHIP	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
OCT	EFFECTIVE CONTRACT MANAGEMENT AND ADMINISTRATION	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	BEST PRACTICE IN PENSION ADMINISTRATION	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	MASTERING PEOPLE MANAGEMENT AND TEAM LEADERSHIP	ABUJA	6th - 9th Oct, 2025	₦200,000	NORTHERN IRELAND	20th - 24th Oct, 2025	\$1500
	NEGOTIATION AND DISPUTE MANAGEMENT STRATEGIES	ABUJA	13th - 16th Oct, 2025	₦200,000	NORTHERN IRELAND	27th - 31st Oct, 2025	\$1500
	MANAGING FRAUD AND CORRUPTION IN THE WORKPLACE	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
	OFFICE, FILING AND DOCUMENTATION SKILLS	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
NOV	DEVELOPING YOUR BUSINESS ENGLISH WRITING AND COMMUNICATION SKILLS	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500
	OFFICE SECURITY AND ASSET PROTECTION STRATEGIES	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500

# 2025 Training Calendar

## LEADERSHIP AND MANAGEMENT

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
NOV	BUILDING TEAM EXCELLENCE	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
	LEADERSHIP, CRITICAL THINKING AND INNOVATION	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
DEC	WORK ETHICS, ATTITUDES AND PRODUCTIVITY ENHANCEMENT COURSE	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	WORK ATTITUDE AND VALUE ENHANCEMENT COURSE	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	EVALUATION, MEASURING FOR IMPACT AND RESULT	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500
	PRACTICAL TOOLS FOR EFFECTIVE LEADERSHIP	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500

### PLEASE TAKE ACTION TODAY:

These Programs promise to be game changing events. If any of the courses is acceptable to you, please send us an email on [info@geofidelexecedu.co.uk](mailto:info@geofidelexecedu.co.uk) to indicate your acceptance or call any of our Director of Programmes; **+2348038867320, +2347039067775, +2348033861793, +44 7586 670764** so that we shall commence arrangements to ensure your smooth participation.

Also only those who will accept to attend any of the Courses shall be eligible for Honorary Doctorate Degree and nomination to become fellows of **Geofidel Institute for Leadership & Management, London-UK** and **Geofidel Executive Education, London - UK**.

For the Awardees, we wish to request you to send your profile highlighting your contributions and achievements to assist the Planning and Awards Committees.

### REGISTRATION FEE:

A moderate course fee per participant covers: Tuition, Study Tour for International Programs, Comprehensive Course Materials, Executive Bag, Breakfast and Lunch, Certificate, Photographs, Nomination into Geofidel Fellows Forum, Interactivity with world-rate experts, & lots more.

All payment should be made in Bank Draft or Transfer in favour of Geofidel Executive Education.

**Note:** The amount is exclusive of all taxes.

## PAYMENT DETAILS:

### PAYMENT INSTRUCTIONS FOR OTHER COUNTRIES:

**Account Name:** Geofidel Executive Education-London UK  
**Account Number:** 46098063  
**Sort Code:** 30-99-50  
**IBAN:** GB63LOYD30995046098063  
**BIC:** LOYDGB21287  
**Office Address:** 20 Meadow Lane, Ellesmere Port, CH65 4EW, Cheshire West, England, UK  
**Bank Address:** 1-3 Marina Dr, Merseyside, CH65 0AL, Cheshire, Ellesmere Port, England, UK

### ACCOUNT DETAILS FOR PAYMENT WITHIN NIGERIA:

**ACC. NAME:** GEOFIDEL EXECUTIVE EDUCATION  
**ACC. No.:** (DOLLAR) 5250174502  
 (NAIRA) 4011316290  
**BANK:** FIDELITY BANK  
**SORT CODE:** 070081949



# 2025 Training Calendar

## HUMAN RESOURCE AND ADMIN

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JAN	HUMAN RESOURCES MANAGEMENT MASTER-CLASS	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	EFFECTIVE REPORT WRITING SKILLS FOR HR AND ADMIN MANAGERS	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	MANAGING STRESS AND PRESSURE AT WORK	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
	PERFORMANCE MANAGEMENT SYSTEM ON BEST PRACTICE	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
FEB	ESSENTIAL MANAGEMENT SKILLS FOR ADMIN OFFICERS	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	24th - 28th Feb, 2025	\$1500
	ESSENTIAL SKILLS FOR TRAINING AND DEVELOPMENT MANAGER	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	10th - 14th Feb, 2025	\$1500
	PRE-RETIREMENT PLANNING AND POST SERVICE SUSTAINABILITY MASTERCLASS:	PH	17th - 20th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
	PRE-RETIREMENT PLANNING : LIFE AFTER RETIREMENT	PH	3rd - 6th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
MAR	MANAGING DIFFICULT STAFF SITUATIONS IN ORGANIZATIONS	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	HUMAN RESOURCES POLICIES AND PROCEDURES	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	COMPENSATION, BENEFIT ADMINISTRATION AND REWARD MANAGEMENT	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICES AND TECHNIQUES	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
APRIL	ADVANCED HUMAN RESOURCE MANAGEMENT WORKSHOP	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	HR SKILLS FOR NON - HR PROFESSIONALS	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	INDUSTRIAL RELATIONS (IR), EMPLOYEE RELATIONS (ER) AND TRADE UNION HARMONY	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
	RETIREMENT AND EMPLOYEE INVESTMENT	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
MAY	WORKFLOW, PROCESS AND PRODUCTIVITY OPTIMIZATION	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	IMPROVING OPERATION PERFORMANCE AND PRODUCTIVITY	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	THE ESSENTIALS OF HUMAN RESOURCES LAWS	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
	COMPETENCE DEVELOPMENT FOR OFFICE MANAGERS, ADMINISTRATORS & SECRETARIES	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
JUNE	ESSENTIAL COMPETENCIES FOR SUPERVISORS, OFFICE MANAGERS AND ADMINISTRATORS	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500
	IMPROVING PERFORMANCE USING BALANCED SCORECARD FOR ORGANIZATIONAL GROWTH	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500

