

PAMCOS



2025 TRAINING SCHEDULE

**Professional & Allied Management
Consultancy Solutions Limited**

Navigating Excellence: Crafting Strategies, Delivering Results

pamcos.com.ng



Professional and Allied Management Consultancy Solutions Limited



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WHO WE ARE

We are a renowned management consulting firm dedicated to driving success and excellence in the world of business and development projects. With a passionate team of experts and a track record of delivering exceptional results, we are the trusted partner for organisations seeking strategic guidance, transformative solutions, and professional development.

At PAMCOS we understand that every client has unique needs and aspirations. That's why we offer a comprehensive range of consultancy services tailored to address the specific challenges faced by businesses, institutions, government bodies, and research centres. Whether it's social development, educational enhancement, environmental sustainability, or infrastructural progress, our team of experienced consultants is equipped to provide valuable insights and innovative strategies.



**PROVIDING TAILOR-MADE
SOLUTIONS THAT MEET
CLIENTS' SPECIFIC
OBJECTIVES**

OUR MISSION AND VISION

Vision

To be a globally recognized catalyst for organizational excellence, propelling individuals and communities towards sustainable growth and prosperity through glocalized and transformative solutions.

Mission

Unleashing potential, one action at a time. We empower individuals and organizations with expertise, knowledge, and resources to build a brighter future, together.



OUR TRAINING PROGRAMME

As part of our holistic approach to consultancy services, we recognize the importance of training and capacity development. We understand that organizations must continuously enhance their human capital to stay competitive in today's dynamic business environment. That is why we have dedicated ourselves to the business of organizational capacity building, professional training, learning, and development.

Our comprehensive training programs are designed to impart knowledge, upgrade skills, and provide education in all aspects of human endeavour. Whether it is through in-class sessions or virtual training courses, we offer a range of modules that cater to different industries and job roles. Our professional development sessions and special programs provide individuals with opportunities to enhance their skill sets and stay ahead of the curve.

Furthermore, we offer career coaching services that focus on career and entrepreneurial development. Our experienced coaches provide guidance, mentorship, and support to individuals who are seeking to explore their career potential or embark on entrepreneurial ventures. We help our clients identify their passions, set goals, and develop actionable plans to achieve success.



OUR TRAINING SCHEDULE

ADMINISTRATION, MANAGEMENT, AND CORPORATE LEADERSHIP

TRAINING TOPIC	Q1	Q2	Q3	Q4
Management Skills for Administrative Professionals	Feb 10 - 14	April 7 - 11	Jul 7 - 11	Oct 6 - 10
Mid-Level Administrative Skills Development Workshop	Mar 10 - 14	-	Jun 30 - July 4	Oct 20 - 24
Modern Office and Secretarial Management Skills Development	Mar 17 - 21	-	Jul 14 - 18	Nov 10 - 14
Time Management & Prioritization	Feb 10 - 14	May 5 - 9	Aug 4 - 8	Nov 3 - 7
Electronic Archive (E-Archive) & Electronic Documents Management System	Mar 17 - 21	-	Jul 7 - 11	Nov 3 - 7
Customer Service and Telephone Etiquette for Professionals	Jan 27 - 31	Mar 31 - April 4	Jul 14 - 18	Oct 20 - 24
Advanced Management, Administrative & Leadership Skills	Feb 10 - 14	April 28 - May 2	Aug 4 - 8	Dec 1 - 5
Organizational, Administrative Strategies, and Contemporary Management	Jan 6 - 10	April 7 - 11	Jul 7 - 11	Dec 8 - 12
Basic Skills and Strategies for Effective Women Leadership	Mar 10 - 14	April 28 - May 2	Aug 4 - 8	Dec 8 - 12
Leadership, Accountability, Governance, and Multisectoral Project Management	Mar 17 - 21	April 28 - May 2	Sep 8 - 12	Nov 10 - 14
Report Writing, Presentation, and Communication Skills for Public Service Officers	Feb 24 - 28	May 26 - 30	Jul 14 - 18	Dec 1 - 5

