PEAKWARE
ACADEMY



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peakwareacademy.com



ABOUT US

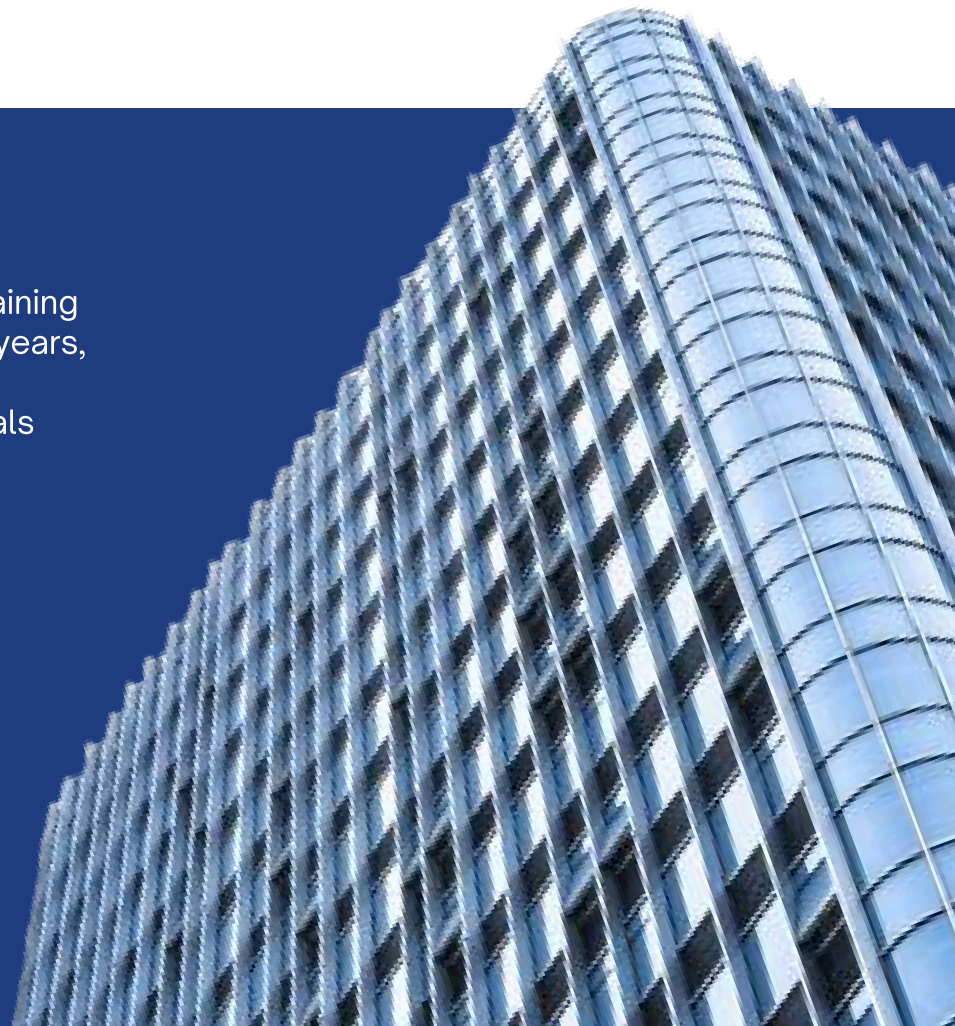
Peakware Academy Limited, your premier destination for comprehensive and cutting edge training in Nigeria. We are committed to empowering individuals and organizations across all sectors with the knowledge, skills, and expertise they need to thrive in today's dynamic and competitive landscape.

Our Journey

Peakware Academy Limited has been a pioneer in providing high-quality training solutions to meet the evolving needs of the Nigerian workforce. Over the years, we have earned a reputation for excellence, integrity, and innovation. Our journey has been marked by relentless dedication to empowering individuals and organizations to reach their peak potential.

Our Expertise

At Peakware Academy Limited, we take pride in our diverse and highly skilled team of trainers, consultants, and subject matter experts. Our faculty brings decades of experience from various sectors, including oil and gas, leadership, management, and more. This wealth of knowledge allows us to deliver training programs that are not only informative but also practical and actionable.