# 2025 Training Calendar

## HUMAN RESOURCE AND ADMIN

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JUNE	EXCELLENCE IN PERFORMANCE AND REWARD MANAGEMENT WORKSHOP	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	\$1500
	MANAGING EMPLOYEE PERFORMANCE, BEHAVIOUR AND ATTITUDES	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	£1250
JULY	COMPETENCY BASED PERFORMANCE MANAGEMENT FOR ADMINISTRATORS	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	DISCIPLINE AND DISCIPLINARY PROCEDURES IN THE WORKPLACE	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	MANAGING HUMAN RESOURCES FOR SUSTAINABLE RESULTS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
	PROFESSIONAL IMAGE ENHANCEMENT FOR ADMINISTRATION MANAGERS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
AUG	PERFORMANCE MANAGEMENT: SETTING OBJECTIVES AND CONDUCTING APPRAISALS	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	MONITORING AND EVALUATION HUMAN RESOURCES DEPARTMENT FOR GROWTH	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	DATA ANALYSIS TECHNIQUES, MODELING AND STRATEGIES FOR HR MANAGERS	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
	TRANSFORMATIONAL LEADERSHIP SKILLS FOR HUMAN RESOURCES & ADMINISTRATIVE PERSONNEL	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
SEPT	ADVANCED ICT APPLICATION FOR OFFICE MANAGEMENT	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	MANPOWER PLANNING, RESOURCING AND RETENTION	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	HOW TO MANAGE THE HUMAN RESOURCE DEPARTMENT OF YOUR ORGANIZATION	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
	MANAGING HUMAN RESOURCES IN THE DIGITAL WORLD	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
OCT	ESSENTIALS OF HUMAN RESOURCES MANAGEMENT	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	INNOVATIONS IN WORKFORCE PLANNING AND ORGANIZATIONAL DEVELOPMENT	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	HR ESSENTIALS FOR EFFECTIVE MANAGEMENT	ABUJA	6th - 9th Oct, 2025	₦200,000	NORTHERN IRELAND	20th - 24th Oct, 2025	\$1500
	ELECTRONIC DOCUMENTATION, FILING AND ARCHIVING	ABUJA	13th - 16th Oct, 2025	₦200,000	NORTHERN IRELAND	27th - 31st Oct, 2025	\$1500
	HR MASTER CLASS ON THE FUTURE CHANGES IN HUMAN RESOURCES	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
	MANAGEMENT SKILLS FOR ADMINISTRATIVE SUPPORT STAFF	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
NOV	EMPLOYEES COMPENSATION AND BENEFITS MANAGEMENT	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500
	AUTOMATING MODERN OFFICE PRACTICE	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500

# 2025 Training Calendar

## HUMAN RESOURCE AND ADMIN

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
NOV	PROFESSIONAL SKILLS FOR ADMINISTRATORS	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
	THE ART OF NEGOTIATING, INFLUENCING, COMMUNICATING AND CONFLICT RESOLUTION	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
DEC	HUMAN RESOURCES DEVELOPMENT AND PERSONNEL MANAGEMENT	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	FOUNDATION SKILLS FOR NEW HUMAN RESOURCE OFFICERS	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	ADMINISTRATIVE AND SUPERVISORY ENHANCEMENT DEVELOPMENT WORKSHOP	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500
	EMPLOYMENT LAWS AND INDUSTRIAL RELATIONS PRACTICE IN NIGERIA	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500

### PLEASE TAKE ACTION TODAY:

These Programs promise to be game changing events. If any of the courses is acceptable to you, please send us an email on [info@geofidexecedu.co.uk](mailto:info@geofidexecedu.co.uk) to indicate your acceptance or call any of our Director of Programmes; **+2348038867320, +2347039067775, +2348033861793, +44 7586 670764** so that we shall commence arrangements to ensure your smooth participation.

Also only those who will accept to attend any of the Courses shall be eligible for Honorary Doctorate Degree and nomination to become fellows of **Geofidel Institute for Leadership & Management, London-UK** and **Geofidel Executive Education, London - UK**.

For the Awardees, we wish to request you to send your profile highlighting your contributions and achievements to assist the Planning and Awards Committees.

### REGISTRATION FEE:

A moderate course fee per participant covers: Tuition, Study Tour for International Programs, Comprehensive Course Materials, Executive Bag, Breakfast and Lunch, Certificate, Photographs, Nomination into Geofidel Fellows Forum, Interactivity with world-rate experts, & lots more.

All payment should be made in Bank Draft or Transfer in favour of Geofidel Executive Education.

