



COINMAC INT'L. LTD.

A Multi-disciplinary Organization of Consultancy & Management Training.

MAIN OFFICE

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Ref: COINMAC/2011/TRAINING/001

Monday, March 07, 2011.

Dear Sir,

**SUBMISSION OF OUR CALENDAR OF TRAINING PROGRAMMES
FOR THE YEARS 2011 & 2012 (OVERSEAS AND LOCAL)**

We have the pleasure to forward to your establishment our Calendar of Training Programmes for years 2011 and 2012. COINMAC is an accredited trainer. Please find attached a copy of the Certificate of Accreditation by the authority of the Nigerian Council for Management Development.

Our experience of over fifteen years has endowed us with resources to provide knowledge, skills, and abilities needed for effective job performance and behavior that employees are expected to exhibit in the workplace. COINMAC conducts training and Human Capital Development activities in a manner consistent with the personnel management policies, rules, and procedures of your organization. COINMAC is strategically structured to improve individual and organizational performance and assist in achieving the agency's mission and performance goals.

COINMAC is reputable nation-wide. The NNPC and its entire subsidiaries have benefited from our wealth of experience. Available record which shall be presented on demand reveals that virtually every federal government ministry and parastatal nation-wide had taken advantage of our wealth of experience on training programmes. We have also provided consultancy and training services to many organizations including the UNDP, the World Bank, PHCN, Nigerian Maritime Administration & Safety Agency (NIMASA), Industrial Training Fund (ITF), Centre for Management Development (CMD) e.t.c.

Please note that we are prepared to mount any of the courses in-house or in any part of the World for your establishment. In the event that your training need is not included in our calendar, please feel free to get in touch. COINMAC will not hesitate to package courses tailored to the intrinsic need of your establishment. We are quite amenable. We look forward to hearing from you.

Thank you.

Yours sincerely,
For: COINMAC INT'L. LTD.

Ayo Salam
MD/CE