

2022/2023 Executive Development and Staff Training Programme



NIGERIA

15TH International Public Relations Congress



KENYA

International Management Congress



NAMIBIA

**Board Chairmen, Chief Executives, Directors'
& Board Secretaries Programme
sponsored by The Management School London**



THE GAMBIA

**International Executive Development
Congresses**



GHANA

HR Executives Development Programme



BRITAIN

**International Executive Development
Programme**

2022/2023 Executive Development and Staff Training Programme



UGANDA

International Public Relations & Human Resource Management Congresses



NIGERIA

Chief Executives & Directors Development Programme



SOUTH AFRICA

International Management & Leadership Executive Development Programme



GHANA

Board Chairmen Master-Class Programme



GHANA

International Executive Development Programme



THE GAMBIA

The Management School London Consultants



Executive Development and Staff Training Programme

BEEC EXECUTIVE DEVELOPMENT & STAFF LEARNING PROGRAMMES IN NIGERIA *Accredited by Federal Government's Centre for Management Development (CMD)*



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2022/2023 Executive Development and Staff Learning Programme



ABOUT BEEC

Business Education Examinations Council (BEEC) is the Leading Management Development & Staff Training Organisation in Africa. BEEC provides a comprehensive range of learning and development courses designed to meet the needs of Executives and Staff. BEEC courses are held in major cities in Nigeria and other African countries. BEEC is a Federal Government accredited training provider as its courses are accredited by the Centre for Management Development. (CMD).

BEEC also has a working relationship with leading International Business Schools and Professional Organisations such as The Management School London which delivers all International Courses. BEEC has run many courses for the then office of Establishment and management Services of the Presidency and many blue chip companies use its service.

BEEC is a major training provider for the private sector

BEEC has carried out many training programmes for leading multi-national organisations, major Oil & Gas companies, Banks, Federal, State and Local Governments. BEEC is associated with BEEC International Ghana Limited and BEEC International Kenya.

BEEC specialises in the provision of Chief Executives & Directors Programme, Management and Leadership Courses, Human Resources Management, Public Relations & Corporate Communication, Audit & Accounting, IT Courses and Quality Management Programmes and Secretarial Courses and Procurement courses.

In an environment of increasing customer focus, competitiveness is primarily by the way in which people are managed. In the current climate, the organisation that excels will be those that gain their employees' commitment and tap capacity to learn and develop at every level within the organisation.

Successful organisations will depend on maximizing the contributions of their employees in order to achieve a sustainable advantage. The current difficult operating environment calls for the training and retraining of your employees. The need to sharpen the skills of employees can not be over emphasised. Quality NOW is of perpetual concern to most well run businesses. High on the agenda of the managers of these companies is the issue of how to improve the quality of products and services in an increasing competitive environment and how to enhance the quality of the organisation's resources. Training programmes offered by BEEC International are used by many organisations in the African continent as the benchmark for quality training.

Method of training

Our courses generally follow the pattern of formal lectures delivered by experienced and practical oriented Consultants, Chief Executives and Top Executives. They are supplemented with case studies, syndicate work, group discussion, business games, video presentation & visit. Our programmes normally start at 9.00am and end at 5.00pm.

For further information, contact:

LAGOS OFFICE:

Learning & Development Manager,

Business Education Examinations Council,
1, Adewunmi Adebimpe Drive, Lekki Phase I, Lagos

P.O. Box 55014, Ikoyi, Lagos, Nigeria.

Phone: 08039188739, 08033005858,
08038028458

E-mail: info@bectraining.com,

bectraining@gmail.com,

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beecdirectorsprogrammes2@gmail.com

Website: www.bectraining.com



Business Education Examinations Council (BEEC) will run the following courses in the year 2022/2023. Organisations are advised to make their year's nominations in advance. All bookings are Pre-Paid. Cheques should be made payable to "Business Education Examinations Council".