**Note:** The amount is exclusive of all taxes.

## PAYMENT DETAILS:

### PAYMENT INSTRUCTIONS FOR OTHER COUNTRIES:

**Account Name:** Geofidel Executive Education-London UK  
**Account Number:** 46098063  
**Sort Code:** 30-99-50  
**IBAN:** GB63LOYD30995046098063  
**BIC:** LOYDGB21287  
**Office Address:** 20 Meadow Lane, Ellesmere Port, CH65 4EW, Cheshire West, England, UK  
**Bank Address:** 1-3 Marina Dr, Merseyside, CH65 0AL, Cheshire, Ellesmere Port, England, UK

### ACCOUNT DETAILS FOR PAYMENT WITHIN NIGERIA:

**ACC. NAME:** GEOFIDEL EXECUTIVE EDUCATION  
**ACC. No.:** (DOLLAR) 5250174502  
 (NAIRA) 4011316290  
**BANK:** FIDELITY BANK  
**SORT CODE:** 070081949



# 2025 Training Calendar

## FINANCE & ACCOUNTING

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JAN	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING AND BUSINESS SUPPORT FOR ACCOUNTANTS	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	ADVANCED MANAGEMENT ACCOUNTING COURSE	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	FINANCE AND ACCOUNTS FOR NON - FINANCIAL PROFESSIONALS TRAINING	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
FEB	IFRS ACCOUNTING FOR INCOME TAXES - IAS 12	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	24th - 28th Feb, 2025	\$1500
	ACCOUNTS RECONCILIATION STRATEGIES AND MANAGEMENT OF SUSPENSE ACCOUNTS	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	10th - 14th Feb, 2025	\$1500
	PUBLIC FINANCE MANAGEMENT COURSE	ABUJA	17th - 20th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
	EFFECTIVE FINANCE AND ACCOUNTING OPERATIONS - BEST PRACTICES FOR ACCOUNTANTS	ABUJA	3rd - 6th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
MAR	MANAGING CASH AND ACCOUNTS PAYABLE	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	ADVANCED PAYROLL MANAGEMENT AND ADMINISTRATION WORKSHOP	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	BUDGET PREPARATION SKILLS	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
	MANAGING AND ORGANIZING ACCOUNTS RECEIVABLE	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
APRIL	FINANCIAL ANALYSIS AND FINANCIAL REPORTING SKILLS	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	ADVANCED MANAGEMENT ACCOUNTING COURSE	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	FINANCE AND ACCOUNTS FOR NON-FINANCIAL PROFESSIONALS TRAINING	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
	BOOKKEEPING AND BASIC ACCOUNTING FOR NON-ACCOUNTANTS	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
MAY	IFRS APPLICATIONS FOR CORPORATE ORGANIZATIONS	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	MANAGING CREDIT, ACCOUNTS RECEIVABLE AND DEBT RECOVERY	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	ADVANCED BUDGETING, PERFORMANCE MANAGEMENT AND COST CONTROL STRATEGIES	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
	ADVANCED TREASURY MANAGEMENT STRATEGIES	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
JUNE	INVENTORY ACCOUNTING AND COSTING TECHNIQUES	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500
	BEST PRACTICE IN ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500

# 2025 Training Calendar

## FINANCE & ACCOUNTING

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JUNE	THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS & IMPROVEMENT OPPORTUNITIES	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	\$1500
	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	£1250
JULY	EXCELLENCE IN FINANCIAL REPORTING AND ACCOUNTING	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	TAX FRAUD INVESTIGATION COURSE	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	HOW TO MANAGE THE ACCOUNTS DEPARTMENT OF YOUR ORGANIZATION	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
	SPREADSHEET SKILLS FOR PLANNING, FORECASTING AND BUDGETING	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
AUG	EFFECTIVE ADMINISTRATION OF SALARY AND PAYROLL	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	ADVANCED PAYROLL MANAGEMENT COURSE	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	MANAGING ACCOUNTS RECEIVABLES AND PAYABLES	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
	BEST PRACTICE IN FINANCIAL ACCOUNTING, REPORTING & BUSINESS SUPPORT FOR ACCOUNTANTS	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
SEPT	MASTERING TAX ADMINISTRATION COURSE	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	BEST PRACTICE IN PAYROLL ACCOUNTING AND RECONCILIATION	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	THE COMPLETE COURSE ON PAYROLL MANAGEMENT	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
	INTERNATIONAL FINANCIAL REPORTING STANDARDS: BEST PRACTICE	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
OCT	ACCOUNTING AND MANAGEMENT OF ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE FOR HIGHER EFFICIENCY	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	TAX IMPLICATIONS OF INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	APPLYING IFRS TECHNIQUES FOR ORGANIZATIONAL GROWTH AND SUSTAINABILITY	ABUJA	6th - 9th Oct, 2025	₦200,000	NORTHERN IRELAND	20th - 24th Oct, 2025	\$1500
	ADVANCED APPLICATION OF IFRS ELEMENTS	ABUJA	13th - 16th Oct, 2025	₦200,000	NORTHERN IRELAND	27th - 31st Oct, 2025	\$1500
	FINANCIAL ACCOUNTING, REPORTING AND ANALYSIS	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
	ACCOUNTING, DECISION MAKING, AND FINANCIAL COMMUNICATION	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
NOV	ADVANCED FINANCIAL ACCOUNTING WORKSHOP	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500
	ADVANCED GRANTS ETHICS MONITORING AND ADMINISTRATION	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500

# 2025 Training Calendar

## FINANCE & ACCOUNTING

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
NOV	THE EFFECTIVE FINANCIAL CONTROLLER - MANAGING FINANCIAL FUNCTIONS& IMPROVEMENT OPPORTUNITIES	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
	UNDERSTANDING AND ANALYZING FINANCIAL STATEMENTS AND REPORTS	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
DEC	PREPARATION, PRESENTATION, INTERPRETATION AND ANALYSIS OF FINANCIAL STATEMENTS	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	ADVANCED ACCOUNTING AND FINANCE FOR MANAGERS	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	ADVANCED TREASURY AND CASH MANAGEMENT STRATEGIES	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500
	IFRS COMPREHENSIVE WORKSHOP	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500

