



2025

TRAINING & CAPACITY BUILDING BROCHURE

THRIVE 3.0

Building Sustainable Businesses



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BUILDING SUSTAINABLE BUSINESSES: The Role of Workforce Development

In today's rapidly evolving economic landscape, sustainability extends beyond environmental considerations to the very foundation of a business: its workforce. As companies strive to integrate sustainable practices into their operations, workforce development becomes a critical pillar in creating resilient and adaptable organizations. Here's how investing in workforce development can drive sustainability in business.

The Importance of Workforce Development

Workforce development involves enhancing the skills, knowledge, and competencies of employees to meet current and future business demands. By prioritizing this aspect, businesses can:



ENHANCE EMPLOYEE ENGAGEMENT:

A well-trained workforce is more engaged and motivated.



BRIDGE SKILL GAPS:

As industries evolve with new technologies and practices, existing employees may require upskilling or reskilling.



ATTRACT TOP TALENT:

In a competitive job market, organizations that prioritize employee development-including training through short courses and certifications-are more attractive to prospective hires.



Implementing Sustainable Workforce Development Strategies

To effectively integrate workforce development into sustainability initiatives, organizations should consider the following strategies:

1



Training and Development through Short Courses and Certifications:

Offering short courses and certifications enables employees to acquire new skills quickly.

2



Coaching & Mentoring:

Establishing coaching and mentoring programs pairs experienced employees with newcomers, fostering knowledge transfer and professional growth.

3



Internships and Placements

Creating internship and placement opportunities allows businesses to tap into fresh talent while providing hands-on experience for students and recent graduates.

4



Building Digital and AI Skills

As technology continues to reshape industries, building digital and AI skills is essential for workforce development.

5



Inclusive Hiring Practices

Diversity and inclusion enrich workplace culture and enhance problem-solving and innovation.



✓ CONCLUSION

Building a sustainable business is not merely about reducing carbon footprints or employing eco-friendly materials; it fundamentally involves empowering the workforce. By prioritizing workforce development - including training through short courses, coaching, internships, and digital skills training - organizations can create a resilient and adaptable culture that not only meets current challenges but also anticipates future opportunities. As businesses continue to evolve, investing in their most valuable asset - their people - will be paramount in driving sustainable growth and success.

Jonathan Prince Cann

Managing Partner | JPCann Associates Group

ABOUT US

Founded in 2004, JPCann Associates LTD emerged as a multidisciplinary management consultancy firm, driven by a vision to provide exceptional consulting services tailored to meet the unique needs of its clientele across the Sub Saharan African (SSA) region. With roots in Accra, Ghana, and with a global appeal and presence in strategic locations such as United Kingdom (UK), United States of America (USA), Canada, Singapore, and Dubai.

The company has steadily expanded its reach, leveraging innovative strategies and a commitment to excellence. Over the years, JPCann has evolved, adapting to market trends and client demands while maintaining its core values of integrity, quality, and professionalism.



Our Vision is to build capacity and strengthen and improve the performance of institutions in developing and emerging markets, especially in the Sub-saharan region of Africa.

Our key **Mission** is to transform the private and public sectors of emerging economies through the provision of consultancy and assurance services aimed at building and strengthening the capacities of both the private and public sector organizations in achieving improved performance.

Our Core Values

1



Social Entrepreneurship

The social benefits of our work are more important than the desire to make a profit.

2



Professionalism

Our strength lies in our contemporary and exceptional professionalism towards our clients and each assignment.

3



Local Emphasis

We provide local solutions to our clients in the context of international best practices and standards.

4



Improved Performance

Our services are aimed at improving clients' performance, systems, and human capacity.

5



Transformation

Our belief is in transforming local businesses, human capacity, and raising corporate excellence.

JPCann Associates Limited provides a pool of industry experts and **highly qualified professionals** in the discharge of its service delivery to clients across the Sub Saharan Africa (SSA) region.




Where We Operate - Locations



 United Kingdom (UK)


 Canada

 Singapore

 Liberia

 United States of America (USA)

 United Arab Emirates

 Doha, Qatar

Accreditation Bodies



JPCann Associates Group has achieved the ISO 9001:2015 Quality Management Systems (QMS) mark as a further demonstration of the quality our services, processes, and systems. Our dedication to providing world-class value to our clients pushes us to aim for and maintain the highest standards of professionalism. As a result, we strive to fulfil all the stringent requirements of world-renowned organizations.