CHIEF EXECUTIVES & DIRECTORS DEVELOPMENT PROGRAMMES

REF. No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
CED 1	14 - 16 March	13 - 15 March	Chief Executives & Directors Development Programme	Peninsula Hotel, Victoria Island, Lagos	N395,000
	22 - 24 August	21 - 23 August			International Participants US\$1200
	21 - 23 Nov.,	20 - 22 Nov.,			Non-Residential
CED 2	14 - 16 March	13 - 15 March	Medical Directors/CEO & Top Management Programme	Peninsula Hotel, Victoria Island, Lagos	N395,000
	22 - 24 August	21 - 23 August			International Participants US\$1200
	21 - 23 Nov.,	20 - 22 Nov.,			Non-Residential

MANAGEMENT & LEADERSHIP PROGRAMMES

REF. No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
Gm1	11- 14 April	22- 25 May	Advanced Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N295,000
	25 - 28 July	21 - 24 August			Non-Residential
	17- 20 Oct,	20 - 23 Nov.,			International Participants US\$998
Gm2	11- 14 April	10 - 14 April	Advanced Management & Leadership Programme for Parliamentarians	Virginrose Resorts Hotel, Victoria Island, Lagos	N295,000
	25 - 28 July	24 - 27 July			Non-Residential
	17- 20 Oct, ,,	16- 19 Oct,			International Participants US\$998
Gm2	11- 14 April	10 - 14 April	Advanced Management & Leadership Programme for Clerks of Parliament	Virginrose Resorts Hotel, Victoria Island, Lagos	N295,000
	25 - 28 July	24 - 27 July			Non-Residential
	17- 20 Oct, ,,	16- 19 Oct,			International Participants US\$998
Gm3	11- 14 April	10 - 14 April	Management & Leadership Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000
	25 - 28 July	24 - 27 July			International Participants US\$998
	17- 20 Oct, ,,	20 - 23 Nov.,			Non Residential
Gm4	11- 14 April	10 - 14 April	Action Centred Leadership Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N295,000
	25 - 28 July	24 - 27 July			Non Residential
	17- 20 Oct, .	16- 19 Oct,			
Gm5	11- 14 April	10 - 14 April	Public Service Leadership & Management Programme for Heads of Service & Directors	Virginrose Resorts Hotel, Victoria Island, Lagos	N250,000
	25 - 28 July	24 - 27 July			International Participants US\$998
	17- 20 Oct, ,,	16- 19 Oct,			Non Residential
Gm6	11- 14 April	10 - 14 April	Management & Leadership Programme for State Directors of Nursing & Heads of Nursing & Midwifery Institutions	Virginrose Resorts Hotel, Victoria Island, Lagos	N250,000
	25 - 28 July	24 - 27 July			Non Residential
	17- 20 Oct, ,, ,	16- 19 Oct, ,			International Participants US\$998
Gm7	27- 30 Junel	26 - 19 June	Future Leadership Programme for Young Graduate Trainees	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000
	26 - 29 Sept	25 - 28 Sept.			International Participants US\$998
	17- 20 Oct, ,, ,	16- 19 Oct,			Non Residential
Gm8	27- 30 June	26- 29 June	Total Quality Management	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000
	26 - 29 Sept.,	25 - 28 Sept.,			International Participants US\$998
	12 - 15 Dec., ,	11 - 14 Dec., ,			Non Residential
Gm9	27- 30 June	26- 29 June	College Principals & Vice Principals Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000
	26 - 29 Sept.	25 - 28 Sept.,			International Participants US\$998
	12 - 15 Dec., ,	11 - 14 Dec.,			Non Residential



Gm10	27-30 June 26-29 Sept. 12-15 Dec.,	26-29 June 25-28 Sept., 11-14 Dec.,	Advanced Management & Leadership Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N295,000 International Participants US\$998 Non Residential
Gm11	27-30 June 26-29 Sept. 12-15 Dec.,	26-29 June 25-28 Sept., 11-14 Dec.,	Women in Management & Business	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 International Participants US\$998 Non Residential
Gm12	27-30 June 26-29 Sept. 12-15 Dec.,	26-29 June 25-28 Sept., 11-14 Dec.,	Supervisory Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non Residential
Gm13	27-30 June 26-29 Sept. 12-15 Dec.,	26-29 June 25-28 Sept., 11-14 Dec.,	Office Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non Residential
Gm14	11-14 April. 25-28 July. 17-20 Oct.	10-13 April 24-27 July 16-19 Oct.,	Strategic Management & Legislators Development for Parliamentarians	Villa Toscana Hotel, Victoria Island, Lagos	N295,000 Non Residential International Participants US\$998
Gm15	27-30 June 26-29 Sept. 12-15 Dec., ,	22-25 May 21-24 August 20-23 Nov.,	Effective Management & Leadership Programme for Local Government Chairmen & Councillors	Villa Toscana Hotel, Victoria Island, Lagos	N250,000 Non Residential International Participants US\$1200