Our Approach

Our approach to training is rooted in a deep understanding of the challenges and opportunities that our clients face. We believe that learning should be engaging, relevant, and result-oriented. Therefore, we design and deliver customized training solutions that align with the unique goals and objectives of each client. Whether you are an individual seeking personal development or an organization aiming to enhance your workforce's capabilities, Peakware Academy Limited is your trusted partner on the journey to success.

Our Mission

Enabling Growth Through Knowledge and Innovation

Our mission is to foster growth, excellence, and innovation by providing top-notch training services that meet the evolving needs of our clients. We are committed to:

- Delivering Excellence
- Empowering Individuals
- Strengthening Organizations
- Embracing Innovation
- Promoting Integrity and Ethics

Our Vision

Empowering Excellence, Transforming Futures

Our vision at Peakware Academy Limited is to be the foremost provider of world-class training and development solutions in Nigeria and beyond. We aspire to empower individuals and organizations with the knowledge and skills they need to excel in their chosen fields. By doing so, we aim to play a pivotal role in transforming the future of Nigeria's workforce and economy.

Our Training Coverage

At Peakware Academy Limited, we offer a wide range of training programs that cover various sectors, including but not limited to:



Oil and Gas

Our comprehensive oil and gas training programs equip participants with the knowledge and skills required to excel in this critical sector. From exploration to production, safety to sustainability, we cover it all.



Leadership and Management

Effective leadership and management are crucial for the success of any organization. Our leadership and management training programs are designed to develop the next generation of leaders who can drive growth and innovation



Finance and Accounting

Financial acumen is essential for informed decision-making. Our f inance and accounting courses provide participants with the expertise needed to manage finances efficiently and strategically.



Information Technology

In today's digital age, IT skills are in high demand. Our IT training programs cover a wide range of topics, from programming and cybersecurity to data analytics and cloud computing.



Human Resources

Human resources are the backbone of any organization. Our HR training programs focus on best practices in recruitment, talent management, employee relations, and more.

Our Training Coverage

At Peakware Academy Limited, we offer a wide range of training programs that cover various sectors, including but not limited to:



Healthcare

The healthcare sector requires highly trained professionals to deliver quality care. Our healthcare training programs prepare individuals for careers in nursing, medical administration, and healthcare management.



Environmental and Sustainability

Sustainability is a global imperative. Our training programs in this area address environmental concerns, sustainable practices, and green technologies.



Soft Skills and Personal Development

Personal growth is a lifelong journey. Our soft skills and personal development courses enhance communication, time management, emotional intelligence, and other essential skills.



Customized Training Solutions

In addition to our standard programs, we offer customized training solutions tailored to the specific needs of our clients. Whether you need to upskill your workforce, prepare for a certification, or address a unique training challenge, we can design a program that fits your requirements.

At Peakware Academy Limited, our commitment to excellence, innovation, and empowerment is unwavering. We invite you to join us on a journey of learning and growth. Whether you are an individual seeking to advance your career or an organization looking to elevate your workforce, Peakware Academy Limited is your trusted partner. Together, we will empower excellence and transform futures. Thank you for considering Peakware Academy Limited as your training destination of choice. We look forward to serving you and helping you reach new heights of success.

OUR CLIENTS


Epsellon


FECI
FECHON ENGINEERING & CONSTRUCTION LIMITED


MTN


NEMERA
OIL AND GAS LTD




FCMB


IKOSH
NIGERIA LIMITED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Holdings


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Veritas
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TOOLS


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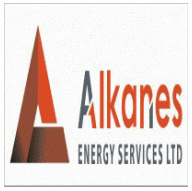
Alkanes
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MERISTEM


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WenWes
WenWes Integrated Services Limited


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AVIATION


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PEAKWARE
ACADEMY
2027 TRAINING
CALENDAR

OIL & GAS

Courses	Duration	No of Runs	Date
Advanced Data Management for Oil and Gas Professionals	3 days	2	Jan 20-22 Jul 5-7
Advanced Oil & Gas Project Economics, Risk & Decision Analysis	3 days	2	Jan 27-29 Jul 12-14
Basic Drilling, Completion and Workover Operations	3 days	1	Feb 3-5
Benchmarking for Performance Improvement in the Oil & Gas Industry	3 days	1	Feb10-12
Bid and Tender Management in the Oil & Gas	3 days	2	Feb 17-19 Jul 26-28
Marginal Field Bid- Tender & Negotiation Training	3 days	2	Feb 24-26 Nov 29 -1 Dec