Awards



- Innovative Business Consultancy Award - 2024
- Training Company of the Year - 2024
- Intergrity-Driven Management Consultancy Brand of the Year - 2023
- Management Consultancy Company of the Year - 2022
- Training Company of the Year - 2022
- Training Company of the Year - 2021

- Management Consultancy Company of the Year - 2019
- Training Company of the Year - 2019
- Management Consultancy Company of the Year - 2018
- Training Company of the Year - 2018
- Training Company of the Year - 2017

Our Core Services

01. Business Advisory Services (BAS)

At JPCann Associates Limited we provide tailor-made solutions to all business needs. Our Business Advisory Services (BAS) range from helping in the formation of new start-up companies, entry into the Ghanaian economy, strategic positioning for growing businesses and providing services for restructuring, refinancing and repositioning businesses to enable them to overcome dysfunctional growth and meet the challenges of competition in the industry.



- Governance, Risk Management & Compliance
- Internal Auditing & Controls
- Strategic and Business Planning
- Organisational Development
- Entrepreneurship & Business Development
- Due Diligence Services
- Capital Raising & Sourcing
- Market Research & Feasibility Studies

02. Business Process Outsourcing (BPO)



- Standard Operating Procedures (SOPs)
- Company Policies, Processes, Procedures and Charters.
- ISO Implementation and Management Audit Certification (ISO 9001:2015; ISO 27001; ISO 22301; ISO 22000; ISO 45000; ISO 31000 etc.)
- Audit Certification
- Outsourced Internal Auditing.
- Outsourced Risk Management.
- Outsourced Payroll Management.
- Outsourced Tax Management.
- Outsourced Accounting Systems Management.
- Computerized & Cloud Accounting System.





03. Training and Capacity Building (TCB)

JPCann Associates Limited is a leader in providing training, coaching and capacity building services to several institutions globally.

Our mandate is to provide current and relevant knowledge, skills, practical tools, networking opportunities to our clients in both the private and public sectors across Africa and globally.

Our Training and Capacity Building are under the branded names of:

- CorpTrain Global
- Upskills Learning
- i-TrainCouseWare





01



Outsourced Ghana Services
A Subsidiary of JPCann Associates Ltd

02



03



04



05

Our Subsidiaries

Payroll Ghana

Our Cloud-based payroll management solution is a full SaaS platform allowing both small, medium, and corporate institutions to process their employees' payroll with ease. Fully automated service includes weekly or monthly pay run, electronic Payslips, statutory reports and filing of returns, Net Salary Payment files for bank processing, among others.

[www https://payrollghana.com](https://payrollghana.com)

Outsourced Ghana Services

Outsourced Ghana Services supports organisations and clients to outsource non-core but critical services to us to perform on their behalf. Our BPO services are aimed at reducing an organisation's cost in having to perform such services directly and afford you the opportunity of benefiting from the needed pool of expertise we have at the fraction of the costs!

[www https://outsourcedghana.com](https://outsourcedghana.com)

Upskills Learning

With Upskills Learning we bring training to your doorstep and make it easily accessible and at your convenience at minimal cost. You do not need to travel or physically be available in any of our training centers or locations to experience first class industry-based learning. You need only an internet connection to be educated, build skills, and obtain relevant knowledge.

[www https://upskillslearning.online](https://upskillslearning.online)

CorpTrain Global

Our flagship training arm provides and supports organisations in developing employees' skills and knowledge in critical functional areas of operations. Our programmes are industry based and a practical demonstration of relevant and current knowledge needed to be competitive.

[www https://corptrainglobal.com](https://corptrainglobal.com)

I-TrainCourseware

In I-TrainCourseWare we equip would-be trainers and facilitators with bespoke learning materials on different disciplines to allow them concentrate on the delivery of the training rather than on designing content. Our courseware materials come fully loaded with Facilitator's PowerPoint, Participants Workbook, Case Studies and Exercises, and pre-test and post-test.

[www https://i-traincourseware.com](https://i-traincourseware.com)



Training & Capacity Building Methodology



01. Adult Learning Methodology

We effectively combine several training methods in delivering our training programs. The focus of our training method is participatory learning based on several techniques such as:

- Scenarios Analysis
- Case Studies
- Educational Videos
- Case Studies
- Role Plays
- Simulations
- Lectures
- Group discussions
- & Among others



02. Instructional Design Methodology

Our instructional design method relies on the use of the ADDIE methodology: Analysis, Design, Development, Implementation and Evaluation of training and learning.



03. Blended Learning Methodology

In the recent years we have also combined traditional training and learning practices with blended learning methodologies which make use of both In-Person Classroom and Virtual or online training and learning.



04. Post - Training Evaluation

As part of our Quality Assurance measures to our clients, JPCann Associates adopts the following after training procedures to ensure return on investment by our clients. For post-training evaluation, we normally adopt Kirkpatrick's Four-Level Training Evaluation Model. This allows us to measure the effectiveness of the training in an objective way.

- Reaction
- Learning
- Behaviour

Testimonials

Our clients endorsement is very important to us.



— BUI POWER —

Do you need to build a capacity of your team in any aspect of risk management, look no further, JPCann is the best for you.

Harrison Kwaku Edfor



— BANK OF GHANA —

You haven't seen or heard anything about leadership and supervisory skill until you participate in JPCANN training.