PUBLIC RELATIONS & COMMUNICATION PROGRAMMES

REF.No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
PRC1	22-24 March	21-23 March	The Global Armed Forces, Police & Paramilitary Public Relations & Communication Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
PRC2	25-28 April	24-27 April	African Universities Public Relations & Communication Conference	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
PRC3	23-26 May 16-19 August 14-17 Nov., ,	22-25 May 15-18 August 13-16 Nov.,	Strategic Public Relations Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential
PRC4	23-26 May 16-19 August 14-17 Nov.,	22-25 May 15-18 August 13-16 Nov.,	Managing Community Relations Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential
PRC5	23-26 May 16-19 August 14-17 Nov., ,	22-25 May 15-18 August 13-16 Nov.,	Organisational Crisis Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential
PRC6	23-26 May 16-19 August 14-17 Nov., ,	22-25 May 15-18 August 13-16 Nov.,	Effective Media Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential
PRC7	23-26 May 16-19 August 14-17 Nov., ,	22-25 May 15-18 August 13-16 Nov.,	How To Maximise Media Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential
PRC8	23-26 May 16-19 August 14-17 Nov., ,	22-25 May 15-18 August 13-16 Nov.,	Public Relations Appreciation Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential
PRC9	23-26 May 16-19 August 14-17 Nov., ,	22-25 May 15-18 August 13-16 Nov.,	Public Relations & Digital Communication Programme	Villa Toscana Hotel, Victoria Island, Lagos	N195,000 International Participants US\$998 Non-Residential



PRC10	23 - 26 May 16 - 19 August 14 - 17 Nov., ,	22 - 25 May 15- 18 August 13 - 16 Nov.,	Effective Police Public Relations & Digital Communication Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N195,000 International Participants US\$998 Non-Residential
PRC11	23 - 26 May 16 - 19 August 14 - 17 Nov., ,	22 - 25 May 15- 18 August 13 - 16 Nov.,	Public Relations & Digital Media Programme for Customs & Immigration	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 International Participants US\$998 Non-Residential
PRC12	23 - 26 May 16 - 19 August 14 - 17 Nov., ,	22 - 25 May 15- 18 August 13 - 16 Nov.,	Government Information Management & Digital Communication Strategy Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 International Participants US\$998 Non-Residential
PRC13	20-23 June 12-15 Sept. 5-8 Dec.	9-22 June 11-14 Sept. 4-7 Dec.	Government Relations & Parliamentary Public Relations Programme	Virginrose Resorts, Hotel, Victoria Island, Lagos	N199,000 International Participants US\$998 Non Residential
PRC14	20-23 June 12-15 Sept. 5-8 Dec.	9-22 June 11-14 Sept. 4-7 Dec.	Govt. Press Secretaries & Digital Communication Management Programme	Virginrose Resorts, Hotel, Victoria Island, Lagos	Nigerian Participants N199,000 International Participants US\$998 Non Residential
PRC15	16-19 Aug.,	15-18 Aug.,	15th International Public Relations Congress	Virginrose Resorts, Hotel, Victoria Island, Lagos	Nigerian Participants N199,000 International Participants US\$998 Non Residential
PRC16	20-23 June 12-15 Sept. 5-8 Dec.	19-22 June 11-14 Sept. 4-7 Dec.	15th Introduction to Public Relations Strategy Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non Residential
PRC17	20-23 June 12-15 Sept 5-8 Dec.	19-22 June. 11-14 Sept 4-7 Dec.	Advanced Public Relations & Corporate Communication Programme	Virginrose Resorts, Hotel, Victoria Island, Lagos	N199,000 Non Residential
PRC18	20-23 June 12-15 Sept. 5-8 Dec.	19-22 June 11-14 Sept. 4-7 Dec.	Effective Negotiation & Community Relations Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non Residential
PRC19	20-23 June 12-15 Sept 5-8 Dec.	19-22 June 11-14 Sept. 4-7 Dec.	Presentation Skills Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential
PRC20	20-23 June 12-15 Sept. 5-9 Dec.	20-24 June 11-14 Sept. 4-7 Dec.	Stakeholders Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential

HUMAN RESOURCE MANAGEMENT PROGRAMMES

REF.No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
Hm1	29-31 March	28-30 March	14th International Human Resource Management Congress	Virginrose Resorts, Hotel Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
Hm2	9-12 May 18-21 July. 24-27 Oct.	8-11 May 17-20 July. 23-26 Oct	Strategic Human Resource Management Programme	Virginrose Resorts Hotel Victoria Island Lagos	N295,000 Non Residential
Hm3	9-12 May 18-21 Sept. 24-27 Oct.,	8-11 May 17-20 July. 23-26 Oct.	Talents Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential

MARKETING & SALES MANAGEMENT PROGRAMMES

REF.No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
Ms1	4-7 April 19-22 Sept. 3-6 Oct.,	3-6 April 18-21 Sept. 2-4 Oct.	Effective marketing & Sales Management Programme	Virginrose Resorts Hotel, Victoria Island, Lagos	N199,000 Non-Residential International Participants US\$998



Ms2	4 - 7 April	3 - 6 April	Marketing Communication	Virginrose Resorts Hotel	N199,000
	19 - 22 Sept.	18 - 21 Sept.	Management Programme	Victoria Island, Lagos	Non-Residential International Participation US\$998
	3 - 6 Oct.,	2 - 4 Oct.			
Ms3	4 - 7 April	3 - 6 April	Brand Management	Virginrose Resorts Hotel	N199,000
	19 - 22 Sept.	18 - 21 Sept.	Programme	Victoria Island, Lagos	Non-Residential International Participation US\$998
	3 - 6 Oct.,	2 - 4 Oct.			
Ms4	18 - 20 April	17 - 19 April	Customer Care Service	Virginrose Resorts	N199,000
	19 - 22 Sept	18 - 21 Sept.	Programme for Customer	Hotel, Victoria	Non-Residential
	3 - 6 Oct.	2 - 5 Oct. .	Relations Officers & SERVICON Officials	Island, Lagos	
Ms5	18 - 20 April	17 - 19 April	Customer Care, Customer	Virginrose Resorts	N199,000
	19 - 22 Sept	18 - 21 Sept.	Skills Programme	Island, Lagos	Non-Residential
	3 - 6 Oct.	2 - 5 Oct.			

SECRETARIES & EXECUTIVE ASSISTANTS PROGRAMMES

REF.No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
SE 1	21-24 Mar. 4 - 7 July 17 - 20 Oct.	20 - 23 Mar. 3 - 6 July 16 - 19 Oct.	Executive Assistants & Senior Secretaries Development Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
SE 2	4 - 7 April 4 - 7 July 17 - 20 Oct.	3 - 6 April 3 - 6 July 16 - 19 Oct. .	All Africa Executive Assistants & Senior Secretaries Development Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 International Participants US\$998 Non Residential
SE 3	4 - 7 April 4 - 7 July 17 - 20 Oct.	3 - 6 April 3 - 6 July 16 - 19 Oct.	Business Writing Skills for Secretaries, Personal Assistants, Executive Secretaries & Administrators	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
SE 5	4 - 7 April 4 - 7 July 17 - 20 Oct.	3 - 6 April 3 - 6 July 16 - 19 Oct	Advanced Skills for Secretaries	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998