OIL & GAS

Courses	Duration	No of Runs	Date
Nigerian Content & NCDMB Compliance Training	3 days	2	Mar 3-5 Aug 23-25
SAP Ariba Bid Mastery for Oil & Gas Suppliers	3 days	2	Mar 17-19 Sep 27-29
Cash Calls in Oil & Gas Venture Operations	3 days	1	Apr 7-9
Complex Negotiation Skills in the Oil & Gas	3 days	2	Apr 14-16 Sep 8-10
Contractor Safety Management	3 days	1	Apr 21-23
Developing Project Strategy in the Oil and Gas Industry	3 days	1	Apr 28-30
Dispute Management & Avoidance in the Energy	3 days	1	May 5-7

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OIL & GAS

Courses	Duration	No of Runs	Date
Downstream Oil & Gas Regulations	3 days	1	May 12-14
Drilling and Production Operation	3 days	1	May 19-21
Drilling Automation and Digitalization	3 days	1	May 26-28
Effective Government Relations for the Oil & Gas	3 days	1	Jun 2-4
Essential Skills for Oil & Gas Managers & Supervisors	3 days	1	Jun 9-11
Exploration & Production	3 days	1	Jun 16-18
Exploration Business	3 days	1	Jun 23-25

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OIL & GAS

Courses	Duration	No of Runs	Date
Financial Modelling & Petroleum Project Economics	3 days	2	30 Jun-2 Jul Sep 22-24
Formation Evaluation and Petrophysics	3 days	1	Jul 7-9
Fundamentals of Reservoir Engineering	3 days	1	Jul 14-16
Geographic Information Systems (GIS) for Oil & Gas	3 days	1	Jul 21-23
Global Procurement & Supply Chain Mgt for the Oil and Gas	3 days	1	Jul 28-30
IFRS for the Oil & Gas & Petrochemical Sectors	3 days	1	Aug 4-6
International Gas Business	3 days	1	Aug 11-13

OIL & GAS

Courses	Duration	No of Runs	Date
Leadership & Strategic Thinking in the Oil, Gas & Petrochemicals Industry	3 days	1	Aug 18-20
Local Content Management in the Oil and Gas Industry	3 days	2	Aug 25-27 Feb 22-24
Offshore & Marine Projects Risks Management	3 days	1	Sep 1-3
Offshore Exploration & Production Project Management	3 days	1	Sep 8-10
Offshore Safety & Risk Management System	3 days	1	Sep 15-17
Oil & Gas Business Formation & Physical Regime & Funding Options	3 days	1	Sep 22-24
Oil & Gas: Upstream Overview	3 days	1	Oct 6-8

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OIL & GAS

Courses	Duration	No of Runs	Date
Project Management for the Oil and Gas Industry	3 days	2	Oct 13-15 Jun 28-30
Oil Block/Field Bid/Tender & Negotiation Training	3 days	1	Oct 20-22
Prospect Generation, Evaluation, Volumetric Calculation, and Risking	3 days	1	Oct 27-29
Reservoir Management	3 days	1	Nov 3-5
Strategic Sourcing for the Oil & Gas Industry	3 days	1	Nov 10-12
Strategic Talent Management in the Oil & Gas Industry	3 days	1	Nov 17-19
Statutory, Legal & Compliance Requirements for the Oil & Gas	3 days	1	Nov 24-26

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OIL & GAS

Courses	Duration	No of Runs	Date
Upstream Petroleum Contracts, Accounting, Auditing Policies & Procedures	3 days	1	Dec 1-3

OIL & GAS PRODUCTION

Courses	Duration	No of Runs	Date
Batch Control	3 days	1	Dec 8-10
Basic Facility Instrumentation	3 days	1	Jan 18-20
Boiler Control Systems Engineering	3 days	1	Jan 25-27
Centrifugal Compressor Operation & Auxiliary Systems	3 days	1	Feb 1-3 Jun 21-23
Control Actions and Modes, Tuning Methods	3 days	1	Feb 15-17
Developing and Applying Standard Instrumentation and Control	3 days	1	Feb 22-24
Diesel Purification System Operations and Maintenance	3 days	1	Mar 1-3