Lena Agebea Nyinaku



— DVLA —

JPCann Associates is a mark leader when it comes to capacity building.

Rowland Coffie Darkenoo



— ACCESS BANK —

JPCann is just incredible, and they are very experienced in all what they do.

Justin Nyantakyi



— SIC PLC —

The training consultant is very professional and knowledgeable in his area of work. The staff are equally well trained and very courteous.

Henry Kwame Boateng



— ADB —

Do you need to build a capacity of your team in any aspect of risk management, look no further, JPCann is the best for you.

Edward Solomon Ofose-Apea



— GTEC —

The training was well organized, very detailed and i will recommend it to other organizations.

Godwin Lois Nyhira Asah



— VRA —

JPCANN delivers on their mandates, the content of the training was beyond expectation.

Naa Ayeley Aryltey



Our Clientele

Our client-centric approach ensures that we build lasting partnerships, focused on delivering measurable results and exceeding expectations. JPCann Associates LTD is proud to collaborate with a diverse range of clients, including those within the Ghana Club 100 Companies; Government Agencies; Non-Profits and CSOs; MSMEs; Donor Partners; among many others.

BANKING & FINANCIAL SERVICES SECTOR			
PUBLIC SECTOR			
ENERGY & EXTRACTIVE SECTOR			
MANUFACTURING & ENGINEERING			
LOGISTICS AND FACILITIES MANAGEMENT SECTOR			
INSURANCE SECTOR			
HEALTH SECTOR			
OTHERS			



ISO MANAGEMENT SERVICES

JPCann Associates offers comprehensive ISO Management Services to help organizations achieve and maintain ISO certification. Our expert team provides end-to-end support, ensuring seamless integration with your existing systems.



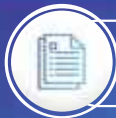
SERVICES



GAP ANALYSIS

1

Identify areas for improvement and develop a tailored plan to bridge the gaps between your current systems and ISO requirements.



DOCUMENTATION & IMPLEMENTATION SUPPORT

2

Develop and implement ISO-compliant policies, procedures, and documentation.



TRAINING

3

Equip your team with the knowledge and skills necessary to maintain ISO certification.



PRE-AUDIT REVIEWS

4

Conduct internal reviews to ensure readiness for certification audits.



INTERNAL AUDIT

5

Conduct regular internal audits to identify areas for improvement.



EXTERNAL AUDIT & CERTIFICATION RENEWAL

6

Support during external audits and certification renewal processes.

BENEFITS

- ✓ Achieve and maintain ISO certification
- ✓ Improve operational efficiency and effectiveness
- ✓ Enhance reputation & credibility
- ✓ Increase customer satisfaction
- ✓ Reduce risk and improve compliance

WHY CHOOSE US FOR ISO MANAGEMENT SERVICES?

- ✓ Expertise in ISO management systems
- ✓ Proven track record of successful implementations
- ✓ Tailored solutions to meet your organization's needs
- ✓ Cost-effective and efficient delivery
- ✓ Ongoing support and maintenance

ISO 9001; 14001; 22000, 22301; 27001; 31000; 37301; 45001; 50000; 55000; 17025; 27032; 30414; 21001 etc



GET STARTED

Contact us today to learn more about our ISO Management Services and how we can support your organization's certification journey.

✉ info@jpcannassociates.com

☎ +233 241 121 761

🌐 <https://jpcannassociates.com>



MONTHLY TRAINING SCHEDULE

JANUARY TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 101	CLIMATE RISK ASSESSMENT & MANAGEMENT	15 - 17 JAN 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 107	LEADERSHIP SKILLS FOR MANAGERS	22 - 24 JAN 2,500
LMS 118	EFFECTIVE EXECUTIVE PERSONAL ASSISTANT TRAINING	16 - 17 JAN 2,200
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 109	BANK CUSTOMER EXPERIENCE MANAGEMENT	29 - 31 JAN 2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 105:	DATA ANALYTICS WITH MS EXCEL	29 - 31 JAN 2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES		
DAI 101	AI-DRIVEN BUSINESS STRATEGY	20 - 22 JAN 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 106	CYBERSECURITY RISK MANAGEMENT	27 - 29 JAN 2,500
ICT 108	DATA WAREHOUSING MANAGEMENT	15 - 17 JAN 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 117	ADVANCED FINANCIAL STATEMENT ANALYSIS	27 - 29 JAN 2,700
ACF 114	TREASURY MANAGEMENT	27 - 29 JAN 2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES		
IAC 138	UNDERSTANDING RISK MANAGEMENT FRAMEWORKS	22 - 24 JAN 2,700
IAC 103	FUNDAMENTALS OF INTERNAL AUDITING	27 - 29 JAN 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 144	FUEL EFFICIENCY DRIVING TECHNIQUES & TYRE SAFETY MANAGEMENT	31 JAN 950
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 101	EFFECTIVE HUMAN RESOURCE ADMINISTRATION	22 - 24 JAN 2,500
GENERAL TRAINING PROGRAMMES		
GEN 113	EFFECTIVE MONITORING AND EVALUATION	29 - 31 JAN 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 103	PUBLIC SECTOR FINANCIAL MANAGEMENT	27 - 31 JAN 3,500



