



BACKGROUND INFORMATION

The **Jos Business School (JBS)** was incorporated in August 2004 as an integrated learning and resource centre designed to encourage the growth and application of business management and leadership skills, as well as practical entrepreneurial techniques aimed at equipping our participants to face national and global challenges.

JBS commenced activities in September 2005 with the vision of creating a new generation of business leaders, managers and public executives that are empowered to tackle the unfolding challenges in our dynamic and knowledge - driven world.

GOALS AND OBJECTIVES

In pursuance of this mission, **JBS** has set for itself the following broad goals and objectives:

- Design and deliver executive programmes that will address specific management, business and financial problems facing corporate entities or individuals in public and private sector organisations in today's dynamic world
- Undertake consultancy services for the private and public sectors on manpower development and human capital issues.
- Provide a platform for executives to address significant leadership challenges that confront them in the course of their work through lively, stimulating and engaging debates, seminars and workshops
- Assist in the promotion of good governance in Nigeria's public service and entrenchment of professionalism, and high corporate standards in the conduct of business in Nigeria.
- Encourage the growth of a new generation of entrepreneurs especially among women and youth

LOCATION AND FACILITIES

JBS is located in the Rayfield area of Jos, which is safe and highbrow residential neighbourhood, close to the Governor's residence and this reinforces a conducive atmosphere for learning.

- **JBS** has a modern conference hall that can accommodate up to 200 persons, in addition to seminar and discussion rooms, all fully equipped with relevant instruction and multimedia equipment.
- *JBS Residence*, a division of **JBS** offers modern boutique hotel accommodation with tastefully furnished rooms, and refreshments including buffet lunch within the same learning environment.
- The JBS premises is Wi-Fi enabled, and this provides fast speed internet connectivity that deepens our learning process.

2024 SCHEDULE OF COURSES

LEADERSHIP AND GOVERNANCE

COURSE TITLE	DURATION	DATES	VENUE	FEES	SYNOPSIS
Leading High-Performance Teams	5 days	May, July & October (Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N90,000	In our present dynamic working environment, no staff can operate and function successfully in isolation of others. This Course is intended to equip participants with modern skills and techniques to properly harness the individual strengths and attributes of staff, colleagues and subordinates into a working synergy for superior performance and the achievement of organisational success. At the end of the Workshop, participants should be able to build effective work teams and manage subordinates in a way that enables them show commitment to the goals and objectives of the organisation.
Leading Change and Organisational Renewal	4 days	June Nov Exact dates to be confirmed) <i>Please call 08037116074 for date confirmation</i>	Jos	N85,000	We live in a rapidly changing world and any organisation or individual that treats change as the enemy will encounter problems. This Workshop is designed to equip participants with the requisite skills to effectively respond to domestic changes resulting from policy reforms and globalisation by enhancing their ability to harness and manage change thereby enhancing /repositioning public and private service establishments for optimal performance.
Emotional Intelligence as an Effective Leadership Tool	4 days	August Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N85,000	Emotional Intelligence enables us to appreciate and develop the vital connections between self, others, purpose, meaning, existence, life and the world, and to help others do the same. The training will reveal why some people are influential and able to accomplish a great deal working with others, and ways everyone can become more influential and encourage collaboration. This workshop is designed to provide the participants with the important learning skills on how to recognize, acknowledge, and manage personal feelings, assess their own level of 'emotional intelligence' and learn how to more effectively evaluate and manage their

					own behaviour
Corporate Governance and Strategic Leadership	4 days	June Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N85,000	The delivery of corporate governance best practices continues to be a central focus in every public agency in Nigeria today especially against the backdrop of the heightened anti-corruption strategy of the Federal Government. The programme is designed to deepen the skills and techniques of corporate governance and strategic leadership and to gain best practices, and models for leading organisations for results and sustaining effective corporate governance in our changing socio-political environment.
Corporate Governance: Board Best practices	3 days	September (Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N85,000	Corporate governance best practices offer guidelines for board members to be most effective in bringing strategic value to their organizations. Board chairmen and members will be exposed to practices and strategies that will ensure that the Board plays a key role in their company's success when they develop strong understanding of, and successfully implement, corporate governance best practices.