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## PAYMENT DETAILS:

### PAYMENT INSTRUCTIONS FOR OTHER COUNTRIES:

**Account Name:** Geofidel Executive Education-London UK  
**Account Number:** 46098063  
**Sort Code:** 30-99-50  
**IBAN:** GB63LOYD30995046098063  
**BIC:** LOYDGB21287  
**Office Address:** 20 Meadow Lane, Ellesmere Port, CH65 4EW, Cheshire West, England, UK  
**Bank Address:** 1-3 Marina Dr, Merseyside, CH65 0AL, Cheshire, Ellesmere Port, England, UK

### ACCOUNT DETAILS FOR PAYMENT WITHIN NIGERIA:

**ACC. NAME:** GEOFIDEL EXECUTIVE EDUCATION  
**ACC. No.:** (DOLLAR) 5250174502  
 (NAIRA) 4011316290  
**BANK:** FIDELITY BANK  
**SORT CODE:** 070081949



# 2025 Training Calendar

## INTERNAL AUDIT & FRAUD

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JAN	INTERNAL AUDIT BEST PRACTICES AND PRINCIPLES	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	APPROACHES TO FINANCIAL AUDITING	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	BEST PRACTICE IN INTERNAL AUDITING	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
	ESSENTIALS OF INTERNAL AUDIT TRAINING	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
FEB	INTERNAL AUDIT AND COMPLIANCE STANDARDS FOR AUDITORS	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	24th - 28th Feb, 2025	\$1500
	DEVELOPING RESULTS - DRIVEN AUDIT WORK PROGRAMS	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	10th - 14th Feb, 2025	\$1500
	INTERNAL AUDIT TECHNIQUES, CHALLENGES AND SOLUTIONS	ABUJA	17th - 20th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
	ADVANCED AUDITING TECHNIQUES FOR INTERNAL AUDITORS	ABUJA	3rd - 6th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
MAR	ADVANCED STRATEGIC INTERNAL AUDITING	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	FRAUD DETECTION AND INVESTIGATION FOR INTERNAL AUDITORS	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	DEVELOPING EFFECTIVE CONTINUOUS AUDITS	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
	PERFORMING AN EFFECTIVE INTERNAL AUDIT QUALITY ASSESSMENT	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
APRIL	FRAUD TESTING: INTEGRATING FRAUD DETECTION INTO YOUR AUDIT PROGRAM	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	EFFECTIVE TECHNIQUES IN AUDITING THE FINANCE,	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	AUDITING FOR CONTRACTS AND PROCUREMENT	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
	INTERNAL AUDITING FOR FRAUD	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
MAY	FRAUD RISK AND THE INTERNAL AUDITOR	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	ADVANCED RISK - BASED AUDITING	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	DEVELOPING EFFECTIVE AUDIT WORK PROGRAMS	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
	INTERNAL AUDIT AND RISK ASSURANCE COURSE	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
JUNE	SUCCESSFUL STRATEGIES FOR AUDIT MANAGERS	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500
	INTERNAL CONTROL, EVALUATION AND REVIEW FOR INTERNAL AUDITORS	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500

# 2025 Training Calendar

## INTERNAL AUDIT & FRAUD

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JUNE	ADVANCED PROFESSIONAL AUDIT SKILLS	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	\$1500
	RISK REDUCTION: INTERNAL CONTROLS, POLICIES AND PROCEDURES	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	£1250
JULY	FRAUD INVESTIGATION TOOLS AND TECHNIQUES	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	FRAUD AUDITING FOR INTERNAL AUDITORS	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	INTERNAL CONTROL AND FRAUD PREVENTION	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
	EFFECTIVE REPORT WRITING FOR INTERNAL AUDITORS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
AUG	AUDITING TECHNIQUES FOR LEAD AUDITORS	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	INTERNAL AUDIT INVESTIGATION, PROCEDURES AND PROCESSES	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	INTERNAL AUDIT PLANNING AND MANAGEMENT	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
	MANAGING FRAUD IN A DIGITIZED WORLD	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
SEPT	INTERNAL AUDITORS ROLE IN PREVENTING FRAUD	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	CONDUCTING AN INTERNAL FRAUD INVESTIGATION	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	MODERNIZING AND UPGRADING THE INTERNAL AUDIT FUNCTION	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
	AUDIT PLANNING AND MONITORING: BEST PRACTICE	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
OCT	FRAUD RISK MANAGEMENT TECHNIQUES FOR INTERNAL AUDITORS	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	DEVELOPING AUDIT PROCESSES AND PROCEDURES	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	FINANCIAL AUDITING USING IFRS	ABUJA	6th - 9th Oct, 2025	₦200,000	NORTHERN IRELAND	20th - 24th Oct, 2025	\$1500
	AUDITING THE ENTERPRISE RISK MANAGEMENT PROCESS	ABUJA	13th - 16th Oct, 2025	₦200,000	NORTHERN IRELAND	27th - 31st Oct, 2025	\$1500
	INTERNAL AUDIT REPORTS - COMMUNICATING ASSURANCE RESULTS	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
	EMBEDDING CRITICAL THINKING INTO THE INTERNAL AUDIT PROCESS	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
NOV	INTERNAL AUDIT LEADERSHIP MASTERCLASS	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500
	MANAGING THE AUDIT DEPARTMENT OF YOUR ORGANIZATION	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500

# 2025 Training Calendar

## INTERNAL AUDIT & FRAUD

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
NOV	FINANCIAL STATEMENT FRAUD DETECTION FOR INTERNAL AUDITORS	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
	FRAUD DETECTION, PREVENTION AND CONTROL	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
DEC	FRAUD AND FORENSIC AUDITING	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	DATA ANALYTICS, CONTINUOUS AUDITING AND AUDIT AUTOMATION	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	ADVANCED INTERNAL CONTROL AND FRAUD PREVENTION	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500
	MODERN INTERNATIONAL STANDARDS OF INTERNAL AUDIT FUNCTION	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500

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For the Awardees, we wish to request you to send your profile highlighting your contributions and achievements to assist the Planning and Awards Committees.