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FEBRUARY TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 103	SUSTAINABLE BANKING PRINCIPLES & PRACTICES	26 - 28 FEB 2,700
SEC 104	SUSTAINABLE FINANCE AND INVESTMENT STRATEGIES	19 - 21 FEB 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 174	LEADERSHIP AND SUPERVISORY SKILLS	05 - 07 FEB 2,500
LMS 131	EFFECTIVE REPORT AND PROPOSAL WRITING	17 - 19 FEB 2,500
LMS 103	EFFECTIVE NEGOTIATION AND INFLUENCING SKILLS	12 - 14 FEB 2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 121	ANTI- MONEY LAUNDERING - RISK BASED APPROACH	26 - 28 FEB 2,700
BAC 105	OPERATIONAL RISK AND CONTROL MANAGEMENT	19 - 21 FEB 2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 102	MICROSOFT OFFICE 365 - APPLICATIONS	05 - 07 FEB 2,500
OPS 103	MICROSOFT EXCEL (BASIC, INTERMEDIATE & ADVANCED)	17 - 19 FEB 2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES		
DAI 102	GENERATIVE AI FOR BUSINESS OPERATIONS	12 - 14 FEB 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 114	ADVANCED CLOUD COMPUTING MANAGEMENT	26 - 28 FEB 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 135	FINANCIAL REPORTING USING IFRS	19 - 21 FEB 2,700
ACF 103	FINANCIAL MODELLING WITH MS EXCEL	24 - 26 FEB 2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES		
IAC 104	EFFECTIVE INTERNAL AUDIT REPORT WRITING	10 - 12 FEB 2,700
IAC 156	RISK BASED INTERNAL AUDITING	10 - 12 FEB 2,700
IAC 131	BUSINESS CONTINUITY PLANNING	19 - 21 FEB 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 122	DEFENSIVE DRIVING	21 FEB 950
HSE 143	PROFESSIONAL DRIVER TRAINING	28 FEB 950
HSE 146	ELECTRICAL SAFETY & LOCKOUT-TAGOUT TRAINING	27 - 28 FEB 1,800
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 110	SETTING KPIS IN PERFORMANCE MANAGEMENT	05 - 07 FEB 2,500
HRM 103	EFFECTIVE HUMAN RESOURCE ANALYTICS	12 - 14 FEB 2,500
CERTIFIED & PROFESSIONAL TRAINING		
CPT 109	ISO 31000 - LEAD RISK MANAGER	17 - 21 FEB \$1,500
GENERAL TRAINING PROGRAMMES		
GEN 110	EFFECTIVE DIGITAL MARKETING	17 - 19 FEB 2,700
GEN 106	PURCHASING & PROCUREMENT	19 - 21 FEB 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 108	PUBLIC SECTOR RISK BASED AUDITING	17 - 21 FEB 3,500



MARCH TRAINING PROGRAMMES

COURSE TITLE	DATE	FEEs
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 105	GREEN BANKING & RENEWABLE ENERGY FINANCING	19 - 21 MAR 2,700
SEC 106	SUSTAINABLE BANKING PRODUCTS & SERVICES	26 - 28 MAR 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 110	CUSTOMER SERVICE EXCELLENCE	13 - 14 MAR 2,200
LMS 178	BUSINESS COMMUNICATION SKILLS	12 - 14 MAR 2,500
LMS 108	EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT	19 - 21 MAR 2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 127	LOAN RECOVERIES AND DELINQUENCY MANAGEMENT	24 - 26 MAR 2,700
BAC 134	INVESTMENT AND WEALTH MANAGEMENT	17 - 19 MAR 2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 104	WORKING WITH MICROSOFT POWER BI	03 - 05 MAR 2,500
OPS 107	MASTERING DIGITALS SKILLS AT WORKPLACE	12 - 14 MAR 2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES		
DAI 103	AI-POWERED DATA ANALYTICS	26 - 28 MAR 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 110	NETWORK SECURITY MANAGEMENT	17 - 19 MAR 2,500
ICT 112	IT SERVICES MANAGEMENT (ITSM)	17 - 19 MAR 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 124	CASH FLOW FORECASTING	12 - 14 MAR 2,700
ACF 133	ACCOUNTING & FINANCE FOR NON-ACCOUNTANTS	19 - 21 MAR 2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES		
IAC 133	RISK BASED COMPLIANCE MANAGEMENT	24 - 26 MAR 2,700
RMS 101	ENTERPRISE RISK MANAGEMENT	26 - 28 MAR 2,700
IAC 117	CONDUCTING FRAUD INVESTIGATIONS	03 - 05 MAR 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 105	FIRST AID	28 MAR 950
HSE 148	WORKPLACE HEALTH & SAFETY	28 MAR 950
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 105	EFFECTIVE COMPENSATION AND BENEFITS MANAGEMENT	24 - 26 MAR 2,500
HRM 108	STRATEGIC WORKFORCE PLANNING	10 - 12 MAR 2,500
CERTIFIED & PROFESSIONAL TRAINING PROGRAMMES		
CPT 105	ISO 27032 - LEAD CYBERSECURITY MANAGER	17 - 21 MAR \$1,500
GENERAL TRAINING PROGRAMMES		
GEN 101	LOGISTICS AND PROCUREMENT MANAGEMENT	10 - 12 MAR 2,700
GEN 106	CONTRACT NEGOTIATION SKILLS	26 - 28 MAR 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 109	PUBLIC PROCUREMENT MANAGEMENT	10 - 14 MAR 3,500