GENERAL MANAGEMENT AND ADMINISTRATION

COURSE TITLE	DURATION	DATES	VENUE	FEEES	SYNOPSIS
Managing and Leading in Challenging Times	5 days	March, July October <i>Please call 08037116074 for date confirmation</i>	Jos	N100,000	<p>Today, the entire world is in a new normal. Apart from the effects of COVID-19 which has altered the entire landscape of business, there are several events which have turned the operating environment more, volatile, uncertain and very complex.</p> <p>In these circumstances, leaders, managers, and business executives need to take a step back and rethink their whole leadership strategies. It is imperative that as leaders, we must have to revamp and strategize if we are succeed in our rapidly changing world.</p> <p>This Workshop aims at providing participants with an opportunity and a platform to review and refine their existing understanding of the basic concept of effective management and leadership and to assist them to engage in evaluating and assessing the current goals/objectives in their department and encourage them to set targets that will lead to enhanced productivity</p>
Management Workshop for Administrative/ Personnel Officers	3 days	July Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N75,000	<p>Identification of key result areas (KRA), manpower planning, target setting, resource management and staff performance appraisal are important functions of administrative and personal officers. These are vital management functions and require competence to effectively carry them out.</p> <p>This workshop is design to equip participants with relevant management techniques and skills that will enable them to operate as effective and efficient administrative and personnel officers</p>

Effective Industrial Relations	2 days	June Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N65,000	Inadequate compensation, policy inconsistencies and pressures from the environment have led to frequent conflicts between labour and management with negative impact and productivity. Labour leaders have, on their part, become more sophisticated and persistent in their demands. This has led to frequent conflict and industrial disharmony in different organizations. This workshop is designed to equip participants with skills to promote healthy relations in the workplace.
Developing Managerial Competencies - becoming a more effective manager	5 days	May and October Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N100,000	The operating environment is changing rapidly as organizations; private or public are increasingly being affected by domestic policy reforms and globalization. The interplay of these factors makes it imperative for senior executives to seek for innovative ways of harnessing these changes for personal and organizational effectiveness. This Course will expose budding managers to modern thoughts, new skills of breaking new frontiers, and techniques of improved interpersonal dynamics for high performance as they boost their capacity to handle challenges or aspire for higher leadership responsibilities.
Improving Organisational and Personal Effectiveness Through Target Setting	3 days	October Exact dates to be confirmed) Please call 08037116074 for date confirmation	Jos	N85,000	Meeting the increasing expectations of stakeholders in service or product delivery, this Course will engage managers faced with increasing workload to adjust by understanding and mastering the interplay of the several factors and harnessing them positively for personal effectiveness and enhanced organisational success.
Performance Improvement and Culture Change	4 days	July.	Jos	N90,000	For organisations to succeed on their mission there must be in place a culture that generates optimum

Workshop		November Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>			performance. This workshop is designed to expose participants to modern tools and techniques of how to improve their job performance. It will also impart relevant and modern skills that will enable them tackle problems, manage themselves better and relate better with their peers through interpersonal skills.
Senior Management Programme	5 days	November Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N120,000	The fast and complex pace of globalization coupled with the rapid pace of reforms and changes in Nigeria's macro-economic environment have seriously changed the way we manage our organizations. This has underscored the need for top management to seek for ways of mastering the fallouts of the continually changing environment, through the acquisition of latest management skills, concepts and practices. In the light of the foregoing the above course is designed to enable Senior Management Staff to broaden their horizon, break new frontiers and embrace new techniques that will assist them achieve the targets and goals of their organizations. The Course focuses on understanding the tools, techniques and thoughts required for tough and effective decision-making processes, motivating and empowering staff members etc
Inter - Personal Skills Improvement Workshop	3 days	Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N75,000	Organizations manage relationships to ensure supportive work climates arising from poor interpersonal relations can undermine organizational goals. One of the fundamental duties of secretaries and Personal Assistants is to manage relationships. They manage relations between their bosses and superiors, peers and subordinates. This workshop is designed to enable Secretaries and Personal Assistants to manage internal and external relationships and optimum performance.

Effective Project Management	5 days	October Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N120,000	With business environments and the domestic and global economies changing as rapidly as they are, the challenge of executing projects and programmes in cost effective ways by both public and private organizations has become one of the key success factors in any management system. Participants will be exposed to modern and best practices, in order to plan, lead and conclude all aspects of a highly effective and result focused project.
Modern Administration and Office Management Techniques	2 days	September Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N65,000	With the rapid changes taking place in Nigeria resulting from the reforms in both the public and the private sectors, all support staff in any organisation are expected to demonstrate strong capacity to cope with the challenges of such dynamics. One method of doing this is to ensure that all clerical, secretarial and executive cadre staff is properly equipped with modern skills to enable them cope with the rapid pace of change. In line with this, the above course is specifically for these cadres of staff in to enable them provide the high-quality support for their superior officers/supervisors. It will also expose them to advance techniques of office management and improved productivity
Middle Level Management Workshop	4 days	August Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N85,000	As an essential link between top management and the junior staff, participants will be empowered with appropriate modern skills and tools to proactively improve performance and productivity. As operating environment becomes more difficult for all organisations, there is a demand for improved productivity from such middle-level managers, as such, it is imperative for organizations to seek proactive ways of empowering the middle level management staff with appropriate skills and tools for improved performance.