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OIL & GAS PRODUCTION

Courses	Duration	No of Runs	Date
Electrical Installations and Electrical Safety	3 days	1	Mar 15-17
Flow Measurement – Liquid & Gas Measuring (Fiscal Standards)	3 days	1	Mar 22-24
Fundamentals of Industrial Process, Measurement, and Control	3 days	1	Apr 5-7
Fundamentals of Process Instrumentation	3 days	1	Apr 12-14
Hazardous Area Instrumentation	3 days	1	Apr 19-21
Industrial Flow Measurement Engineering	3 days	2	Apr 26-28 30 Aug- 1 Sep
Motion Control	3 days	1	May 10-12

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OIL & GAS PRODUCTION

Courses	Duration	No of Runs	Date
Motion Control	3 days	1	May 10-12
Motor and Drive Control	3 days	1	May 24-26
Power Transformer Testing & Maintenance	3 days	1	31 May- 2 Jun
Process Safety and Safety Instrumented Systems	3 days	1	Jun 7-9
Production Planning and Control	3 days	1	Jun 14-16
Safety Instrumented Systems: A Life-Cycle Approach	3 days	1	Jun 21-23
Water Injection Equipment, Operations & Optimisation	3 days	1	Jun 28-30

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

HSE, SAFETY & ENVIRONMENT

Courses	Duration	No of Runs	Date
Advanced Health & Safety Management	3 days	1	Jan 20-22 Jul 5-7
Bowtie Investigation Tool	3 days	1	Jul 12-14
Environmental and Social Impact Assessment	3 days	1	Jul 19-21
Environmental Impact Assessment (EIA)	3 days	1	Jul 26-28
Global Environmental Law and Governance	3 days	1	Aug 2-4
Hazardous Waste Management and Pollution	3 days	1	Aug 9-11
Healthcare Hazard Control and Safety Management	3 days	1	Aug 16-18 Mar 17-19

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

HSE, SAFETY & ENVIRONMENT

Courses	Duration	No of Runs	Date
HSE Management and Leadership	3 days	1	Aug 23-25
Integrated Quality Management Systems (QMS) and Implementing Hazardous Waste Concepts	3 days	1	30 Aug- 1 Sep
Managing Safety in Oil and Gas	3 days	1	Sep 6-8
Managing Safely	3 days	1	Sep 13-15
Operational Safety Management for Oil & Gas Professionals	3 days	1	Sep 20-22
OSHA: Occupational Safety & Health Administration Standards	3 days	2	Apr 7-9 Sep 27-29
Road Safety Leadership and Management	3 days	1	Oct 4-6

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

HSE, SAFETY & ENVIRONMENT

Courses	Duration	No of Runs	Date
Safety Audit & Site Inspection	3 days	1	Oct 11-13
Safety Technology & Risk Management	3 days	2	Oct 18-20 Jun 16-18
Storage & Handling of Toxic Chemicals and Hazardous Materials	3 days	1	Oct 25-27

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

LEADERSHIP, MANAGEMENT & PERSONAL DEVELOPMENT

Courses	Duration	No of Runs	Date
Advanced Negotiation Skills	3 days	1	Nov 1-3
Authentic Leadership Programme	3 days	1	Nov 8-10
Building Personal Leadership Skills	3 days	1	Nov 15-17
Building Skills for Work in Teams	3 days	1	Nov 22-24
Building Team Excellence	3 days	1	29 Nov-1 Dec
Business Etiquette & Communication	3 days	2	May 5-7 Dec 6-8
Business and Corporate Etiquette	3 days	1	Jan 13-15

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

LEADERSHIP, MANAGEMENT & PERSONAL DEVELOPMENT

Courses	Duration	No of Runs	Date
Business Writing and Communication Skills	3 days	1	Jan 20-22
Developing Excellence in People Leadership	3 days	1	Jan 27-29
Emotional Intelligence for Leaders	3 days	1	Feb 3-5
Emotional Intelligence in the Workplace: Enhancing Interpersonal Skills	3 days	1	Feb 10-12
HR Processes, Culture & Change Management Programme	3 days	2	Feb 17-19 Nov 3-5
Leadership & Management	3 days	1	Feb 24-26
Leadership, Communications & Interpersonal Skills	3 days	1	Mar 3-5