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APRIL TRAINING PROGRAMMES

COURSE TITLE		DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES			
SEC 107	ESG FUNDAMENTALS FOR BANKERS	14 - 16 APR	2,700
SEC 108	ESG METRICS & PERFORMANCE MEASUREMENT	28 - 30 APR	2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES			
LMS 159	EFFECTIVE PRESENTATION SKILLS WITH MS POWERPOINT	09 - 11 APR	2,500
LMS 116	OFFICE MANAGEMENT AND PRACTICE	23 - 25 APR	2,500
LMS 109	ADMINISTRATIVE SKILLS FOR MANAGERS	14 - 16 APR	2,500
LMS 186	DESIGN THINKING AND INNOVATION	28 - 30 APR	2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES			
BAC 113	CASH FLOW ANALYSIS FOR LENDING	22 - 24 APR	2,700
BAC 148	E-BANKING & DIGITAL CHANNELS	28 - 30 APR	2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES			
OPS 108	DATA ANALYTICS USING POWER BI	02 - 04 APR	2,500
OPS 109	DATA ANALYSIS AND VISUALIZATION	22 - 24 APR	2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES			
DAI 104	AI-DRIVEN MARKETING AND CUSTOMER EXPERIENCE	09 - 11 APR	2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES			
RMS 109	IT SECURITY RISK MANAGEMENT	28 - 30 APR	2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES			
ACF 131	BUSINESS TAX MANAGEMENT	14 - 16 APR	2,700
ACF 135	STRATEGIC PLANNING, BUDGETING AND COST CONTROL	23 - 25 APR	2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES			
IAC 125	MASTERING PROCUREMENT AUDITING	09 - 11 APR	2,700
IAC 133	MASTERING INTERNAL CONTROLS & FRAUD RISK	14 - 16 APR	2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES			
HSE 146	PREVENTIVE MAINTENANCE & LOGBOOK MANAGEMENT	25 APR	950
HUMAN RESOURCE TRAINING PROGRAMMES			
HRM 116	DIVERSITY, EQUITY & INCLUSION	02 - 04 APR	2,500
HRM 117	ESTABLISHING MENTORING & COACHING SYSTEM AT WORKPLACE	23 - 25 APR	2,500
CERTIFIED & PROFESSIONAL TRAINING			
CPT 104	ISO 22301 - BUSINESS CONTINUITY MANAGEMENT SYSTEMS (BCMS)	07 - 11 APR	\$1,500
GENERAL TRAINING PROGRAMMES			
GEN 120	WAREHOUSING AND INVENTORY MANAGEMENT	28 - 30 APR	2,700
GEN 119	EFFECTIVE FLEET AND TRANSPORT MANAGEMENT	02 - 04 APR	2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES			
PSM 102	PUBLIC PRIVATE PARTNERSHIPS - PPP	07 - 11 APR	3,500