### REGISTRATION FEE:

A moderate course fee per participant covers: Tuition, Study Tour for International Programs, Comprehensive Course Materials, Executive Bag, Breakfast and Lunch, Certificate, Photographs, Nomination into Geofidel Fellows Forum, Interactivity with world-rate experts, & lots more.

All payment should be made in Bank Draft or Transfer in favour of Geofidel Executive Education.

**Note:** The amount is exclusive of all taxes.

## PAYMENT DETAILS:

### PAYMENT INSTRUCTIONS FOR OTHER COUNTRIES:

**Account Name:** Geofidel Executive Education-London UK  
**Account Number:** 46098063  
**Sort Code:** 30-99-50  
**IBAN:** GB63LOYD30995046098063  
**BIC:** LOYDGB21287  
**Office Address:** 20 Meadow Lane, Ellesmere Port, CH65 4EW, Cheshire West, England, UK  
**Bank Address:** 1-3 Marina Dr, Merseyside, CH65 0AL, Cheshire, Ellesmere Port, England, UK

### ACCOUNT DETAILS FOR PAYMENT WITHIN NIGERIA:

**ACC. NAME:** GEOFIDEL EXECUTIVE EDUCATION  
**ACC. No.:** (DOLLAR) 5250174502  
 (NAIRA) 4011316290  
**BANK:** FIDELITY BANK  
**SORT CODE:** 070081949



# 2025 Training Calendar

## PUBLIC RELATIONS

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JAN	INTERNATIONAL PROTOCOL AND DIPLOMACY COURSE	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	CUSTOMER SERVICE AND PUBLIC RELATIONS	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	PUBLIC RELATIONS AND SUCCESSFUL CAMPAIGNS	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
	WRITING SKILLS FOR PR	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
FEB	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	24th - 28th Feb, 2025	\$1500
	CORPORATE IDENTITY AND BRAND MANAGEMENT COURSE	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	10th - 14th Feb, 2025	\$1500
	EFFECTIVE PUBLIC RELATIONS	ABUJA	17th - 20th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
	BUSINESS STRATEGY FOR PR MANAGERS	ABUJA	3rd - 6th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
MAR	PUBLIC RELATIONS TECHNIQUES AND COMMUNICATION SKILLS	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	PR IN A CHANGING DIGITAL LANDSCAPE	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	MASTERING CORPORATE COMMUNICATIONS	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
APRIL	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	PROTOCOL AND TRAVEL MANAGEMENT	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
	MANAGING COMMUNITY RELATIONS EFFECTIVELY	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
MAY	WRITING FOR SOCIAL MEDIA COURSE	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	INCIDENT AND CRISIS RESPONSE COMMUNICATION SKILLS	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	PUBLIC RELATIONS PROFESSIONAL COURSE	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
	MEASURING AND EVALUATING PR	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
JUNE	MANAGING AND LEADING STRATEGIC COMMUNICATION PUBLIC RELATIONS	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500
	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500

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JUNE	PUBLIC RELATIONS AND MEDIA SKILLS	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	\$1500
	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	£1250
JULY	PUBLIC RELATIONS CAMPAIGNS PLANNING AND EXECUTION	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	ADVANCED CORPORATE SOCIAL RESPONSIBILITY	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	PUBLIC RELATIONS FUNDAMENTALS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
	MEDIA RELATIONS AND PUBLIC AFFAIRS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
AUG	PUBLIC RELATIONS PROTOCOL AND ETIQUETTE	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	INTRODUCTION TO PUBLIC RELATIONS	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	PR, ETIQUETTE, AND OFFICIAL AND SOCIAL PROTOCOL: BEST PRACTICE	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
	GOVERNMENT COMMUNICATION AND PUBLIC RELATIONS	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
SEPT	ADVANCED SOCIAL MEDIA TRAINING	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	EFFECTIVE PUBLIC SPEAKING FOR MANAGERS AND EXECUTIVES	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
	THE POWER OF PR: A KEY TOOL TO THE SUCCESS OF AN ORGANIZATION	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
OCT	PLANNING AND MANAGING PR CAMPAIGNS	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	STRATEGIC MEDIA PLANNING	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	PROTOCOL AND EVENT MANAGEMENT	ABUJA	6th - 9th Oct, 2025	₦200,000	NORTHERN IRELAND	20th - 24th Oct, 2025	\$1500
	DEVELOPING AND IMPLEMENTING STRATEGIC MARKETING PLANS	ABUJA	13th - 16th Oct, 2025	₦200,000	NORTHERN IRELAND	27th - 31st Oct, 2025	\$1500
	MANAGING COMMUNITY RELATIONS EFFECTIVELY	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
	INTERNATIONAL PROTOCOL AND DIPLOMACY COURSE	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
NOV	STRATEGIC MARKETING, BRAND MANAGEMENT AND PUBLIC RELATIONS	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500
	ADVANCED PROTOCOL AND EVENTS MANAGEMENT	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500