MONITORING AND EVALUATION MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Programme for Result (PforR) Intervention Monitoring and Evaluation	Feb 24 - 28	April 28 - May 2	Jul 14 - 18	Nov 3 - 7
Contemporary Approach to Monitoring and Evaluation	Mar 10 - 14	May 26 - 30	Aug 4 - 8	Dec 1 - 5
Advanced Monitoring and Evaluation	Jan 27 - 31	April 7 - 11	Jul 7 - 11	Oct 20 - 24
Monitoring and Evaluation of Multi- sectoral Projects	Feb 24 - 28	May 12 - 16	Sep 8 - 12	Nov 3 - 7
Monitoring and Evaluating of Digital Programme	Jan 6 - 10	April 7 - 11	Jul 7 - 11	Dec 8 - 12
Global Monitoring and Evaluation	Mar 17 - 21	May 5 - 9	Jul 21 - 25	Nov 10 - 14

AGRICULTURE AND RENEWABLE ENERGY

TRAINING TOPIC	Q1	Q2	Q3	Q4
Agribusiness Development	Feb 10 - 14	-	Jun 30 - July 4	Oct 6 - 10
Logistics and Supply Chain Management of Agricultural Products	Jan 27 - 31	April 28 - May 2	Jul 14 - 18	Oct 20 - 24
Agricultural Business Planning and Management	Mar 10 - 14	April 28 - May 2	Jul 7 - 11	Dec 1 - 5
Sustainable Agriculture and Land Management	Jan 13 - 17	April 7 - 11	Jun 30 - July 4	Oct 20 - 24
Green House Farming and Food Production Workshop	Feb 24 - 28	-	Jul 7 - 11	Nov 10 - 14
Renewable Energy Management	Mar 17 - 21	May 12 - 16	Sep 8 - 12	Dec 1 - 5

EDUCATION PROGRAMME MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Train the Trainer (TOT) Workshop	Jan 27 - 31	April 7 - 11	Jul 21 - 25	Dec 1 - 5
Psychosocial & Pedagogical Training for Teachers to Handle Traumatized Children	Mar 24 - 28	-	Jun 30 - July 4	Nov 3 - 7
Education Management Information System (EMIS)	Feb 24 - 28	April 7 - 11	Jul 7 - 11	Nov 10 - 14
Organisational Leadership, Policy Formulation and Implementation Skills for Tertiary Institution Administrators	Mar 10 - 14	April 28 - May 2	Jun 30 - July 4	Oct 20 - 24
Strategies and Approaches for Enhancing Transparency and Accountability of School-Based Management Committees (SBMCs)	Feb 10 - 14	April 28 - May 2	Jul 14 - 18	Oct 6 - 10

HUMAN RESOURCES MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Strategic Human Resources Management	Mar 17 - 21	Jun 16 - 20	Sep 8 - 12	Nov 3 - 7
Diversity, Equity, and Inclusion Management (DEI) in Human Resources	Feb 24 - 28	April 7 - 11	Jul 7 - 11	Dec 1 - 5
Pre-retirement Training	Mar 24 - 28	Jun 16 - 20	Sep 22 - 26	Dec 1 - 5
Succession Planning, Workforce Analysis, Talent Retention, and Performance Management	Jan 27 - 31	April 28 - May 2	Jul 21 - 25	Oct 20 - 24
Advanced Communication, Technical and Business Report Writing, ICT Application, Minute Taking Presentation, and Documentation Workshop	Mar 10 - 14	Jun 16 - 20	Aug 25 - 29	Oct 6 - 10
Performance Management, Employee Appraisal, HR Planning, and Operations Management for Senior Executives	Feb 10 - 14	April 7 - 11	Jul 7 - 11	Nov 10 - 14