MAY TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 109	ESG INVESTMENT & PORTFOLIO MANAGEMENT	21 - 23 MAY 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 184	LEADING AND MANAGING CHANGE	28 - 30 MAY 2,500
LMS 162	INSPIRATIONAL LEADERSHIP THROUGH EMOTIONAL INTELLIGENCE	14 - 16 MAY 2,500
LMS 178	BUSINESS REPORT WRITING SKILLS	07 - 09 MAY 2,500
LMS 132	EFFECTIVE TENDERING AND PROPOSAL WRITING	28 - 30 MAY 2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 162	FUND ADMINISTRATION & MANAGEMENT	14 - 16 MAY 2700
BAC 159	GREEN FINANCING & LENDING	21 - 23 MAY 2700
BAC 103	INTERNATIONAL PAYMENTS AND SETTLEMENT	19 - 21 MAY 2700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 110	DIGITAL TRANSFORMATION AND INNOVATION	14 - 16 MAY 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
RMS 108	INFORMATION SECURITY RISK MANAGEMENT (ISRM)	28 - 30 MAY 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 143	EFFECTIVE CREDIT ADMINISTRATION	07 - 09 MAY 2,700
ACF 109	TRADE FINANCE MECHANISMS	21 - 23 MAY 2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES		
RMS 103	IT GOVERNANCE AND RISK	28 - 30 MAY 2,700
RMS 134	OPERATIONAL RISK & COMPLIANCE	14 - 16 MAY 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 145	HAZARD PERCEPTION & SPACE MANAGEMENT TECHNIQUES	30 MAY 950
HSE 144	OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION	15 - 16 MAY 1,800
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 104	PRACTICAL TRAINING OF TRAINERS	12 - 14 MAY 2,500
HRM 109	HUMAN CAPITAL REPORTING	07 - 09 MAY 2,500
HRM 118	MASTERING COACHING & MENTORING AT WORKPLACE	19 - 21 MAY 2,500
CERTIFIED & PROFESSIONAL TRAINING		
CPT 103	ISO 27001 - INFORMATION SECURITY MANAGEMENT SYSTEMS (ISMS)	12 - 16 MAY \$1,500
GENERAL TRAINING PROGRAMMES		
GEN 124	LEAN MANAGEMENT	26 - 28 MAY 2,700
GEN 102	ADVANCED PROJECT MANAGEMENT SKILLS	05 - 07 MAY 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 105	IPSAS – PUBLIC SECTOR FINANCIAL REPORTING	05 - 09 MAY 3,500



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JUNE TRAINING PROGRAMMES

	COURSE TITLE	DATE	FEES
	SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 102	INTEGRATING CLIMATE RISK INTO CREDIT RISK MANAGEMENT	18 - 20 JUN	2,700
	LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 133	DEVELOPING WOMEN IN LEADERSHIP	25 - 27 JUN	2,500
LMS 112	PERFORMANCE MANAGEMENT USING KPI's	11 - 13 JUN	2,500
LMS 158	BUSINESS ETHICS & PROFESSIONAL CONDUCT	04 - 06 JUN	2,500
LMS 104	CONDUCTING EFFECTIVE PERFORMANCE APPRAISAL	23 - 25 JUN	2,500
	BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 151	MANAGING AFFLUENT AND HIGH NETWORTH CLIENTS	18 - 20 JUN	2,700
BAC 144	SME LENDING AND RISK ANALYSIS	11 - 13 JUN	2,700
BAC 154	BANK BRANCH MANAGEMENT	25 - 27 JUN	2,700
BAC 166	BANKING SELLING SKILLS	04 - 06 JUN	2,700
	OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 101	MICROSOFT OFFICE: SUITE WORD, EXCEL, POWERPOINT	04 - 06 JUN	2,500
	INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 101	MICROSOFT AZURE ADMINISTRATOR	16 - 18 JUN	2,500
	ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 132	PROJECT FINANCE & RISK MANAGEMENT	04 - 06 JUN	2,700
ACF 108	EFFECTIVE PROJECT FINANCE	09 - 11 JUN	2,700
	HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 120	EMERGENCY ACTION PLAN	20 JUN	950
HSE 150	INCIDENT INVESTIGATION & REPORTING	27 JUN	950
HSE 147	HAZARD RECOGNITION & RISK ASSESSMENT	19 - 20 JUN	1,800
	HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 102	EMPLOYEE RELATIONS MANAGEMENT	11 - 13 JUN	2,500
	CERTIFIED & PROFESSIONAL TRAINING PROGRAMMES		
CPT 111	ISO 17025 - QUALITY LABORATORY PROFESSIONAL	16 - 20 JUN	\$1,500
	GENERAL TRAINING PROGRAMMES		
GEN 107	EFFECTIVE FACILITIES MANAGEMENT	18 - 20 JUN	2,700
GEN 123	BUSINESS PROCESS MANAGEMENT & ANALYSIS	25 - 27 JUN	2,700
GEN 130	SUSTAINABLE SUPPLY CHAIN MANAGEMENT	23 - 25 JUN	2,700
	PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 104	PROJECT PROGRAMS MONITORING AND EVALUATION - PPME	23 - 27 JUN	3,500
PSM 106	PUBLIC SECTOR PERFORMANCE MANAGEMENT USING BALANCED SCORECARD	09 - 13 JUN	3,500



