



OCFON GLOBAL VENTURES

(Corporate Services and HR Consultancy)

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IN COLLABORATION WITH OCFON CONSULT

JANUARY 18TH 2022

Dear Sir,

INVITATION TO ATTEND 2022 STRATEGIC POSITIONING CONFERENCES

We are delighted to invite you to attend the under-listed world class strategic positioning conferences that nurture cutting edge management skills which your executives require for top quality and value adding performance.

Please, confirm attendance in good time to enable us prepare adequately for your comfort.

Thanks for your kind consideration.

Yours Faithfully,

OCFON GLOBAL VENTURES

NWAOKOCHA FIDELIS, BSc, ACA, MMP, MITD

Managing Consultant

CONFERENCE TITLES	DATE / VENUE-202	FEE	FOR
1.Administrative Support Course For Officers	FEB. 8-12, 2022, @ WHITE HOUSE HOTEL, IKEJA MARCH 22-26, 2022, @ BEZER HOTEL, OTA MAY 23-27, 2022 @ WESTERN BRICKS HOTEL, ENUGU JUNE 6-10, 2022 @ DE EKLIPS HOTEL, SANGO OTA JULY 18-22, 2022 @ WHITE HOUSE HOTEL, IKEJA AUG. 15-19, 2022 DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHITE HOTEL, IKEJA DEC. 26-30, 2022 @ WHITE HOUSE HOTEL, IKEJA	89,990	ADMIN SUPPORT GROUP ACCROSS UNITS, ETC
2. STRATEGIC POSITIONING FOR EFFECTIVE SERVICE DELIVERY	FEB. 8-12, 2022, @ WHITE HOUSE HOTEL, IKEJA MARCH 22-26, 2022, @ BEZER HOTEL, OTA MAY 23-27, 2022 @ WESTERN BRICKS HOTEL, ENUGU JUNE 6-10, 2022 @ BEZER HOTEL, OTA JULY 18-22, 2022 @ WHITE HOUSE HOTEL, IKEJA AUG. 15-19, 2022 DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHITE HOTEL, IKEJA DEC. 26-30, 2022 @ WHITE HOUSE HOTEL, IKEJA	89,990	ALL FRONT DESK AND CARE LINE OFFICERS, SERVICE OFFICERS, ETC
3.STRATEGIC POSITIONING FOR EFFECTIVE OFFICE ADMINISTRATION	FEB. 8-12, 2022, @ WHITE HOUSE HOTEL, IKEJA MARCH 22-26, 2022, @ BEZER HOTEL, OTA MAY 23-27, 2022 @ WESTERN BRICKS HOTEL, ENUGU JUNE 6-10, 2022 @ BEZER HOTEL, OTA JULY 18-22, 2022 @ WHITE HOUSE HOTEL, IKEJA AUG. 15-19, 2022 DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHITE HOTEL, IKEJA DEC. 26-30, 2022 @ WHITE HOUSE HOTEL, IKEJA	89,990	ADMIN OFFICERS, HRM, EXECUTIVE ASSISTANT , ETC.