SOCIAL PROTECTION MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Poverty Mapping, Vulnerability Assessments, and Analysis	Feb 10 - 14	Jun 23 - 27	-	Dec 8 - 12
Strategies for Developing Livelihood Opportunities for Vulnerable Groups	Jan 27 - 31	April 7 - 11	Jul 14 - 18	Nov 10 - 14
Inclusive Social Protection Management	Mar 10 - 14	Jun 23 - 27	Sep 22 - 26	Oct 20 - 24
Public Workfare Programme and Livelihood Restoration Programme Management	Feb 10 - 14	April 7 - 11	Jul 7 - 11	Oct 6 - 10
Management of Targeted Cash Transfer (TCT) and Conditional Cash Transfer (CCT)	Mar 24 - 28	-	Jun 30 - July 4	Nov 10 - 14
Unified and Single Register Management	Jan 13 - 17	Jun 16 - 20	Sep 8 - 12	Dec 1 - 5
Vulnerable Groups Inclusion in Social Protection Programmes	Feb 10 - 14	Jun 23 - 27	Sep 8 - 12	Dec 8 - 12
Livelihood Enhancement for the Displaced & Vulnerable Groups	-	Mar 31 - April 4	Jul 7 - 11	Oct 20 - 24
Data Mining & Enrolment of Beneficiaries for Social Protection Programmes	Feb 24 - 28	April 28 - May 2	Jul 14 - 18	Oct 6 - 10
Management of Persons with Disabilities (PWDS) in Social Protection Programmes	-	Mar 31 - April 4	Jun 30 - July 4	Oct 6 - 10

GENDER AND VULNERABLE GROUPS

TRAINING TOPIC	Q1	Q2	Q3	Q4
Gender and Vulnerable Groups Issues in Contemporary Workplace Environment	Mar 24 - 28	-	Jun 30 - July 4	Nov 3 - 7
Gender Equity & Social Inclusion (GESI) in Project Management	Mar 17 - 21	April 28 - May 2	Jul 7 - 11	Oct 6 - 10

PROJECT MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Advanced Project Management	Feb 10 - 14	May 26 - 30	Jul 14 - 18	Oct 20 - 24
Contemporary Trends in Project Management	Mar 10 - 14	Jun 23 - 27	Sep 8 - 12	Dec 8 - 12
Programme for Result (PfR) Intervention Management	Mar 17 - 21	Jun 16 - 20	Sep 22 - 26	Nov 3 - 7
Sustainable Project Closure and Exit Strategies	Feb 24 - 28	May 26 - 30	Sep 8 - 12	Dec 8 - 12
Fragility, Conflict, and Violence in Project Implementation	-	Mar 31 - April 4	Jun 30 - July 4	Nov 3 - 7
Result Areas DLIS Management & Implementation for Programme for Result Interventions	Mar 24 - 28	Jun 23 - 27	Sep 8 - 12	-
Advocacy Stakeholders' Engagement & Public Engagement for Development Interventions	Jan 27 - 31	April 28 - May 2	Jul 7 - 11	Nov 3 - 7

ICT/DIGITAL SKILLS ACQUISITION

TRAINING TOPIC	Q1	Q2	Q3	Q4
Microsoft Office Suite and Online Utilities	Feb 3 - 7	May 5 - 9	Aug 4 - 8	Dec 8 - 12
Data Analysis	Feb 24 - 28	April 7 - 11	Jul 7 - 11	Oct 20 - 24
Digital Tools and Applications for Optimal Productivity	Feb 10 - 14	April 28 - May 2	Jun 30 - July 4	Oct 6 - 10
Big Data Analysis & Dashboard with Microsoft Excel	Mar 17 - 21	May 5 - 9	Jul 7 - 11	Nov 10 - 14
Data & Information Management Using Office 365, Microsoft SharePoint	Mar 10 - 14	Jun 23 - 27	Sep 8 - 12	Oct 20 - 24
Advanced Incident Management for Office & Endpoint DLP, & Cloud Technologies	Mar 24 - 28	Jun 16 - 20	Sep 22 - 26	-