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	CUSTOMER SERVICE AND PUBLIC RELATIONS	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
DEC	ADVANCED STRATEGIES FOR PUBLIC RELATIONS	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	ADVANCED STRATEGIC PUBLIC RELATIONS MANAGEMENT	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	STRATEGIC PUBLIC RELATIONS, PROTOCOL AND TRAVEL MANAGEMENT	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500
	LEADERSHIP UNDER ATTACK - ESCALATING CRISIS AND REPUTATION CHALLENGES	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500

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# 2025 Training Calendar

## SECRETARIES & PERSONAL ASSISTANTS

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JAN	ADVANCED EXECUTIVE ASSISTANT COURSE	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	ABUJA	6th - 9th Jan, 2025	₦200,000	ISTANBUL-TURKEY	20th - 24th Jan, 2025	\$1500
	BUSINESS WRITING FOR SECRETARIES AND ADMINISTRATIVE PROFESSIONALS	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
	MULTITASKING, PRIORITIES AND DEADLINES MANAGEMENT	ABUJA	20th - 23rd Jan, 2025	₦200,000	ALBANIA	27th - 31st Jan, 2025	\$1500
FEB	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	24th - 28th Feb, 2025	\$1500
	PERSONAL ASSISTANTS AND SECRETARIES' SKILLS-ESSENTIAL	ABUJA	3rd - 6th Feb, 2025	₦200,000	CAPE-VERDE	10th - 14th Feb, 2025	\$1500
	PERSONAL DEVELOPMENT AND PRODUCTIVITY FOR SECRETARIES AND PA'S	ABUJA	17th - 20th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
	MANAGEMENT SKILLS FOR ADMINISTRATORS, SECRETARIES AND PA'S	ABUJA	3rd - 6th Feb, 2025	₦200,000	COSTA RICA	24th - 28th Feb, 2025	\$1500
MAR	RECEPTIONIST SKILLS TRAINING COURSE	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	EFFECTIVE SKILLS FOR RECEPTIONIST AND FRONT-DESK OFFICERS	ABUJA	3rd - 6th Mar, 2025	₦200,000	RWANDA	10th - 14th Mar, 2025	\$1500
	EFFECTIVE RECORD KEEPING, DOCUMENTATION AND INFORMATION MANAGEMENT COURSE	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
	IMPERATIVE EXECUTIVE PERSONAL ASSISTANT SKILLS	ABUJA	17th - 20th Mar, 2025	₦200,000	MOROCCO	24th - 28th Mar, 2025	\$1500
APRIL	ADVANCED SKILLS OF OFFICE MANAGEMENT AND E-SECRETARIAT	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	MASTERCLASS FOR SECRETARIES AND PERSONAL ASSISTANT	ABUJA	7th - 10th April, 2025	₦200,000	GHANA	13th - 17th April, 2025	\$1500
	RECEPTION AND TELEPHONE ETIQUETTE	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
	OFFICE MANAGEMENT AND ADMINISTRATION COURSE	ABUJA	22nd - 24th April, 2025	₦200,000	DUBAI	27th - 30th April, 2025	\$1500
MAY	EXCELLENCE SKILLS FOR EXECUTIVE SECRETARIES AND PA'S	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	PROFESSIONAL BUSINESS AND CORPORATE ETIQUETTE COURSE	ABUJA	5th - 8th May, 2025	₦200,000	SINGAPORE	19th - 23rd May, 2025	\$1500
	ADVANCED MANAGEMENT COURSE FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
	FOUNDATION SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	ABUJA	12th - 15th May, 2025	₦200,000	LONDON	26th - 30th May, 2025	£1250
JUNE	EFFECTIVE MINUTE TAKING COURSE	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500
	FRONT OFFICE AND CUSTOMER RELATIONS COURSE	ABUJA	2nd - 5th June, 2025	₦200,000	USA	16th - 20th June, 2025	\$1500

