

**HUMAN RESOURCES DEVELOPMENT CENTRE (HRDC),
UNIVERSITY OF LAGOS
MULTIDISCIPLINARY WORKSHOPS, TRAININGS AND SEMINARS**

S/N	COURSE TITLE	TARGET AUDIENCE
1.	Management of Cooperative Societies	Heads/ Account Officers
2.	Treasury Management Competencies	Treasury/Account Officers
3.	Assets Management & Control	Stores/Procurement Officers/ Admin Officers
4.	Auditing, investigation & Verification Skills in Public Sector	Auditors/ Admin/Accounts Officers
5.	Fraud Prevention, Detention and Control	Auditors/ Admin/Accounts Officers
6.	Accountability and Transparency in Management of Resources	Admin Heads/ Accounts Officers
7.	Final Accounts Preparation in Public Sector	Accounts & Finance
8.	International Public Sector Accounting Standards (IPSAS) Accrual	Accounts & Finance
9	Leadership Competence and Capabilities Development	Senior Managers & Executives
10	Leadership and Strategic Management	Senior Managers & Executives
11	Legislative Drafting Techniques	Legislators/ Legislative Clerks & Officer
12.	Managing Legislative Proceedings	Speakers/ Legislators Executives
13.	Arbitration and Mediation Strategies	Speakers/ Legislators Executives
14.	Legislative Management	Speakers/ Legislators Executives
15	Waste, Safety & Environmental Management	Legislative/ Local Govt/ Environmental Officers/ Head Researchers
16	Grant Winning Proposal Writing and Presentation	Legislative/ Local Govt/ Environmental Officers/ Head Researchers
17	Labour Management Relations	Union Leaders/ Personnel Officers/Managers/ Admin Officers
18	Human Relation and Interpersonal Skills	Union Leaders/ Personnel Officers/Managers/ Admin Officers
19.	Target Setting for Managers	Union Leaders/ Personnel Officers/Managers/ Admin Officers
20.	Negotiation and influencing Skills for Managers and Labour Leaders	Union Leaders/ Personnel Officers/Managers/ Admin Officers
21.	Data Management	IT Officers/Researchers
22.	Electronic Records Management	Personnel/Admin/Executive Officer/ Managers
23.	Use of Computer for Financial Management	Accounts/Admin/ Managements Officers
24.	Management Information System	Accounts/Admin/ Managements Officers
25.	e-administration	Admin Officers/Managers

26.	Governance and Sustainable Development Management.	Local Govt/ State Executive Officers/Social Development Workers
27.	Social Community Services Management	Local Govt/ State Executive Officers/Social Development Workers
28.	Sustainable Development goal (SDG) & Security Management	Local Govt/ State Executive Officers/Social Development Workers
29.	Primary Health Care Management	Health Workers
30.	Skills for Sustainable Development of Rural Communities	Local Govt/State Govt Workers
31.	Financial Management Techniques in Finance, Accounts, Audit, Commercial and other related functions.	Accounts/ Finance Officers
32.	Leadership and Corporate Governance for Executives and Top Management.	Executives/Top Mgt Officers
33.	Effective and Efficient Human Resources Management and General Administration.	Senior Admin/Executives Officers
34.	In-Depth Excel, Data Analysis and Management.	Researchers/Data Managers/IT Officers
35.	Communication Engineering and Ancillary Services Systems for the Managers, Engineers and Senior Technicians.	Electronic Communication Engineers
36.	Transport and Logistics Management.	Transporters/NURTW, Aviation and Maritime
37.	Collective Action and Institutional Reform	Local Government/ Judiciary/ State Executive
38.	Advanced Human Resources Management	Senior Admin Officers/ Managers
39.	Emotional Intelligence for Managers & Executives	Top Management Senior Managers & Chief Executives/ Unit Heads
40.	Advanced Strategic decision making	Top Management/Senior Managers & Chief Executives/ Unit Heads
41.	Leadership & Governance practices	Top Management/Senior Managers& Chief Executives/ Unit Heads
42.	New paradigm of Leadership for Executives	Top Management/ Senior Managers& Chief Executives/ Unit Heads
43.	S D & G Security Management	Legislators/ State Executive Officers/ Intelligent Officers
44.	Strategic negotiation skills for legislators	Legislators
45.	Workshop for Classroom Management	School Proprietors/ Head Teachers
46.	Teacher Professional Development	Head/Class teachers
47.	Public Administrator and Management Workshop	Admin / Executives Heads

