



**BUILDING  
COMPETENCES**

**2011  
PROGRAMME  
PORTFOLIO**

**CONSULTING  
ENTREPRENEURSHIP  
EMPOWERMENT  
ACCA | ICAN | CISA  
CORPORATE TRAINING  
PROJECT MANAGEMENT**



## About Bratim

Bratim is a management, financial and educational consulting company with competencies in training development and delivery. We develop and offer flexible range of enterprise and learning solutions to meet specific needs of individuals, organizations and government. Our programmes are well attended by executives entrepreneurs, senior managers and staff of Banks, Federal Parastatals, Telecom companies, Non-Governmental Organizations.

We adopt a proactive approach utilizing our international exposure to assess, design, develop and implement solutions that focus on specific issues facing our clients. We also support our clients to develop and sustain varied levels of competencies and proficiencies in leadership and management.

## International Courses

Nigeria. Our courses run from 2 – 6 weeks, locations include Accra, Dubai, London and other locations preferred by clients.

## Local Courses

Our local courses run in various locations in Nigeria. Some of the locations in Nigeria are Abuja, Kaduna & Lagos. We can provide training in any location of your choice in Nigeria.

## In-house Training

We can also provide training and workshops on topics of your choice right in your office or at your preferred location. We require a minimum of 10 participants.

## Training Methodology

Our approach is second-to-none, interactive, friendly and needs focused. The participants shall be given Training Courseware while illustrations shall be based on factual data of the client where appropriate. Our training model encompasses:

1. Interactive Lectures
2. PowerPoint Presentations
3. Group Work and Assignments
4. Cases, Games and Exercises
5. Field tours

## Consultancy Services

We provide consultancy services in the areas of Information and Communication Technology, Business Management, Recruitment, Organizational Re-engineering and Re-structuring, Revenue Generation and Improvement, Expenditures Monitoring and Control, Research etc.

TRACK RECORD		
Department for International Development ,UK: State and Local Government Program (DFID:SLGP)	<ul style="list-style-type: none"> <li>Needs Assessment after which Computer Appreciation, Microsoft Excel and Advanced Microsoft Excel modules were developed and delivered to over 200 staff of Federal Capital Territory Administration(FCTA)</li> <li>Oracle and Advanced Microsoft Excel training were delivered to over 50 staff of Lagos State Office of Auditor General for Local Governments</li> </ul>	Information Technology (IT)
Small and Medium Enterprises Development Agency of Nigeria (SMEDAN)	<ul style="list-style-type: none"> <li>Over 150 people were empowered on vocational skills and how to set up &amp; manage small business</li> </ul>	Entrepreneurship & Empowerment
National Assembly	<ul style="list-style-type: none"> <li>A workshop titled “Communication Skills for Legislative Competency” was delivered to 200 confidential secretaries.</li> <li>“Personality Management for Legislators” workshop delivered to 239 staff of National Assembly</li> </ul>	Management
Federal Capital Territory Administration (FCTA)	<ul style="list-style-type: none"> <li>Project Management Workshop was developed and delivered to staff of various departments under FCTA</li> <li>Funds Control Workshop delivered to staff of Treasury Department</li> </ul>	Project Management  Finance
Federal Judicial Service Commission (FJSC)	<ul style="list-style-type: none"> <li>Sage Accounting Package Workshop for Finance and Accounts Staff</li> <li>Government Accounting Workshop</li> <li>Finance for Accounts Clerks and Supervisors</li> </ul>	Information Technology (IT)  Finance  Finance
Nigerian Communications Commission (NCC)	<ul style="list-style-type: none"> <li>Project Management</li> <li>Management Skills</li> <li>Corporate Governance</li> <li>Effective Service Delivery</li> <li>Effective Monitoring and Evaluation etc</li> </ul>	Project Management, Corporate Governance et al
FCT Area Councils Service	<ul style="list-style-type: none"> <li>Induction Course for newly recruited</li> </ul>	Induction-new