FINANCE, AUDIT & ACCOUNTING PROGRAMMES

REF. No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
FAA 1	24 - 27 May 5 - 8 Sept. 5 - 8 Dec.	23 - 26 May 4 - 7 Sept. 4 - 7 Dec.	Accounts Supervisors Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
FAA 2	24 - 27 May 5 - 8 Sept. 5 - 8 Dec.	23 - 26 May 4 - 7 Sept. 4 - 7 Dec.	Management Accounting & ZERO Based Budgeting Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998
FAA 3	21 - 24 June 5 - 8 Sept. . 5 - 8 Dec.	20 - 23 June 4 - 7 Sept. 4 - 7 Dec.	Advanced Auditing Programme	Villa Toscana Hotel, Victoria Island, Lagos	N295,000 Non Residential International Participants US\$998
FAA 4	24 - 27 May 5 - 8 Sept. 5 - 8 Dec.	23 - 26 May 4 - 7 Sept. 4 - 7 Dec.	Accounts Officers Programme	Villa Toscana Hotel, Victoria Island, Lagos	N199,000 Non Residential International Participants US\$998

PROCUREMENT MANAGEMENT & SUPPLY CHAIN PROGRAMME

REF.No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
PMS 1	6-9 June 19-22 Sept 5-8 Dec.	5-8 June 18-21 Sept. 4-7 Dec.	Procurement Management & Supply Chain Management Programme	Villa Toscana Hotels, Victoria Island, Lagos	N199,000 Non Residential

INFORMATION TECHNOLOGY (ICT) PROGRAMMES

REF.No	DATES IN 2022	DATES IN 2023	PROGRAMME TITLES	VENUE	COURSE FEES
ICT 1	11-14 April 6-9 June 5-8 Sept.	10-13 April 5-8 June 4-7 Sept.	E-Commerce for Officials	Virginrose Resorts Hotels, Victoria Island, Lagos	N199,000 Non Residential
ICT 2	11-14 April 6-9 June 5-8 Sept.	10-13 April 5-8 June 4-7 Sept.	ICT Skills for Directors & Officials & Managers	Villa Toscana Hotels, Victoria Island, Lagos	N295,000 Non Residential International Participants US\$1200
ICT 3	11-14 April 6-9 June 5-8 Sept.	10-13 April 5-8 June 4-7 Sept.	Digital Communication & Marketing	Villa Toscana Hotels, Victoria Island, Lagos	N199,000 Non Residential

Note:

- A) Good management practice demands that organisations should make their annual bookings in advance.
- (B) Kindly make your reservation for programmes immediately.
- (C) All bookings are PRE-PAID.
- (D) Fee & venue could be reviewed and changed without notice.
- (E) Payment is by Bank Draft or Bank remittance made payable to “Business Education Examinations Council”
- (F) BEEC reserves the right to amend this programme when deemed necessary. Delegates must get in touch with BEEC and collect joining instructions before travelling to the programme venue.
- (G) Organisations should feel free to nominate as many delegates as they may wish
- (H) For Professional courses, prospective students must not consider themselves as registered students for Exams or Graduate assignment until they are registered by the professional body. **All bookings should be sent by courier or E-mail to:**

Learning & Development Manager,
 Business Education Examinations Council,
 I, Adewunmi Adebimpe Drive, Lekki Phase I, Lagos
 P. O. Box 55014, Ikoyi, Lagos - Nigeria.
Phone: 08039188739, 03033005356, 08038023458
E-mail: bectraining@gmail.com, info@bectraining.com,

2022/2023

Executive Development and Staff Training Programme



REGISTRATION FORM

NAME OF SPONSORING ORGANISATION:

ADDRESS:

TEL: FAX:

E-MAIL:

Please reserve places for the following employees of our organisation

S/No.	Name & Job Title	Course Title	Course Date	Course Fees
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

ALL BOOKINGS ARE PRE-PAID

Total Course Fee:-----
Covering Programme Fee.

I enclose a bank draft for the sum of _____
Bank draft should be made payable to _____

Name of Nominating Officer & Stamp: _____

Signature of Nominating Officer: _____

Entries should be addressed to:

Learning & Development Manager, Business Education Examinations Council
1, Adewunmi Adebimpe Drive, Lekki Phase 1, Lagos. P. O. Box 55014, Ikoyi, Lagos - Nigeria.
Phone: 08039188739, 08033005858, 08038028458, 08034102910
E-mail: bectraining@gmail.com, becexecutivelearning2@gmail.com,
beecdirectorsprogramme@gmail.com Website: www.bectraining.com

Note: Photocopy form for more nomination