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

LEADERSHIP, MANAGEMENT & PERSONAL DEVELOPMENT

Courses	Duration	No of Runs	Date
Improving Business Leadership Through Technology	3 days	1	Mar 17-19
Leadership Mastery: Unlocking Your Full Potential as a Leader	3 days	1	Apr 7-9
Leading High Performing Teams	3 days	1	Apr 14-16
Mastering Corporate Communication	3 days	1	Apr 21-23
Mastering People Management & Team Leadership	3 days	2	Jan 20-22 Apr 28-30
Negotiation & Conflict Management in Organisations	3 days	1	May 5-7
Presentation Skills	3 days	1	May 12-14

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

LEADERSHIP, MANAGEMENT & PERSONAL DEVELOPMENT

Courses	Duration	No of Runs	Date
Problem Solving & Decision Making Skills for Engineers & Technical Professionals	3 days	1	May 19-21
Personal Effectiveness & Influencing Skills	3 days	1	May 26-28
Stepping up to Management	3 days	1	Jun 2-4
Strategy & Strategic Planning	3 days	1	Jun 9-11
Stress Management for Peak Performance: Techniques for Thriving Under Pressure	3 days	2	Jun 16-18 Sep 15-17

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

HUMAN RESOURCES & PEOPLE DEVELOPMENT

Courses	Duration	No of Runs	Date
Competencies: Design, Development and Implementation	3 days	1	Jun 23-25
Fundamentals of Employee Volunteering Programs	3 days	1	30 Jun-2 Jul
HR Analytics - Concepts and Tools for Effective Decision Making	3 days	1	Jul 7-9
Internal Consultancy Skills at Work	3 days	1	Jul 14-16
Job Evaluation & Analysis	3 days	2	Feb 3-5 Jul 21-23
Key Performance Indicators and Optimisation Workshop	3 days	1	Jul 28-30
Learning Agility: The Essential Course for HR and Learning & Development Professionals	3 days	1	Aug 4-6

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

HUMAN RESOURCES & PEOPLE DEVELOPMENT

Courses	Duration	No of Runs	Date
Managing Employee Performance for Results	3 days	1	Aug 11-13
Managing Human Capital in the Oil, Gas and Petrochemical Industry	3 days	1	Aug 18-20
Managing Performance with OKR (Objectives and Key Results)	3 days	1	Aug 25-27
The Future of Learning: Re-engineering the Learning Experience	3 days	1	Sep 1-3
HR Policy Formulation and Implementation	3 days	2	Apr 21-23 Sep 8-10
The Role of Positive Work Ethics in Achieving Organisational Objectives	3 days	1	Sep 15-17

IT, DATA, CYBERSECURITY & DIGITAL SYSTEMS

Courses	Duration	No of Runs	Date
Big Data & Hadoop	3 days	1	Sep 22-24
Big Data Analytics for Supply Chain Optimization	3 days	1	Oct 6-8
Certified Business Analysis Professional (CBAP)	3 days	1	Oct 13-15
Certified Information System Security Professional (CISSP + Exam)	3 days	1	Oct 20-22
COBIT 5 Assessor	3 days	1	Oct 27-29
COBIT 2019 Design & Implementation	3 days	1	Nov 3-5
COBIT 2019 Foundation + Exam	3 days	1	Nov 10-12

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

IT, DATA, CYBERSECURITY & DIGITAL SYSTEMS

Courses	Duration	No of Runs	Date
Data Protection & Cyber Security	3 days	2	May 19-21 Nov 17-19
Governance of Enterprise IT (CGEIT Bootcamp)	3 days	1	Nov 24-26
Hadoop Fundamentals	3 days	1	Dec 1-3
Intro to R	3 days	1	Dec 8-10
IT Strategy & Governance (Fundamentals & Techniques)	3 days	1	Jan 18-20
Management Skills for IT Professionals	3 days	1	Jan 25-27
Penetration Testing & Ethical Hacking Training	3 days	1	Feb 1-3