Commission	<p>staff of the area councils unified service.</p> <ul style="list-style-type: none"> <li>• Induction Course for Newly Promoted Staff</li> <li>• Corporate Governance Workshop for the Unified Service</li> <li>• Fire Disaster and Bush Burning: Control and Safety Management Workshop</li> <li>• Due Process in Government Establishments</li> </ul>	<p>staff</p> <p>Induction-promotion</p> <p>Corporate Governance</p> <p>Safety</p> <p>Management</p>
Bureau of Public Service Reforms (BPSR)	<ul style="list-style-type: none"> <li>• Pre-Retirement Training for current and potential retirees</li> </ul>	Entrepreneurship & Empowerment
British High Commission- Abuja	<ul style="list-style-type: none"> <li>• ACCA tuition for some staff of Accounts department</li> </ul>	Professional Training
Corporate Affairs Commission (CAC)	<ul style="list-style-type: none"> <li>• Trained staff on Building Electronic Documents and Records Management Systems</li> </ul>	Information Technology (IT)
Court of Appeal, Head-Quarters	<ul style="list-style-type: none"> <li>• Workshop on E-Payment for staff</li> </ul>	Information Technology (IT)
Central Bank of Nigeria (CBN)	<ul style="list-style-type: none"> <li>• Finance for Accounts Clerks and Supervisors Workshop for staff</li> </ul>	Finance
Security and Exchange Commission (SEC)	<ul style="list-style-type: none"> <li>• Management Skills</li> <li>• Corporate Governance</li> <li>• Effective Service Delivery</li> <li>• Effective Monitoring and Evaluation etc</li> </ul>	Management, Corporate Governance et al
Office of the Auditor-General of the Federation	<ul style="list-style-type: none"> <li>• Supplied ACCA study materials to the library</li> </ul>	Books
ECOWAS Parliament	<ul style="list-style-type: none"> <li>• Supplied various study materials to the library</li> </ul>	Books



Excel Microtech Limited	<ul style="list-style-type: none"> <li>• Management and restructuring service</li> </ul>	Consulting
FCT Water Board	<ul style="list-style-type: none"> <li>• Trained staff on Management Skills</li> </ul>	Management
Office of the Accountant-General for the Federation	<ul style="list-style-type: none"> <li>• Trained staff on Stores and Material Management</li> </ul>	Management
Phase 3 Telecom	<ul style="list-style-type: none"> <li>• Financial Consulting service</li> </ul>	Consulting
Chicken-N-sides	<ul style="list-style-type: none"> <li>• Recruitment of qualified staff</li> </ul>	Consulting
Policy Analysis and Research Project(PARP): National Assembly	<ul style="list-style-type: none"> <li>• Trained staff on management skills</li> </ul>	Management
Solidarity Centre	<ul style="list-style-type: none"> <li>• Trained staff on PeachTree Accounting Package</li> </ul>	Information Technology (IT)
Federal Mortgage Bank	<ul style="list-style-type: none"> <li>• Trained staff on Effective Leadership and Management Skills for Managers and Supervisors</li> </ul>	Management
Federal Ministry of Youth	<ul style="list-style-type: none"> <li>• Government Accounting Workshop</li> </ul>	Accounting
United Africa Company (UAC)	<ul style="list-style-type: none"> <li>• Internal Audit and Control training for Staff</li> </ul>	Management
Nigerian Extractive Industry Technology Initiative (NEITI)	<ul style="list-style-type: none"> <li>• Development and Production of NEITI Procurement Manual</li> <li>• Development and Production of NEITI Accounting Manual and Audit Guidelines</li> <li>• Project Management, Financial Modeling</li> </ul>	Consulting  Project Management
National Universities Commission (NUC)	<ul style="list-style-type: none"> <li>• Effective Monitoring and Evaluation Workshop for staff</li> </ul>	Management
Action Aid	<ul style="list-style-type: none"> <li>• Delivered a paper on Fin3ance as part of sensitisation meeting for CSOs Chairs of BoD and Executive Directors</li> </ul>	Finance
Fiscal Responsibility Commission (FRC)	<ul style="list-style-type: none"> <li>• Trained staff on various courses like Due Process in Procurement and Contract Awards, Management Skills, Peak Performance in the Public Sector etc</li> </ul>	Management



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Abuja Security and Commodity Exchange	<ul style="list-style-type: none"><li>• “Stores and Material Management” and” Management Skills” training were delivered to staff</li></ul>	Management
Economic and Financial Crimes Commission (EFCC)	<ul style="list-style-type: none"><li>• Project Management Training delivered to the staff</li></ul>	Project Management
Education Tax Fund (ETF)	<ul style="list-style-type: none"><li>• Training on Project Management, Internal Audit and Control etc were delivered to the staff</li></ul>	Project Management

### Affiliations and Partners

International Federation of Training and Development Organisations (IFTDO) : Member

BPP Professional Education, UK: Agent

Center for Management Development (CMD): Accredited Training Provider

Association of Chartered Certified Accountants (ACCA) : Tuition Provider

LEAP Africa: Alliance Partner

### Corporate Social Responsibility

- “Green Bratim” An in-house initiative to use less paper, thereby taking less from the environment.
- Co-sponsored American Embassy EAC College Fair – October 2008
- Donation of Association of Chartered Certified Accountants (ACCA) study materials to NUASA library, University of Abuja 2008
- Scholarship (tuition) to NUASA students, Ahmadu Bello University Zaria, 2006.
- Co-sponsored National Association of Polytechnic Accountancy Students (NAPAS), Kaduna Polytechnic Chapter, week in 2007.
- Co-sponsored NUASA, University of Abuja Chapter, award night 2007
- Supports LEAP Africa with training facilities –
- Free Career Talk to students of higher institutions
- Free lecture to University of Abuja students
- Sponsored Offa Student Union(OSU-UniAbuja chapter)week – 2008,2009 and 2010
- Supported National Association of Kwara State Students(NAKSS)
- Sponsored NUASA End-of-the-Year dinner & book-2005
- Donated materials to Ben Idahosa University’s NUASA students - 2010