Effective Public Image Management Course	3 days	Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N75,000	There is the need, for not only those managing and performing public relations functions, but for all workers to think strategically, present and support arguments for public relations strategy development and implementation. Participants at the end of the Course should be able to use public relations to provide support or help to achieve organizational goals, improve their skills in strategic thinking, planning, evaluation and implementation of communication programmes
Work Ethics and Organisational Productivity	3 days	Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N75,000	Employees' attitude to their duties and responsibilities has major effect on organizational productivity. Their commitment and loyalty to their organizations and their positive attitude to peers and superiors in the course of their job performance are necessary requirements for industrial harmony and higher productivity. Their respect for organizational core values has huge effect on results. Managers need to build positive work attitude for the attainment of their organization's objectives. This workshop is designed to equip participants with the requisite skills and work values essential for fully exploiting the creative potentials of the human resources for improved productivity
Team Building; Conflict Management and Resolution Techniques	3 days	August Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N75,000	Organizations are daily affected by ever changing workplace challenges and heavy obligations arising from both internal and external forces; and are often times faced with the challenge of providing an enabling environment for peace and harmony to thrive. Almost all organizations are increasingly affected by change and the interplay of the forces of change can impact negatively on the cohesiveness of the workforce leading to unending conflicts. A team that works well together is often times more effective, more productive and more successful.

					<p>It has become imperative therefore, for organizations to sharpen their awareness for identifying potential conflict sources and strengthen their mitigation capacities and deepen appropriate response strategies.</p> <p>This course is specially designed to identify possible threats to harmonious co-existence, and team effectiveness.</p>
Effective Monitoring, Evaluation and Report Writing	3 days	<p>Exact dates to be decided)</p> <p>August</p> <p><i>Please call 08037116074 for date confirmation</i></p>	Jos	N85,000	<p>Monitoring is the systematic process of collecting, analyzing and using information to track a programme's progress toward reaching its objectives and to guide management decisions while evaluation the systematic assessment of an activity, project, programme, policy, operational area or institution's performance to find out if execution is in line with strategic objectives.</p> <p>For effective decision making resulting from monitoring and evaluation, reports are not only necessary but essential.</p> <p>Today, organisations expect professional reports from all activities especially monitoring and evaluation. They desire reports that conform to conventional formats and communicate their message as effectively and proficiently to all stakeholders and decision makers.</p>

BUSINESS MANAGEMENT

COURSE TITLE	DURATION	DATES	VENUE	COST	SYNOPSIS
Certificate Course in Entrepreneurship & Business Management	Six months 3 hours per week @ weekends <i>Please call 08037116074 for date confirmation</i>	April -Sept	Jos	N150,000	This course is designed for business owners and top-level business managers who desire to grow their enterprises . It will provide participants with insights on how to develop strategies, initiatives and techniques to manage their businesses in a our highly competitive environment The course emphasizes strategic thinking, operations management and effective decision-making
Basic Entrepreneurship and Business Success Tools	1 day	Third Saturday every month	Jos	N12,500	This is a one-day program which enables participants to understand the fundamental skills necessary to start, manage and grow their own businesses. Very suitable for people who are contemplating self-reliance and for students, young graduates and corporers.
The Business Model Canvas (BMC) - A tool for business growth.	1 day	March, May, July, Sept, November <i>Please call 08037116074 for date confirmation</i>	Jos	N15,000	The BMC is an innovative tool designed to enable participants learn to identify and communicate the nine key elements of a business model and boost their capacity to execute their business ideas and take the necessary steps to boost market share and business growth
Business Plan Preparation for MSMEs	4 days	April, July August October <i>Please call 08037116074 for date</i>	Jos	N50,000	This workshop is to build their capacity of those yet to start business and of business owners to enable them to acquire skills for business planning. The Module includes practical business plan preparation based on each participant's idea.