JULY TRAINING PROGRAMMES

COURSE TITLE		DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES			
SEC 101	CLIMATE RISK ASSESSMENT & MANAGEMENT	09 - 11 JUL	2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES			
LMS 107	LEADERSHIP SKILLS FOR MANAGERS	16 - 18 JUL	2500
LMS 118	EFFECTIVE EXECUTIVE PERSONAL ASSISTANT TRAINING	10 - 11 JUL	2200
LMS 131	EFFECTIVE REPORT AND PROPOSAL WRITING	23 - 25 JUL	2500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES			
BAC 109	BANK CUSTOMER EXPERIENCE MANAGEMENT	23 - 25 JUL	2,700
BAC 121	ANTI- MONEY LAUNDERING - RISK BASED APPROACH	30 JUL - 01 AUG	2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES			
OPS 105	DATA ANALYTICS WITH MS EXCEL	21 - 23 JUL	2,500
OPS 102	MICROSOFT OFFICE 365 - APPLICATIONS	09 - 11 JUL	2,500
DIGITAL AND ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES			
DAI 101	AI-DRIVEN BUSINESS STRATEGY	16 - 18 JUL	2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES			
ICT 106	CYBERSECURITY RISK MANAGEMENT	28 - 30 JUL	2500
ICT 108	DATA WAREHOUSING MANAGEMENT	21 - 23 JUL	2500
ICT 114	ADVANCED CLOUD COMPUTING MANAGEMENT	14 - 16 JUL	2500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES			
ACF117	ADVANCED FINANCIAL STATEMENT ANALYSIS	09 - 11 JUL	2700
ACF114	TREASURY MANAGEMENT	28 - 30 JUL	2700
HUMAN RESOURCE TRAINING PROGRAMMES			
HRM 101	EFFECTIVE HUMAN RESOURCE ADMINISTRATION	28 - 30 JUL	2500
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES			
IAC 103	FUNDAMENTALS OF INTERNAL AUDITING	21 - 23 JUL	2700
IAC 138	UNDERSTANDING RISK MANAGEMENT FRAMEWORKS	28 - 30 JUL	2700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES			
HSE 144	FUEL EFFICIENCY DRIVING TECHNIQUES & TYRE SAFETY MANAGEMENT	25 JUL	950
HSE 143	PROFESSIONAL DRIVER TRAINING	18 JUL	950
HSE 145	HAZARDOUS MATERIALS HANDLING & STORAGE	17 - 18 JUL	1800
CERTIFIED & PROFESSIONAL TRAINING PROGRAMMES			
CPT 102	ISO 45001 - OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS	07 - 11 JUL	\$1,500
CPT 108	ISO 37301 - COMPLIANCE MANAGEMENT SYSTEM LI & LA	14 - 18 JUL	\$1,500
GENERAL TRAINING PROGRAMMES			
GEN 113	EFFECTIVE MONITORING AND EVALUATION	07 - 09 JUL	2,700
GEN 106	PURCHASING & PROCUREMENT MANAGEMENT	28 - 30 JUL	2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES			
PSM 103	PUBLIC SECTOR FINANCIAL MANAGEMENT	07 - 11 JUL	3,500



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AUGUST TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE TRAINING PROGRAMMES		
SEC 103	SUSTAINABLE BANKING PRINCIPLES & PRACTICES	13 - 15 AUG 2,700
SEC 104	SUSTAINABLE FINANCE AND INVESTMENT STRATEGIES	20 - 22 AUG 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 174	LEADERSHIP AND SUPERVISORY SKILLS	06 - 08 AUG 2,500
LMS 103	EFFECTIVE NEGOTIATION AND INFLUENCING SKILLS	27 - 29 AUG 2,500
LMS 109	EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT	13 - 15 AUG 2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 105	OPERATIONAL RISK AND CONTROL MANAGEMENT	20 - 22 AUG 2,700
BAC 134	INVESTMENT AND WEALTH MANAGEMENT	27 - 29 AUG 2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 103	MICROSOFT EXCEL (BASIC, INTERMEDIATE & ADVANCED)	06 - 08 AUG 2,500
OPS 104	WORKING WITH MICROSOFT POWER BI	13 - 15 AUG 2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES		
DAI 102	GENERATIVE AI FOR BUSINESS OPERATIONS	20 - 22 AUG 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 110	NETWORK SECURITY MANAGEMENT	06 - 08 AUG 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 135	FINANCIAL REPORTING USING IFRS	13 - 15 AUG 2,700
ACF 103	FINANCIAL MODELLING WITH MS EXCEL	20 - 22 AUG 2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES		
IAC 104	EFFECTIVE INTERNAL AUDIT REPORT WRITING	27 - 29 AUG 2,700
IAC 156	RISK BASED INTERNAL AUDITING	06 - 08 AUG 2,700
IAC 131	BUSINESS CONTINUITY PLANNING	13 - 15 AUG 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 122	DEFENSIVE DRIVING	15 AUG 950
HSE 146	ELECTRICAL SAFETY & LOCKOUT-TAGOUT TRAINING	14 - 15 AUG 1,800
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 110	SETTING KPIS IN PERFORMANCE MANAGEMENT	20 - 22 AUG 2,500
HRM 103	EFFECTIVE HUMAN RESOURCE ANALYTICS	20 - 22 AUG 2,500
HRM 105	EFFECTIVE COMPENSATION AND BENEFITS MANAGEMENT	27 - 29 AUG 2,500
CERTIFIED & PROFESSIONAL TRAINING PROGRAMMES		
CPT 101	ISO 9001 - QUALITY MANAGEMENT SYSTEMS (QMS)	18 - 22 AUG \$1,500
CPT 106	ISO 22000 - FOOD SAFETY MANAGEMENT SYSTEMS (FSMS)	11 - 15 AUG \$1,500
GENERAL TRAINING PROGRAMMES		
GEN 110	EFFECTIVE DIGITAL MARKETING	18 - 20 AUG 2,700
GEN 101	LOGISTICS AND PROCUREMENT MANAGEMENT	11 - 13 AUG 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 108	PUBLIC SECTOR RISK BASED AUDITING	25 - 29 AUG 3,500