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

IT, DATA, CYBERSECURITY & DIGITAL SYSTEMS

Courses	Duration	No of Runs	Date
ITIL 4 Foundation & Certification	3 days	1	Feb 15-17
Power BI Essentials	3 days	1	Feb 22-24
Project Management Professional (Quick Track) - PMP	3 days	1	Mar 1-3
Python	3 days	2	Mar 15-17 Sep 8-10
QlikSense Essentials	3 days	1	Mar 22-24
Office Management Specialist	3 days	1	Apr 5-7
SQL Reporting Services	3 days	2	Apr 12-14 Jul 14-16

IT, DATA, CYBERSECURITY & DIGITAL SYSTEMS

Courses	Duration	No of Runs	Date
Tableau Essentials	3 days	1	Apr 19-21
SQL Programming	3 days	1	Apr 26-28

FINANCE, ACCOUNTING, TREASURY & TAX

Courses	Duration	No of Runs	Date
Advanced Financial Modeling	3 days	1	May 10-12
Advanced Techniques in Managerial Accounting	3 days	1	May 24-26
Asset-Liability Management	3 days	1	31 May- 2 Jun
Basic Financial Modeling	3 days	1	Jun 7-9
Budgeting and Forecasting for Strategic Decision Making	3 days	2	Jun 14-16 Oct 20-22
Business Performance Reporting: Balanced Scorecard & Analytics for Business	3 days	1	Jun 21-23
Capital Market Fundamentals	3 days	1	Jun 28-30

FINANCE, ACCOUNTING, TREASURY & TAX

Courses	Duration	No of Runs	Date
Cost Accounting for Improved Profitability	3 days	1	Jul 5-7
Cost Optimization, Management & Reporting	3 days	2	Jul 12-14 Nov 17-19
Ethical Considerations in Accounting Practices	3 days	1	Jul 19-21
Finance and Accounting for Non-Finance Professionals	3 days	1	Jul 26-28
Finance and Accounting for Office Administrators & Secretaries	3 days	2	Aug 2-4 Apr 21-23
Financial Advisory Program	3 days	1	Aug 9-11
Financial Management & Credit Analysis	3 days	1	Aug 16-18

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

FINANCE, ACCOUNTING, TREASURY & TAX

Courses	Duration	No of Runs	Date
Financial Modelling & Tariff Setting for Utility Sector	3 days	1	Aug 23-25
Forensic Accounting: Uncovering Financial Deception	3 days	1	30 Aug- 1 Sep
Fraud Detection and Prevention Strategies	3 days	2	Sep 6-8 May 12-14
Internal Controls and Auditing Essentials	3 days	1	Sep 13-15
International Taxation Law	3 days	1	Sep 20-22
Investment Analysis & Portfolio Management	3 days	1	Sep 27-29
Investment Management Arithmetic	3 days	1	Oct 4-6

FINANCE, ACCOUNTING, TREASURY & TAX

Courses	Duration	No of Runs	Date
Money Laundering Detection and Prevention Strategies	3 days	1	Oct 11-13
Taxation and Treasury Policies	3 days	1	Oct 18-20
Treasury & Financial Markets Fundamentals Treasury & Market Risk Appraisal	3 days	1	Oct 25-27
Tax Administration and Corporate Compliance	3 days	2	Nov 1-3 30 Jun-2 Jul
Valuation Techniques	3 days	1	Nov 8-10

PROJECT, CONTRACTS & PROCUREMENT MANAGEMENT

Courses	Duration	No of Runs	Date
Contract & Project Risk Management & Compliance	3 days	1	Nov 22-24
Project Management Techniques & Skills in the Oil & Gas Industry	3 days	2	Dec 6-8 Jun 7-9
Winning & Delivering Profitable Contracts Training	3 days	1	Jan 13-15 May 24-26
Contract Management: From Principles to Action	3 days	1	Jan 20-22
Valuation Techniques	3 days	1	Jan 27-29
Contract Risk Management & Compliance	3 days	2	Feb 3-5 Aug 4-6
Cost Analysis of Plug and Abandonment Operations	3 days	1	Feb 10-12

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

PROJECT, CONTRACTS & PROCUREMENT MANAGEMENT

Courses	Duration	No of Runs	Date
Effective Contractor Management in Maintenance & Technical Projects	3 days	2	Feb 17-19 Aug 18-20
Effective Project Management	3 days	1	Feb 24-26
EPCIC Contract Management in Offshore & Marine	3 days	1	Mar 3-5
Mastering Contracts Management	3 days	1	Mar 17-19
Mastering Project Management	3 days	1	Apr 7-9
Negotiating and Managing PPP Contracts	3 days	2	Apr 14-16 Oct 13-15
Procurement Management of Equipment and Works for World Bank Aided Projects	3 days	1	Apr 21-23