FINANCIAL MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
International Public Sector Accounting Standard (IPSAS)	Jan 27 - 31	Mar 31 - April 4	Jun 30 - July 4	Oct 20 - 24
Tax Compliance, Assessment, and Audit	Feb 3 - 7	May 5 - 9	Jul 7 - 11	Dec 1 - 5
Informal Sector Taxation	Feb 24 - 28	May 12 - 16	Aug 4 - 8	-
Multisectoral Finance, Audit, Fraud Prevention, Detection, Investigation Processes	Mar 10 - 14	Jun 16 - 20	Sep 22 - 26	Oct 28 - Nov 1
Project Financial Management	Jan 6 - 10	May 12 - 16	Sep 8 - 12	Dec 8 - 12
Forensic Accounting Practices in Nigeria	Feb 3 - 7	May 5 - 9	Jul 14 - 18	Oct 20 - 24
Public Fund, Auditing, Budgeting, and Management	Feb 10 - 14	May 12 - 16	Sep 22 - 26	Dec 1 - 5

ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Enterprise Development and Management	Feb 10 - 14	May 5 - 9	Sep 8 - 12	Dec 1 - 5
Strategic Business and Profitability Management	Feb 24 - 28	May 26 - 30	Jul 7 - 11	Oct 28 - Nov 1
Resilience, Entrepreneurship Capacity, and Livelihoods of Women Entrepreneurs	Mar 17 - 21	April 28 - May 2	Jul 7 - 11	Nov 3 - 7
Life-Skills, Personal Effectiveness, Entrepreneurship, and Financial Literacy for Sustainable Livelihood	Feb 3 - 7	Mar 31 - April 4	Jun 30 - July 4	Oct 28 - Nov 1
Basic Accounting, Bookkeeping, and Taxation for Small Businesses	Jan 6 - 10	May 5 - 9	Aug 25 - 29	Oct 6 - 10

SOFT SKILLS DEVELOPMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Business Communication, Presentation, and Public Speaking	Feb 24 - 28	May 5 - 9	Aug 25 - 29	Oct 28 - Nov 1
Emotional Intelligence and Leadership for Team Cohesiveness	Jan 13 - 17	Mar 31 - April 4	Jul 7 - 11	Dec 1 - 5
Profitability Analysis, Market Mapping and Linkage, and Soft Skills Development	Mar 24 - 28	-	Jun 30 - July 4	Oct 20 - 24

HEALTHCARE PROGRAMME MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Health Economics	Mar 24 - 28	Jun 16 - 20	Sep 8 - 12	Dec 1 - 5
Result-Based Management of Health Interventions	Jan 27 - 31	April 7 - 11	Jun 30 - July 4	Nov 3 - 7
Mobile Health Basics; Mobile Technology for Increased Health Accessibility	Feb 3 - 7	May 12 - 16	Jul 7 - 11	Oct 28 - Nov 1

NON-PROFIT/NON-GOVERNMENT MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Proposal and Grant Writing for NGOs	Feb 24 - 28	May 12 - 16	Jul 7 - 11	Dec 1 - 5
Social Enterprise Development and Management	Mar 24 - 28	May 26 - 30	Sep 8 - 12	Nov 3 - 7
Design Thinking and Story Telling for Nonprofit	Feb 3 - 7	April 7 - 11	Jul 7 - 11	-
Monitoring and Evaluation of Community Impact Projects	Jan 27 - 31	May 26 - 30	Jul 21 - 25	Nov 3 - 7

