

Conferencences & Executive Retreats

Vechile Inspection & Road Safety Officers Summit Africa 2014
Date: 7-9 May 2014
Venue: Nigeria

Women Advancement Forum 2014
Date: 25-29 May 2014
Venue: Baujul, Gambia

5th Annual Executive Assistants | PAs & Administrative Professionals Summit 2014
Date: 11-14 August 2014
Venue:(TBC)

African Business & Investment Network Opportunities Forum (ABINOF) 2014
Date: 7-9 October 2014
Venue: South Africa

EXECUTIVE RETREAT SEMINAR 2014

The 10 Day "MBA" & Strategic Leadership (Executive Retreat Seminar)
Date; 8-17 June 2014
Venue; South Africa

The 10 Day "MBA" & Strategic Leadership (Executive Retreat Seminar)
Date: 1-9 December 2014
Venue: (TBC)



5th ANNUAL EXECUTIVE ASSISTANT/PAs & ADMINISTRATIVE PROFESSIONALS SUMMIT-AFRICA 2013
Developing excellent PAs & PAs of excellence
 11-14 August, 2014 | Venue: Dubai, UAE



USA • Germany • South Africa • Nigeria • Ghana • Sierra Leone

www.abn-events.com



SEMINARS | WORKSHOPS | CONFERENCES

January - December 2014



VIO / Road Safety Officers Summit 2014

African Business & Investment Networking Opportunities Forum
www.abinof.com

Women Advancement Forum (WAF) 25-29 May 2014
www.womenadvancement-mdg-forum.com

Annual Executive Assistants/ PAs & Administrative Professionals Summit- Africa
www.executiveassistantssummit.com

...redefining human capital development

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Jan - June 2014

January 2014

- **Private Banking Masterclass:**
20-24 January | Johannesburg | South Africa | \$2500
- **Budgeting & Financial Planning**
20-24 January | Johannesburg | South Africa | \$2500
- **Managing Key Customers:**
22-24 January | Lagos | Nigeria | \$650
- **Building A Winning Team:**
27-28 January | Lagos | Nigeria | \$500
- **Managing Assets for Public Sector:**
27-31 January | Accra | Ghana | \$1250
- **Detecting, Investigating & Preventing Fraud**
27-31 January | Accra | Ghana | \$1500

February 2014

- **Environmental Auditing & Management:**
24-28 February | Johannesburg | South Africa | \$4950
- **Book-Keeping & Accounting to Trial Balance:**
5-7 February | Lagos | Nigeria | \$650
- **Disaster Management & Continuity:**
12-14 February | Calabar | Nigeria | \$850
- **Corporate Finance Masterclass:**
24-27 February | Johannesburg. South Africa | \$1950
- **Event Management for Professionals & Non Professionals:**
24-27 February | Johannesburg | Ghana | \$1500
- **Essential Leadership Skills & Emotional Intelligence for Women:**
26-28 February | Johannesburg | South Africa | \$350

July 2014

- **Finance for Non Finance Executives**
1-4 July | Calabar | Nigeria | \$1250
- **Warehousing/Distribution & Logistic/supply chain Management:**
1-4 July | Calabar | Nigeria | \$950
- **Agriculture/Farm Project Management & Financing:**
6-15 July | Berlin | Germany | \$4950-
- **Strategic Corporate Communications & PR Management**
21-24 July | Johannesburg | South Africa | \$1800
- **Human Capital Management & Leadership Skills**
21-24 July | Johannesburg | South Africa | \$1850
- **Effective Customer Service Skills:**
17-18 July | Lagos | Nigeria | \$500
- **Business Communication & Report Writing School**
17-18 July | Lagos | Nigeria | \$500
- **Change Management & Corporate Culture Integration:**
28 July - 1 August | Johannesburg | South Africa | \$1500

August 2014

- **International Financial Reporting Standard (IFRS):**
1-8 August | New Jersey | USA | \$3950
- **Building A Winning Team:**
3-6 August | Lagos | Nigeria | \$650
- **Market segmentation & development:**
3-6 August | Lagos | Nigeria | \$650
- **Dynamic Office Professionals:**
18-22 August | Johannesburg | South Africa | \$1350
- **Press & Media International Skills:**
18-22 August | Johannesburg | South Africa | \$1500

March 2014

- **Train the Trainer:**
3-6 March | Accra | Ghana | \$850
- **Finance for Non Finance Executives:**
3-6 March | Accra, Ghana | \$1250
- **Office Administration & Management Skills Development:**
5-7 March | Lagos | Nigeria | \$650
- **Negotiating & Drafting Business Contracts/SLC:**
5-7 March | Lagos | Nigeria | \$700
- **Financial Risk Management:**
10-13 March | Abuja | Nigeria | \$950
- **Strategic Project Management**
10-13 March | Abuja | Nigeria | \$750
- **Change Management & Corporate Culture Intergration:**
24-28 March | Johannesburg | \$1500
- **Facility/Assets & Property Management:**
24-28 March | Johannesburg | \$1500
- **Procurement & Purchasing Management:**
25-27 March | Lagos | Nigeria | \$850