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

PROJECT, CONTRACTS & PROCUREMENT MANAGEMENT

Courses	Duration	No of Runs	Date
Project Governance and Stage Gate Management	3 days	1	Apr 28-30
Project Management Professional (PMP)	3 days	2	May 5-7 Dec 1-3
Project Performance Measurement and Management	3 days	1	May 12-14
Public Private Partnership (PPP) Financing, Projects & Contracts	3 days	1	May 19-21
Risk Management Professional	3 days	2	May 26-28 Nov 17-19

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

SALES, MARKETING & CUSTOMER MANAGEMENT

Courses	Duration	No of Runs	Date
Achieving Marketing Excellence in Service Organizations	3 days	2	Jun 16-18 Nov 8-10
Client Management Strategies for Retention and Growth	3 days	1	Jun 23-25 Sep 20-22
Customer Experience Management	3 days	1	Jun 16-18
Customer Experience Management (CEM) for Professionals	3 days	2	Jun 23-25 Sep 1-3
Customer-Focused Selling Strategies	3 days	1	Jun 23-25
Fundamentals of Marketing	3 days	1	30 Jun-2 Jul
Oil Products Marketing	3 days	1	Jul 7-9

SALES, MARKETING & CUSTOMER MANAGEMENT

Courses	Duration	No of Runs	Date
Customer Relationship Management	3 days	2	Jul 14-16 Oct 11-13
Sales Management Best Practices for Building a World-Class Sales Team	3 days	1	Jul 21-23
Sales Manager Training	3 days	1	Jul 28-30
Sales Professional Training	3 days	1	Aug 4-6
Strategic Brand Management	3 days	1	Aug 11-13
Strategic Brand Positioning and Marketing	3 days	1	Aug 18-20

OFFICE ADMINISTRATION & SUPPORT

Courses	Duration	No of Runs	Date
Administrative Excellence for Secretaries and Administrators	3 days	1	Aug 18-20
Administrative Operations and Coordination	3 days	1	Aug 25-27
Advanced Office Management & Effective Administration Skills	3 days	1	Sep 1-3
DCC Certified Document Controller Training	3 days	2	Sep 8-10 Nov 1-3
Developing Core Skills for Administrators & Secretaries	3 days	1	Sep 15-17
Essential Management Skills for Administrators	3 days	2	Jan 13-15 Sep 22-24
Implementation of Modern Record Management Through SharePoint and Office 365	3 days	1	Oct 6-8

TRAINING LOCATIONS: LAGOS, ABUJA, PORT HARCOURT & BENIN

OFFICE ADMINISTRATION & SUPPORT

Courses	Duration	No of Runs	Date
Office Management Specialist	3 days	1	Oct 13-15
Professional Skills for Administrators & Secretaries	3 days	1	Oct 20-22
The Senior Secretary Development Programme	3 days	1	Oct 27-29
Facility Management & Office Administration	3 days	2	Nov 3-5 Sep 13-15

TERMS AND CONDITIONS OF REGISTRATION

1. **Pricing and Tax:** All course fees stated in this calendar are exclusive of Value Added Tax (VAT). The applicable statutory VAT rate of 7.5% will be added to all invoices.

2. **Training Fee Coverage:** The training fee covers training materials, a certificate of participation, lunch, and tea/coffee breaks. Accommodation, travel, and other personal expenses are not included. However, accommodation and other logistical arrangements can be facilitated upon request.

3. **Discount Policy:** Discounts may be offered on a case-by-case basis, subject to approval by Peakware Academy.

4. **Course Confirmation and Rescheduling:** Peakware Academy reserves the right to reschedule a course if the minimum required number of participants is not met. Registered participants will be notified accordingly.

5. **Fee Validity:** The fees published in this 2027 Training Calendar are valid for the 2027 calendar year. However, Peakware Academy reserves the right to review and adjust its fees in response to significant external economic factors. Where possible, prior notice of any such adjustments will be provided.

Thank you.

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