PROCUREMENT MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Bids and Tender Preparation and Evaluation	Feb 3 - 7	May 12 - 16	Jul 7 - 11	Oct 6 - 11
Contract Negotiation & Disbursement Management	Jan 13 - 17	April 7 - 11	Jul 14 - 18	Oct 14 - 18
Procurement of Goods, Equipment & Consultancy Services in Private and Public Sector	Feb 24 - 28	Jun 23 - 27	-	Oct 6 - 11
Procurement Planning and Implementation	Feb 24 - 28	May 5 - 9	Aug 4 - 8	Nov 3 - 7
Procurement and Financial Management in Donor Funded Interventions	Mar 24 - 28	-	Jun 30 - July 4	Oct 6 - 11
e-Procurement Processes and Procedures	Feb 10 - 14	Jun 23 - 27	Sep 8 - 12	Dec 1 - 5
Systematic Tracking of Exchanges in Procurement (STEP)	Jan 27 - 31	May 12 - 16	Jul 7 - 11	Oct 28 - Nov 1

ENVIRONMENTAL MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Application of Geo-Spatial Tools in Climate Change	Mar 10 - 14	-	Jun 30 - July 4	Oct 6 - 11
Geospatial Data Analysis and Geographic Information System (GIS)	Feb 24 - 28	April 7 - 11	Jul 7 - 11	Oct 28 - Nov 1
World Bank Environmental & Social Safeguard Procedure and Standard	Feb 10 - 14	May 12 - 16	Jul 21 - 25	Dec 8 - 12
Environmental Law and Policies in Engineering Project Management	-	Mar 31 - April 4	Jul 14 - 18	Nov 10 - 14
Health, Safety, Security, and Environment (HSSE)	Jan 27 - 31	Mar 31 - April 4	Jul 7 - 11	Nov 10 - 14
Environmental & Social Safeguards' Participatory Monitoring & Evaluation	Feb 3 - 7	May 26 - 30	Aug 25 - 29	Dec 8 - 12

COMMUNICATION MANAGEMENT

TRAINING TOPIC	Q1	Q2	Q3	Q4
Public Relations, Information, Education, and Communication of Project Information	Feb 10 - 14	May 26 - 30	Jul 21 - 25	Oct 6 - 11
Stakeholders' Mobilization, Engagement, Social Equity, Community-Based Contingency Planning, and Awareness	Mar 24 - 28	April 7 - 11	Jul 7 - 11	Oct 14 - 18
Communication for Development (C4D)	Jan 13 - 17	May 5 - 9	Jul 21 - 25	Oct 14 - 18
Change Communication and Management	Jan 6 - 10	April 7 - 11	Jul 7 - 11	Oct 14 - 18
Community Mobilization and Participatory Rapid Appraisal (PRA) and Planning	Mar 17 - 21	-	Jun 30 - July 4	Oct 28 - Nov 1
Comprehensive Digital Content Creation	Jan 13 - 17	May 26 - 30	Aug 25 - 29	Oct 28 - Nov 1
Social Media and Content Management for Effective Service Delivery	Feb 10 - 14	Mar 31 - April 4	Sep 8 - 12	Dec 8 - 12



WHY CHOOSE US

01 EXPERT FACULTY

Our trainers are seasoned professionals with extensive backgrounds in their respective fields, boasting impressive track records of success.

02 ENGAGING DELIVERY

We understand that traditional training methods can often feel dull and uninspiring. That's why we prioritize interactive and practical approaches to learning at PAMCOS

03 MEASURABLE RESULTS

We go beyond simply delivering content by providing you with data-driven insights into the effectiveness of our training initiatives. Through pre- and post-training assessments, feedback surveys, and performance metrics, we track the progress of participants and quantify the tangible results achieved through our programs

04 GLOBAL REACH

We are able to adapt our training content to different cultural contexts, ensuring that participants from various backgrounds can benefit from our expertise

**PEOPLE ARE THE
HEART OF ANY
SUCCESSFUL
ORGANIZATION**



TUITION & ENROLMENT

TUITION FEE

Total Fee

300,000 NGN

FEE REDUCTION & SCHOLARSHIPS

We offer various sponsored scholarships and fee reduction for organizations nominating ten participants or more.

REGISTRATION PAGE

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**ENHANCING
ORGANIZATIONAL
CAPABILITY FOR
GROWTH**





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