April 2014

- **Assertiveness Skill:**
3-4 April | Lagos | Nigeria | \$500
- **Effective Customer Service Skill:**
3-4 April | Lagos | Nigeria | \$500
- **Financial Modelling Masterclass**
7-10 April | Accra | Ghana | \$850
- **Human Capital Management & Leadership Skills:**
7-10 April | Accra | Ghana | \$1850
- **Strategic Corporate Communications & PR Management:**
21-25 April | Johannesburg | South Africa | \$1800
- **International Financial Reporting Standard (IFRS)**
21-25 April | Johannesburg | South Africa | \$2500
- **Internal Quality Control & Compliance Auditors Skills:**
28-30 April | Port Harcourt | Nigeria | \$750
- **Conflict Management & Resolution Skills:**
28-30 April | Port Harcourt | Nigeria | \$750

September 2014

- **Finance for Non Finance Officers:**
2-4 September | Lagos | Nigeria | \$850
- **Conflict Management & Resolution Skills**
2-4 September | Port Harcourt | Nigeria | \$750
- **Detecting, Investigating & Preventing Fraud**
2-4 September | Port Harcourt | Nigeria | \$850
- **Environmental Auditing & Management Training:**
8-18 September | Johannesburg | South Africa | \$4950
- **Facility/Assets & Property Management:**
22-25 September | Johannesburg | South Africa | \$1500
- **Book-keeping & Accounting to Trial Balance:**
17-19 September | Lagos | Nigeria | \$650
- **Office Administration & Management Development Skills**
17-19 September | Lagos | Nigeria | \$650
- **Private Banking Masterclass:**
22-25 September | Johannesburg | South Africa | \$1500

October 2014

- **Agriculture/Farm Project Management & Financing:**
13-21 October | New Jersey | \$4950
- **Political Development & Management for Politicians:**
13-21 October | New Jersey | \$4950
- **Managing Key Customers:**
15-17 October | Lagos | Nigeria | \$650
- **Warehouse Distribution & Logistics Supply Chain:**
15-17 October | Lagos | Nigeria | \$950
- **Brand Management Excellence & Leadership Skills:**
20-24 October | Johannesburg | South Africa | \$1500
- **Budgeting & Financial Planning Management:**
20-24 October | Johannesburg | South Africa | \$2500
- **Human Capital Management & Leadership Skills:**
27-31 October | Johannesburg | South Africa | \$1850
- **Press & Interview Management Skills:**
27-31 October | Johannesburg | South Africa | \$1500
- **Strategic Procurement & Purchasing Management:**
27-31 October | Johannesburg | South Africa | \$1850
- **Finance for Non Finance Officers:**
29-31 October | Johannesburg | South Africa | \$1500

May 2014

- **Legislative Drafting/Law Review, Skills & Strategic Policy Management:**
11-17 May | Abudabi | UAE | \$4950
- **Advanced Project Management & Financing:**
11-17 May, New Jersey, USA, \$3950
- **Corporate Governance & Leadership Strategy:**
4-9 May 2014 | New York City | \$3950
- **Budgeting & Financial Planning Management:**
12-16 May | Johannesburg | South Africa | \$2500
- **Dynamic Office Professionals**
12-16 May | Johannesburg | South Africa | \$1350
- **Time/Stress Management:**
15-16 May | Lagos | Nigeria | \$500
- **Business Communications & Reporting School:**
15-16 May | Lagos | Nigeria | \$500

June 2014

- **Tax/Public Finance & Strategic Planning Management:**
9-14 June | Abudabi | UAE | \$3950
- **Detecting, Investigating & Preventing Fraud Management:**
4-6 June | Accra, Ghana | \$1500
- **Exceptional Receptionist/CSR & Management Skills:**
11-13 June | Lagos | Nigeria | \$650
- **Negotiating & Drafting Business Contracts/SLC:**
11-13 June | Lagos | Nigeria | \$700
- **Change Management & Corporate Culture Integration:**
23-27 June | Johannesburg | \$1500
- **Advanced Negotiation Skills:**
16-18 June | Abeokuta | Nigeria | \$500
- **Marketing Life Insurance for Developing Economy:**
23-27 June | Johannesburg | South Africa | \$1500

November 2014

- **Financial Risk Management:**
3-6 November | Port Harcourt | Nigeria | \$950
- **Disaster Management & Business Continuity:**
3-6 November | Ibadan | \$850
- **Strategic Corporate Communications & PR Management:**
3-7 November | Dubai | UAE | \$1800
- **Tax/Public Finance & Strategic Planning Management:**
3-7 November | Dubai | UAE | \$3950
- **Managing Assets for Public Sector:**
24-28 | Abuja | Nigeria | \$750
- **Essential Leadership Skills & Emotional Intelligence for Exceptional Woman:**
24-28 November | Abuja | Nigeria | \$350
10-12 November | Johannesburg | South Africa | \$350
26-28 November | Dar Esalam | Tanzania | \$350

December 2014

- **Essential Leadership Skills & Emotional Intelligence for Women:**
1-3 December | Dar Esalam | Tanzania | \$350
- **Office Administration & Management Skills Development:**
10-12 December | Abuja | Nigeria | \$650
- **Book Keeping & Accounting to Trial Balance:**
10-12 December | Abuja | Nigeria | \$650
- **The 10 Day "MBA" & Strategic Leadership:**
4-10 December | South Africa | \$4950
(without accomodation) | \$6500 (with accomodation)

GENERAL NOTES

- 20% discount is available for booking and payments received two months prior to the workshop. Note that this does not include conferences.
- Registration form could be downloaded from our website: www.abn-events.com
- Payment with local currency could be accepted; terms and conditions apply.
- Registration fee is not refundable, however we accept substitute or move the payment to the next workshop/event
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