		<i>confirmation</i>			
Starting and Managing Cooperatives	2 days	May, August October <i>Please call 08037116074 for date confirmation</i>	Jos	N25,000	Cooperatives have been identified as effective tools to enable people to exert control over their economic livelihoods through economic activities. This course will enable participants to various strategies for the formation and managing of cooperatives for effective results

SALES AND MARKETING

COURSE TITLE	DURATION	DATES	VENUE	COST	SYNOPSIS
Customer Service and Relationship Management	2 days	July Exact dates to be decided)	Jos	N70,000	This Workshop is designed to help participants pursue customer satisfaction as a core value towards sustained product or service demand and growth in market share. Sharpen your competencies in customer relationships to develop and manage customer service more effectively.
Intensive Marketing Strategies for the Sales Team	3 days	June Exact dates to be decided) <i>Please call 08037116074 for date confirmation</i>	Jos	N75,000	Participants will explore current models and strategies of aggressive marketing to help win and retain more customers through the synergy of collective effort.

Key Account Management	2 days	Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N70,000	Participants will be taken through best practices in Key Account Management (KAM) to equip them with the skills to identify, cultivate and manage key accounts and portfolios and the ability to manage key account relationships
Front Office Customer Relations Skills	2 days	April Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N70,000	This workshop is for all front office officer and receptionist who interfaces with customers.
Brand Development and Management	2 days	May Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N70,000	Participants will explore current models and strategies for branding of products
Designing and Bringing New Products/Service into the Market	2 days	June Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N70,000	This course is for all marketing professionals charged with the responsibility of penetrating the market with new products

Business Negotiation and Persuasion Skills	2 days	May Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N70,000	All professionals responsible for high level negotiations in their organizations
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FINANCE AND ACCOUNTING

COURSE TITLE	DURATION	DATES	VENUE	COST	SYNOPSIS
Financial Management and Control in the Public Service	4 days	September Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N85,000	Managers of public organizations are continually tasked with the challenge of making cost effective and efficient use of resources, and preventing fraudulent practices in accounting, procurement, inventory and other processes. More than ever before, fighting corruption and entrenching accountability and financial integrity in the public sector has become imperative under the new public service reforms. This Course will expose participants to the skills required for effective financial management especially in view of the need to meet prudential guidelines of public sector financing.
Finance and Accounts for Non-Accountants	2 days	October Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N65,000	To the newcomer to the world of finance and accounting, this workshop will expose participants to the basic principles of accounting and finance to be able to use financial information so as to make informed and correct management decisions especially at times of rapid socio-economic changes

Understanding the Procurement Process and Effective Contract Tendering Workshop	2 days	August Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N65,000	In line with current efforts to institutionalise <i>due process</i> in the public procurement process, the Nigerian Procurement Act has reshaped the landscape and practice of procurement of goods and services especially in the public sector. Participants will be exposed to the details and requirements of the Act, and to expose them to national policies and procedures and international standards and best practices in public procurement and tendering so that they ensure that the right goods and services are obtained at the best value.
Enhanced Revenue Generation Strategies for Public agencies	2 days	August Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos or Kaduna	N75,000	Today, public organisations are under pressure to increase their revenue generation capacities not only to augment dwindling budgetary allocations but to enhance their service delivery capabilities. This Workshop is designed to expose participants to creative and innovative approaches to revenue and income enhancement techniques especially for public agencies delivering services.
Effective Internal Control and Fraud Prevention Strategies for public organisations	3 days	June Exact dates to be decided) <i>Please call 08037116074 for date</i>	Jos	N80,000	Organizations are daily confronted with the challenge of fraud involving staff directly or in connivance with outsiders. More than ever before, fighting corruption and entrenching accountability and financial probity in the public sector has become imperative especially against the backdrop of current reforms of the sector. This course is designed to assist management and other staff to formulate strategies against different kinds of fraud and expose them to modern checks and control measures to ensure that they run their departments or sections effectively

BACKGROUND INFORMATION ON JOS BUSINESS SCHOOL

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STRUCTURE AND MANAGEMENT

Jos Business School is not a formal school, but an executive education institution, structured with fast paced curricula executed through seminars, workshops and retreats designed to deliver on its defined mandate.

The day-to-day activities of JBS are coordinated by the **Executive Director, Mr. Ezekiel Gomos OFR who is also the Team Leader of the faculty.**

He was the pioneer MD/CEO of Plateau Investment Property Development Company, (PIPDC) Jos, (1992-97) but before that he had worked at Bank of Agriculture Kaduna, and West African Examination Council, Lagos. He also had distinguished career at the NNDC Group Kaduna spanning nearly 20 years rising to the rank of General Manager (Investment Supervision), and also served as the Secretary to the Plateau

State Government between 1999 and 2003. Mr Gomos has served as Director on the Board of several companies in Nigeria, many of whom are listed on the Nigerian Stock Exchange.