## 2011 COURSES AT A GLANCE

Course	Duration	Fee per Participant
<b>MANAGEMENT</b>		
Management Skills for Admin & Support Staff	1 Week	69, 950.00
Corporate Governance	1 Week	69, 950.00
Effective Monitoring and Evaluation for Regulatory Agencies	1 Week	69, 950.00
Project Management	1 Week	69, 950.00
Intellectual Capital Management	1 Week	69, 950.00
Risk Management	1 Week	69, 950.00
<b>FINANCE</b>		
Finance for Accounts Clerks and Supervisors	1 Week	69, 950.00
Budgeting and Budgetary Control in the Public and Private Sectors	1 Week	69, 950.00
Internal Audit and Control	1 Week	69, 950.00
Islamic Financing: Alternative to Conventional Investment Model	1 Week	69, 950.00
Forensic Accounting & Auditing	1 Week	69, 950.00
Accounting Packages: Sage, Peachtree, SAP etc	1 Week	69, 950.00
<b>INFORMATION TECHNOLOGY</b>		
Building Electronic Documents and Records Management Systems	1 Week	69, 950.00
Advanced Excel for Finance, Accounts & Budget Officers	1 Week	69, 950.00
Software Development Using Visual Basic	1 Week	69, 950.00
Website Design and Development	1 Week	69, 950.00
<b>ENTREPRENEURSHIP &amp; EMPOWERMENT</b>		
Setting Up Business and Managing It Effectively	1 Week	69, 950.00
Entrepreneurship & Vocational Training	2 Weeks	75, 000.00
Women Empowerment: Public Speaking, Negotiation & Advocacy	1 Week	49, 950.00
<b>CAPITAL AND FINANCIAL MARKET</b>		
Exotic Risk Management	1 Week	97, 950.00
Surveillance and Monitoring for Financial Regulators	1 Week	97, 950.00
Financial Modeling and Valuation	1 Week	97, 950.00
Managing liquidity Risk in Financial Institutions	1 Week	98, 950.00
Asset and liability Management: the modern techniques	1 Week	98, 950.00
Project Management Application in Capital and Financial Markets	1 Week	98, 950.00



PROFESSION SPECIFIC		
Occupational Health and Safety	1 Week	69, 950.00
E-Waste Management	1 Week	69, 950.00
Public Private Partnerships (PPP): Conception, Design, Implementation and Evaluation	1 Week	69, 950.00
Project Management for Engineers, Architects and Surveyors	1 Week	69, 950.00
Communication Skills for Health and Social Workers	1 Week	49, 950.00
Project Management for the Legal Profession	1 Week	69, 950.00
Soft Skills for Lawyers:	1 Week	69, 950.00

**Note:** Venue and Date are to be agreed

Courses can be run in ABUJA, ACCRA, DUBAI, KADUNA, LAGOS, LONDON etc

Minimum of ten (10) participants is required for a course to be delivered.

Courses can be customized to suit particular client's needs

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## Professional Qualifications

We provide tutoring, mentoring and other services for professional certifications which are awarded by professional bodies. These courses are run on Part-Time (weekend, evenings) and Full-Time basis. The certifications on offer include:

### Associate Chartered Certified Accountant (ACCA)

**ACCA** is the world's most recognized international accountancy qualification, it gives access to local and international jobs. It is awarded by Association of Chartered Certified Accountants (**ACCA**) which is a global professional body with headquarters in the United Kingdom with offices and members in over 170 Countries.

### Certified Information Systems Auditor (CISA)

**CISA** is a global professional qualification that is awarded by Institute of Systems Audit and Control Association (**ISACA**) of United States of America. It is a one off exam, taken in June or December.

### Associate Chartered Accountant (ACA)

**ACA** is awarded by Institute of Chartered Accountants of Nigeria (**ICAN**). ICAN is a professional body set up in Nigeria to provide world class accountants; it has affiliations around the world. Exams take place in centers in Nigeria and UK.

### Project Management Professional (PMP)

**PMP** is the most respected qualification in the field of project management. It is awarded by Project Management Institute (**PMI**) in the United States of America. Candidates are assessed online.

### Certified Associate in Project Management (CAPM)

**CAPM**® also awarded by **PMI** is a valuable entry-level certification for project practitioners. It is designed for those with less project experience. Candidates are assessed online.

**For your Free Career Talk on Professional Qualifications**

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