# 2025 Training Calendar

## SECRETARIES & PERSONAL ASSISTANTS

MONTH	COURSES/PROGRAMS	LOCAL DESTINATION			INTERNATIONAL DESTINATION		
		VENUE	DATE	FEE	VENUE	DATE	FEE
JUNE	ESSENTIAL SKILLS FOR PERSONAL ASSISTANTS AND SECRETARIES	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	\$1500
	PROFESSIONAL OFFICE AND RECORDS MANAGEMENT COURSE	ABUJA	16th - 19th June, 2025	₦200,000	LONDON	23rd - 27th June, 2025	£1250
JULY	MANAGING YOUR BOSS IN THE WORKPLACE	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	FRONT DESK SECURITY COURSE FOR RECEPTIONISTS, PERSONAL/SPECIAL ASSISTANTS AND OTHER FRONT DESK PROFESSIONAL	ABUJA	7th - 10th July, 2025	₦200,000	WALES	21st - 25th July, 2025	£1250
	EFFECTIVE RECEPTIONIST AND FRONT DESK MANAGER	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
	OFFICE MANAGEMENT AND EFFECTIVE ADMINISTRATIVE SKILLS	ABUJA	14th - 17th July, 2025	₦200,000	SCOTLAND	27th - 31st July, 2025	£1250
AUG	DEVELOPING SELF-ESTEEM, ASSERTIVENESS AND PERSONAL EFFECTIVENESS	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	OFFICE ETIQUETTE, ETHICS AND PROFESSIONALISM	ABUJA	4th - 7th August, 2025	₦200,000	RWANDA	18th - 22nd August, 2025	\$1500
	PARTNERING WITH YOUR BOSS: STRATEGIC SKILLS FOR SECRETARIES AND PERSONAL ASSISTANTS	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
	SUCCESSFUL SKILLS FOR SECRETARIES, ADMINISTRATORS AND PA'S	ABUJA	11th - 14th August, 2025	₦200,000	ENGLAND	25th - 29th August, 2025	£1250
SEPT	THE ADMINISTRATIVE SECRETARY SKILLS DEVELOPMENT COURSE	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	MANAGEMENT SKILLS FOR SECRETARIES AND ADMINISTRATIVE SUPPORT STAFF	ABUJA	8th - 11th Sept, 2025	₦200,000	LONDON	15th - 19th Sept, 2025	£1250
	PERSONAL EFFECTIVENESS AND INFLUENCING SKILLS: COMMUNICATE, NEGOTIATE, INFLUENCE AND PERSUADE	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
	DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES	ABUJA	8th - 11th Sept, 2025	₦200,000	FRANCE	22nd - 26th Sept, 2025	\$1500
OCT	THE EXECUTIVE SECRETARY AND OFFICE PROFESSIONALS MASTER DEVELOPMENT PROGRAM	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	ADMINISTRATION AND OFFICE MANAGEMENT: BEST PRACTICE AND TECHNIQUES	ABUJA	6th - 9th Oct, 2025	₦200,000	DUBAI	13th - 17th Oct, 2025	\$1500
	ORGANIZING AND BEHAVIOURAL SKILLS FOR SECRETARIES, PA'S AND ADMINISTRATIVE PROFESSIONALS	ABUJA	6th - 9th Oct, 2025	₦200,000	NORTHERN IRELAND	20th - 24th Oct, 2025	\$1500
	THE EFFECTIVE SECRETARY TRAINING	ABUJA	13th - 16th Oct, 2025	₦200,000	NORTHERN IRELAND	27th - 31st Oct, 2025	\$1500
	ADMINISTRATION AND OFFICE MANAGEMENT PROFESSIONAL	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
	SKILLS FOR SENIOR SECRETARIES, PERSONAL ASSISTANTS AND ADMINISTRATIVE MANAGERS	ABUJA	13th - 16th Oct, 2025	₦200,000	MOROCCO	27th - 31st Oct, 2025	\$1500
NOV	MODERN TECHNIQUES IN OFFICE AND DOCUMENT MANAGEMENT	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500
	BEST PRACTICE AND CAPACITY BUILDING FOR SECRETARIES, PERSONAL ASSISTANTS AND ADMIN OFFICERS	ABUJA	3rd - 6th Nov, 2025	₦200,000	USA	17th - 20th Nov, 2025	\$1500

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NOV	ADVANCED OFFICE MANAGEMENT AND ADMINISTRATIVE SKILLS	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
	SUCCESS SKILLS FOR PA'S AND EXECUTIVE SECRETARIES	ABUJA	10th - 13th Nov, 2025	₦200,000	ACCRA-GHANA	24th - 28th Nov, 2025	\$1500
DEC	PERSONAL SKILLS FOR ADMINISTRATORS AND SECRETARIES	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	EMOTIONAL INTELLIGENCE FOR WORKPLACE SUCCESS	ABUJA	1st - 4th Dec, 2025	₦200,000	ISTANBUL-TURKEY	8th - 11th Dec, 2025	\$1500
	PROFESSIONAL SKILLS IMPROVEMENT COURSE FOR SECRETARIES, PA'S AND ADMIN OFFICERS	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500
	FRONTLINE CUSTOMER SERVICE EXCELLENCE	ABUJA	8th - 11th Dec, 2025	₦200,000	DUBAI	15th - 19th Dec, 2025	\$1500

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## // OUR VISION

**T**o be the foremost Human Capital Engineering Firm rendering solutions to both Public and Private Sectors. Customers and partners will see us as integral to their success. We will anticipate their needs and deliver on every commitment we make. People will be proud to work at Geofidel Executive Education - London, UK.

We create opportunities to achieve the extraordinary, and we will reward success. Communities will regard us as responsible and responsive. We will integrate global and local perspectives, promote sound management of resources, and contribute to a better quality of life.



# // OUR MISSION


A photograph of the Space Shuttle Discovery launching from the launch pad. The shuttle is ascending vertically, leaving a large, billowing cloud of white smoke and fire from its engines. To the left of the shuttle, the launch pad service structure is visible, featuring a tall, slender tower and a complex network of scaffolding and support beams. The sky is a clear, deep blue. The shuttle's nose cone is dark, and the side of the orbiter is white with "NASA" and "Discovery" written on it. The main engines are visible at the base of the orbiter, and the external tank and solid rocket boosters are also visible.

**To create, deploy and maintain world-class business, leadership and management solutions aligned to global best practices through dynamic, aggressive and creative market place innovation that will deliver superior customer service, significantly add value to our clients' business, sustain growth in earnings for our shareholders, improve the quality of life of our staff and contribute immensely to the community in which we transact business.**



# // OUR STRENGTH

Our **Strength** lies in our uncompromising corporate culture to assist you achieve rapid growth through a high performing work force. We recognize that any competitive advantage gained by you is a guarantee of our future in business. We help you crack the code for standout organizational performance.