Mr Gomos, who was a Hubert Humphrey Fellow in the USA 1991-92 and a British Chevening Scholar(1994) is an alumnus of ABU Zaria, (1979) University of East Anglia, UK (1984) and Harvard Kennedy School, Harvard University USA (2002). He also attended the Durham University Business School UK. (1994) and worked as an intern at the US Security and Exchange Commission and at the IFC-World Bank, USA.

He consults for several national and international organisations like DFID, CIPE, GIZ, UNIDO, USAID etc and has facilitated hundreds of training programmes in Nigeria and has been a Guest Lecturer at the prestigious National Institute for Policy and Strategic Studies, (NIPSS) Kuru since 2009.

The policy framework and content development of the school is guided by an Advisory Board composed of eminent Nigerians who have distinguished themselves in various spheres of human endeavour.

In conducting its courses, workshops and programmes, the School deploys its rich faculty which is composed of personalities who have acquired cognate experiences in various competencies such as finance and accounts, strategic and general management, entrepreneurship development, leadership and governance, marketing, communication, business strategy, organizational effectiveness, amongst others.

JBS also draws additional facilitators from the huge pool of skills, talents, and competencies of external resources from the public and private sectors and the academia in Nigeria and beyond.

TRAINING METHODOLOGY AND PHILOSOPHY

- The focus of **JBS** training activities is anchored on our core values which include integrity, credibility and a result-oriented knowledge transfer based on the 3As - *acquire, adapt and apply*.
- We focus on providing our participants with practical tools and knowledge insights that will assist them enhance their capacity to do their work more productively or tackle life challenges more effectively.
- Our training programmes are flexible and vibrant while our curricula is fast paced, enabling participants to share in new ideas and practical experiences that can impact their work.
- Our teaching styles are innovative and easy to follow, recognizing that most of our participants are busy executives who require new approaches to handle challenges and not so much of theoretical analysis.
- Most of our facilitators are individuals who have experienced much of what they teach; thereby enabling participants to connect better with the knowledge acquired.
- **JBS** uses the case study method as a veritable teaching tool, recognizing that as participants analyse live cases, they can identify challenges, ideas, concepts and practices that they can relate to in their work.

- Similarly, ice breakers and simulation games are used where appropriate and necessary to further improve interpersonal communication, interpersonal relationships and create a more conducive learning environment.

RECREATIONAL AND EXTRA - SEMINAR ACTIVITIES

Being located in the city of Jos places **JBS** on a distinct advantage because the natural environment of Jos i.e. the weather, the picturesque landscape and the vibrant and pleasant lifestyle creates an excellent and superior workshop and seminar rendezvous.

We believe this will help relax our participants and further enhance learning, thus enabling them to return to work fully recharged and refreshed.

TRAINING VENUES and DATES

JBS courses are usually held in Jos, but we are flexible and willing to hold any of the following courses or workshops in any city in Nigeria. In the past, we have conducted training programmes in cities like Minna, Zaria, Bauchi, Lagos, Kaduna, Port Harcourt, Lafia, Keffi, Calabar, Kano etc.

We are equally willing to organize workshops or courses outside Nigeria, subject to proper arrangements or agreements.

For further details and enquiry, please call +234-803-711-6074, 0803-599-1696, 0808-274-1412,

JOS BUSINESS SCHOOL

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EXPERIENCE AND COMPETENCY STATEMENT

Jos Business School and its faculty have successfully organized training workshops (or undertaken consultancy) in several areas of management and leadership competency for many organizations both in Nigeria and outside the country; some of our clients include:

- National Metallurgical Development Center, Jos
- Jos University Teaching Hospital, (JUTH)
- Central Bank of Nigeria (CBN)
- Nigerian Film Corporation
- Bureau for Privatization of Enterprises (BPE)
- Bureau for Public Service Reforms (BPSR)
- SWAN
- NASCO Group, Jos
- Grand Cereal Oil Mills, Jos
- Industrial Training Fund (ITF)
- PPMC-NNPC, Abuja
- NIMASA, Lagos
- Nigerian Shippers Council, Lagos
- National Judicial Council (NJC), Abuja
- Supreme Court, Abuja
- FCT Judiciary, Abuja
- Federal Ministry of Information and Orientation, Abuja
- Federal Ministry of Power, Abuja
- Federal Ministry of Transport
- State House, Abuja
- Federal Ministry of Finance, Abuja
- YOUWIN- Federal Ministry of Finance, Abuja
- Plateau State Government
- Plateau State Water Board
- Plateau State Rural Water and Sanitation Agency
- Nasarawa State Government

- Center for International Private Enterprise (CIPE)
- DFID
- GIZ
- USAID - EWASH Project
- GIZ- German Technical Cooperation Agency