<p>4. STRATEGIC POSITIONING FOR EFFECTIVE SECRETARIAL PRACTICE AND OFFICE ADMINISTRATION</p>	<p>JAN. 24-28, 2022 @ BEZER HOTEL, OTA FEB. 14-18, 2022 @LINKS HOTEL, OWERRI MARCH 7-11, 2022 @ WHITE HOUSE HOTEL, IKEJA APRIL 18-22, 2022 @ EDO HOUSE, ABUJA MAY 16-20, 2022 @ BEZER HOTE, OTA JUNE 20-24, 2022 @ WHITE HOUSE HJOTEL, IKEJA JULY 25-29,2922 @ DE EKLIPS HOTEL, SANGO OTA AUG. 29-SEPT.2, 2022, @ DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 17-21, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHIE HOUSE HOTEL, IKEJA DEC. 5-9, 2022 @ BEZER HOTEL, OTA</p>	<p>=N= 89,990</p>	<p>EXECUTIVE SECRETARIES AND PERSONAL ASSISTANTS</p>
<p>5. STRATEGIC POSITIONING FOR EFFECTIVE CLERICAL OPERATIONS AND WORKFLOW IN ORGANISATIONS</p>	<p>JAN. 24-28, 2022 @ BEZER HOTEL, OTA FEB. 14-18, 2022 @LINKS HOTEL, OWERRI MARCH 7-11, 2022 @ WHITE HOUSE HOTEL, IKEJA APRIL 18-22, 2022 @ EDO HOUSE, ABUJA MAY 16-20, 2022 @ BEZER HOTE, OTA JUNE 20-24, 2022 @ WHITE HOUSE HJOTEL, IKEJA JULY 25-29,2922 @ DE EKLIPS HOTEL, SANGO OTA AUG. 29-SEPT.2, 2022, @ DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 17-21, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHIE HOUSE HOTEL, IKEJA DEC. 5-9, 2022 @ BEZER HOTEL, OTA</p>	<p>=N= 89,990</p>	<p>ALL CLERICAL OFFICERS</p>
<p>6.STRATEGIC POSITIONING FOR EFFECTIVE RECORD MANAGEMENT AND TRACKING & OFFICE ADMIN</p>	<p>FEB. 8-12, 2022, @ WHITE HOUSE HOTEL, IKEJA MARCH 22-26, 2022, @ BEZER HOTEL, OTA MAY 23-27, 2022 @ WESTERN BRICKS HOTEL, ENUGU JUNE 6-10, 2022 @ BEZER HOTEL, OTA JULY 18-22, 2022 @ WHITE HOUSE HOTEL, IKEJA AUG. 15-19, 2022 DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHITE HOTEL, IKEJA DEC. 26-30, 2022 @ WHITE HOUSE HOTEL, IKEJA</p>	<p>=N= 89,990</p>	<p>RECORD OFFICERS IN HEALTH AND EDU INSTITUTIONS</p>
<p>7. STRATEGIC POSITIONING FOR EFFECTIVE REGISTRY MANAGEMENT & OFFICE ADMIN</p>	<p>FEB. 8-12, 2022, @ WHITE HOUSE HOTEL, IKEJA MARCH 22-26, 2022, @ BEZER HOTEL, OTA MAY 23-27, 2022 @ WESTERN BRICKS HOTEL, ENUGU JUNE 6-10, 2022 @ BEZER HOTEL, OTA JULY 18-22, 2022 @ WHITE HOUSE HOTEL, IKEJA AUG. 15-19, 2022 DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHITE HOTEL, IKEJA DEC. 26-30, 2022 @ WHITE HOUSE HOTEL, IKEJA</p>	<p>=N= 89,990</p>	<p>REGISTRY EXEC/CLERKS , DESK OFFICERS, FRONT OFFICE STAFF, ETC.</p>
<p>8. STRATEGIES FOR EFFECTIVE PROJECT MANAGEMENT, MONITORING AND EVALUATION</p>	<p>FEB. 8-12, 2022, @ WHITE HOUSE HOTEL, IKEJA MARCH 22-26, 2022, @ BEZER HOTEL, OTA MAY 23-27, 2022 @ WESTERN BRICKS HOTEL, ENUGU JUNE 6-10, 2022 @ BEZER HOTEL, OTA JULY 18-22, 2022 @ WHITE HOUSE HOTEL, IKEJA AUG. 15-19, 2022 DE EKLIPS HOTEL, SANGO OTA SEPT. 19-23, 2022 @ EDO HOUSE, ABUJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-25, 2022 @ WHITE HOTEL, IKEJA DEC. 26-30, 2022 @ WHITE HOUSE HOTEL, IKEJA</p>	<p>=N= 99,990</p>	<p>PROJECT OFFICERS, MANAGERS, ACCOUNTANTS, AND COMPLIANT EXEC.</p>
<p>10. STRATEGIC INVENTORY MANAGEMENT TECHNIQUES: PLANNING AND CONTROL</p>	<p>JAN.3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA FEB. 28-MARCH 4TH, 2022 @ BEZER HOTEL, OTA MARCH 7-11, 2022 @ WHITE HOUSE HOTEL, IKEJA APRIL 25-29,2022 @ WESTERN BRICKS HOTEL, ENUGU MAY 2-6, 2022 @ WHITE HOUSE HOTEL, IKEJA JUNE 27-JULY 1ST,2022 @ EDO HOUSE, ABUJA JULY 4-8, 2022 @ BEZER HOEL, OTA, OGUN STSTE AUG. 8-12, 2022 @ LINKS HOTEL OWERRI SEPT. 12-16,2022 @ WHITE HOUSE HOTEL, IKEJA OCT. 3-7, 2022 @ WHITE HOUSE HOTEL, IKEJA NOV. 21-18, 2022 @ WHITE HOUSE HOTEL, IKEJA DEC. 5-9, 2022 @ BEZER HOTEL, OTA</p>	<p>99,990</p>	<p>PROCUREMENT OFICERS, WAREHOUSE MANAGERS, STORE MANAGERS, ETC</p>

NOTE: MAKE ALL CHEQUES PAYABLE TO PARENT COMPANY: OCFON CONSULT
BANK: FIRST BANK PLC, 1, BURMA ROAD, APAPA
A/C No.: 2002341002
SORT CODE: 011151045