A photograph of a city skyline, likely New York City, viewed from a high vantage point. In the foreground, a laptop is open on a desk, and a notebook with a pen lies next to it. The city buildings are visible in the background under a cloudy sky.

Our curriculum plan reflects the local needs of our government and business, therefore each of our training engagements contains capstones of local solutions, sprinkled with international perspective, insights and lessons for institutional improvement. We take you through a distance and bring you back home fortified, challenged and inspired.

This is our story...

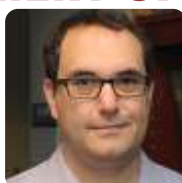




## A SEGMENT OF OUR COURSE FACULTY



**Drew Mosley, BA, Oklahoma State University, Stillwater; JD, Georgetown University Law Center, Washington, DC, USA:** Drew Mosley is the President of Atlanta Graduate School. He practices law in the Atlanta Metropolitan Area of Georgia, United States of America. He has been licensed in Georgia since 2003 and in Arkansas since 2008. Drew is a trial and appellate attorney who handles business and family cases ranging from criminal defense to personal injury. At Georgetown Law Center, Drew was editor of one of the law journals and news editor of the law school newspaper. He has been reporting cases from the Georgia Court of Appeals and the Georgia Supreme Court. He is a member of the Bars of all Georgia courts, as well as most Georgia Federal District Courts, the Eleventh Circuit Court of Appeals, and the United States Supreme Court. Drew represents a diverse clientele in his practice, including many native Georgians and clients from Nigeria, Ghana, the Gambia, South Sudan, Côte d'Ivoire and other African and world nations. He feels blessed to work as an attorney, and to avail his forensic skill in whichever way he can in order to seek justice for deserving persons. Drew enjoys travel and learning about the legal systems in other countries and jurisdictions.



**Professor Benjamin Berkman, BA, Harvard University; JD, M.P.H. University of Michigan.** Professor Berkman is a faculty member in the United States National Institute of Health (NIH), Department of Bioethics where he is the Head of the Section on the Ethics of Genetics and Emerging Technologies. He has a joint appointment in the National Human Genome Research Institute (NHGRI), where he serves as the Deputy Director of the NHGRI Bioethics Core. He was formerly the Deputy Director of the O'Neill Institute for National and Global Health Law at Georgetown University Law Center, Washington, District of Columbia (DC), United States of America. Professor Berkman's research interests span a wide range of topics, including legal and ethical issues associated with genomic research, genetic information privacy, and clinical adoption of new genetic and reproductive technologies.



**MR. UGOCHUKWU ONYEKA, CEO, GEOFIDEL EXECUTIVE EDUCATION**

Mr. Ugochukwu Onyeka is the Chief Executive Officer, Geofidel Executive Education. He has over 10 years experience in the HR System, seasoned technical insights of Public Sector Work system and a strong portfolio of bottom-line learning and development designs for public and private sector organizational development and human performance improvements. He held senior position as the Business Manager and chaired several Boards at the Leading Edge Group Abuja. He has designed and delivered trainings in Organizational Development, Human Resource, Leadership, Change Management, Strategic Planning, Local Government, Community Development, Gender Mainstreaming and women Development and a host of over 50 top-tier foreign / local programmes including Summits. Mr. Onyeka is passionate about human capital infrastructure revolution for emerging economies and holds that only a turn-around in HR capabilities can change performance outcomes of governments and organizations even in a downturn economy. He is a Certified Consultant and an expert in Leadership training, Capacity Development, Data Management & Analysis, Event Management and business solution for both Public and Private Sector workforce.



**DR. SANJAY KEHAR**

Sanjay has wide experience of 30 years. Sixteen years corporate and fourteen years as Management Consultant/corporate trainer. Worked with leading, FMCG and consumer durable organizations like Procter & Gamble, Johnson & Johnson Limited, G. E. Lighting and Metro Appliances Limited, in various capacities. I have conducted corporate training programs on effective leadership skills, selling skills, marketing management, human resource management, organizational behavior, organization development, customer relationship management, building winning teams, effective product launch strategies, distribution management, communication and presentation skills (Soft Skills), time and stress management and

developing and implementation of effective marketing strategies, negotiation, conflict management, stress and time management. Awarded the excellent faculty award at Modi Apollo International Institute (Western International University Arizona (U.S.A) 2004-05 and the Western International University - Arizona Presidents award 2007 for my contribution made towards academic excellence. Appointed as thesis advisor, also worked as Program Chair with Modi Apollo International Institute.



**Margaret Ann Neale.** The Adams Distinguished Professor of Management, Emory

**Academic Area:** M&E and Performance Management Additional Administrative Titles: Co-Director, Geofidel Executive Education-London, UK. Atlanta Georgia, USA. Director, GIGS Executive Leadership Program. Director, Managing Teams for Innovation and Success. Research Statement. Margaret Neale's research focuses primarily on negotiation and team performance. Her work has extended judgment and decision-making research from cognitive psychology to the field of negotiation. In particular, she

studies cognitive and social processes that produce departures from effective negotiating behavior. Within the context of teams, her work explores aspects of team composition and group process that enhance the ability of teams to share the information necessary for learning and problem solving in both face-to-face and virtual team environments.



**CrystalHeart Kazmi, GPHR USA.**

Experienced Strategy formulator and Performance Management Systems implementer, Motivational and Soft Skills Trainer, flirted with branding, marketing, ICT, M&E Expert, women's rights, poverty alleviation and peace and anti terrorism. Worked in different industries including oil & gas, pharmaceuticals, fast moving consumer goods, telcos, banking, electronics, governments, public sector and energy segments.

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