48	Effective office Management & Administration	Top Management/Senior Managers& Chief Executives/ Unit Heads
49	Outstanding office Administration & Management	Top Management/Senior Managers& Chief Executives/ Unit Heads
50	Accounting for Non- Accountant	Top Management/Senior Managers & Chief Executives/ Unit Heads
51	Accounting Standards Update	Auditors/Accountants/ Managers
52	Workshop on Data Collection and Analytical skills for Dissertation/ Thesis Research	Researchers/Data Managers/IT Officers/Scholars
53	Institutional Loyalty	Top Management/ Snr. Managers& Chief Executives/ Unit Heads
54	Procurement Process and Management	Procurement Officers/Chief Executive /Head of Units/ Managers
55	Arbitration and Mediation Strategies for legislator	Speakers/ Legislators Executives/ Legislators
56	Leadership and Strategic Management	Top Management/ Senior Managers& Chief Executives/ Unit Heads
57	Public Policy Management	Top Management/Senior Managers& Chief Executives/ Unit Heads
58	Community Relations	Top Management/ Senior Managers& Chief Executives/ Unit Heads in Private and Public Sectors
59	Effective Legislator/Leader	Speakers/ Legislators Executives/ Legislators
60	Governance and Sustainable Development Goals	Senior government official Speakers/ Legislators Executives/ Legislators, Top Management/ Snr. Managers &Chief Executives
61	Peace and Conflict Resolution	Military/Police/others security officer/ Top Management/ Snr Managers & Chief Executives/ Unit Heads
62	Policy Reform and Corruption Clean-ups in the Public Finance	Public Officers/ Auditors/ Accountant/Top Management
63	Negotiation and Influencing Skill for Managers and Labour Leaders	Union Leaders/ Top Management /Personnel Officers/Managers/ Admin Officers
64	Chamber and Caucus Planning	Top Government official/ Top Management/ Snr Managers & Chief Executives/Speakers/ Legislators Executives/ Legislators
65	Work Ethics and Good Conduct	Top Govt official/ Top Management/ Snr Managers & Chief Executives/ Speakers/ Legislators Executives
66	Effective Administration and Office Management	Top Management/Senior Managers & Chief Executives/ Unit Heads
67	360 Degree Leadership	Top Management/Senior Managers & Chief Executives/ Union leaders
68	Leadership and Emotional Intelligence	Top Management/ Senior Managers & Chief Executives/ Union leaders
69	Governance, Leadership and Ethics	Industry Leaders, Government Representatives, Scholars, Future Researchers and Educators
70	Good Governance and Human Development	Government Officials/ Top Management/ Snr Managers & Chief Executives/Human Resources Managers
71	Crowd Management	Security Agencies

72	Traffic Control & Management	LASTMA/Traffic Warden/ Road Safety Officers/ Local Govt Officers
73	Conflict & Peace Management	Top Management/Senior Managers & Chief Executives/ Union leaders
74	Motor Park Logistics & Management	Bus Owners/Park Managers/Unit Chairman/Drivers/NURTW
75	Health and Safety	Health Workers
76	Union Management	Top Management/Senior Managers & Chief Executives/ Union Leaders
77	Accident Preventions and Control Strategies	Transporters, LASTMA, Nigeria Police, Road Safety, Trace, Traffic managers, Highway Patrol
78	Negotiation Skills for the Petroleum and Maritime Industry	Petroleum & Maritime Industry Personnel
79	Leadership Strategy/ Crisis Management/ Problem Solving & Decision Making	Agencies and Company Management, HR Managers/ Administrators/ Supervisors/ Managers/ Business Owners/Executives
80	Port and Shipping Management	Fleet Managers/ Ship Managers/ Superintendents/ Harbour Masters/ Legal Counsel/ Financial Officers/ Technical Managers/ Marine Operational Personnel/ Business Development Managers/ Commercial Managers/ Maritime & Logistic Managers/ Chief Executive.
81	Transport & Logistics Management	Agencies and Company in Transport Management, HR Managers/ Administrators/ Supervisors/ Managers/ Business Owners/Executives/ Business starter
82	Entrepreneurship & Value Creation in Business Organizations	Top Management/ CEO/ Customer Relation Officers/ Business Managers
83	Project & Contract Management	Contract Managers/ Project Coordinators/ Project Leaders/ Project Managers/ Project Supervisors/ IT Professionals/ Telecoms Engineers/ Product Managers/ Bankers/ Consultants/ Business Starters/ SME Entrepreneurs/ Government Contractors
84	Essential Leadership Skills for Professionals	Agencies and Company Management, HR Managers/ Administrators/ Supervisors/ Managers/ Business Owners/Executives
85	Skill Development for teachers in core subjects: - English Language and Reading - Primary Mathematics - Social Studies - Science Practice for use of Science kits	Primary and Secondary teachers
86	Teachers Empowerment Skill for effective classroom management.	Primary and Secondary teachers
87	Shipping Business and Transport Management	Fleet Managers, Ship Managers, Superintendents, Harbour Masters, Legal counsel, Financial officers, Technical Managers, Marine Operations Personnel's, Business Development Managers, Commercial Managers, Maritime and Logistics Managers, Chief Executives, Maritime Executives, Ship Engineers.
88	Petroleum Business Innovations	Federal and State Government staff in Maritime and Petroleum Sectors, Private Sectors, individuals either professionals and non professionals in the Maritime, Transport and Petroleum Sectors, Technologists, Mechanical Engineers, Safety and Inspection Engineers.

89	Project and Contract Management	Contract Manager, Project Coordinators, Project Leaders, Project Managers, Project Supervisors, IT Professionals, Telecoms Engineers, Product Managers, Bankers, Consultants, Business Starter, SME Entrepreneurs, Government Contractors.
90	Programming and Robotics Training For Primary And Secondary School Students	Primary and Secondary School Students
	Enhancing Security and Safety in Educational Institution	
	Enhancing Security and Safety in Tourism, Cultural Festivals	
	Enhancing Security and Safety in Health Care Institution	
	Enhancing Security and Safety in Petroleum and Extractive Industry	
	Enhancing Digital Registry and Information Security in Public and Private Sectors	
	Enhancing Food and Agrosecurity in The Agricultural and Commercial Centres	
	Forensic Science, Criminal Investigation and Court Administration: Transformation And Integrating Tools	

FOR FURTHER ENQUIRIES, PLEASE CONTACT

Director and Head, Human Resources Development Centre,
HRDC Building (Near Second Gate)
Akinpelu Adesola Road,
University of Lagos, Akoka, Lagos
Tel: 08023409819