SEPTEMBER TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 105	GREEN BANKING & RENEWABLE ENERGY FINANCING	24 - 26 SEP 2,700
SEC 106	SUSTAINABLE BANKING PRODUCTS & SERVICES	17 - 19 SEP 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 110	CUSTOMER SERVICE EXCELLENCE	04 - 05 SEP 2200
LMS 178	BUSINESS COMMUNICATION SKILLS	10 - 12 SEP 2500
LMS 159	EFFECTIVE PRESENTATION SKILLS WITH MS POWERPOINT	17 - 19 SEP 2500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 127	LOAN RECOVERIES AND DELINQUENCY MANAGEMENT	15 - 17 SEP 2,700
BAC 148	E-BANKING & DIGITAL CHANNELS	24 - 26 SEP 2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 107	MASTERING DIGITALS SKILLS AT THE WORKPLACE	10 - 12 SEP 2,500
OPS 109	DATA ANALYSIS AND VISUALIZATION	24 - 26 SEP 2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES		
DAI 103	AI-POWERED DATA ANALYTICS	08 - 10 SEP 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 112	IT SERVICES MANAGEMENT (ITSM)	15 - 17 SEP 2500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 124	CASH FLOW FORECASTING	24 - 26 SEP 2700
ACF 133	ACCOUNTING & FINANCE FOR NON-ACCOUNTANTS	10 - 12 SEP 2700
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 108	STRATEGIC WORKFORCE PLANNING	03 - 05 SEP 2500
HRM 116	DIVERSITY, EQUITY & INCLUSION	29 SEP - 01 OCT 2500
GOVERNANCE, RISK & COMPLIANCE TRAINING		
IAC 133	RISK BASED COMPLIANCE MANAGEMENT	24 - 26 SEP 2700
RMS 101	ENTERPRISE RISK MANAGEMENT	08 - 10 SEP 2700
IAC 117	CONDUCTING FRAUD INVESTIGATIONS	10 - 12 SEP 2700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 105	FIRST AID	26 SEP 950
HSE 148	WORKPLACE HEALTH & SAFETY	19 SEP 950
CERTIFIED & PROFESSIONAL TRAINING PROGRAMMES		
CPT 110	ISO 14000 - ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)	15 - 19 SEP \$1,500
GENERAL TRAINING PROGRAMMES		
GEN 122	CONTRACT NEGOTIATION SKILLS	03 - 05 SEP 2,700
GEN 119	EFFECTIVE FLEET AND TRANSPORT MANAGEMENT	29 SEP - 01 OCT 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 109	PUBLIC PROCUREMENT MANAGEMENT	08 - 12 SEP 3,500



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OCTOBER TRAINING PROGRAMMES

COURSE TITLE		DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES			
SEC 107	ESG FUNDAMENTALS FOR BANKERS	22 - 24 OCT	2,700
SEC 108	ESG METRICS & PERFORMANCE MEASUREMENT	29 - 31 OCT	2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES			
LMS 116	OFFICE MANAGEMENT AND PRACTICE	08 - 10 OCT	2,500
LMS 109	ADMINISTRATIVE SKILLS FOR MANAGERS	22 - 24 OCT	2,500
LMS 184	LEADING AND MANAGING CHANGE	15 - 17 OCT	2,500
LMS 186	DESIGN THINKING AND INNOVATION	27 - 29 OCT	2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES			
BAC 113	CASH FLOW ANALYSIS FOR LENDING	08 - 10 OCT	2700
BAC 144	SME LENDING AND RISK ANALYSIS	15 - 17 OCT	2700
BAC 166	BANK SELLING SKILLS	22- 24 OCT	2700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES			
OPS 108	DATA ANALYTICS USING POWER BI	22 - 24 OCT	2,500
DIGITAL & ARTIFICIAL INTELLIGENCE (AI) PROGRAMMES			
DAI 104	AI-DRIVEN MARKETING AND CUSTOMER EXPERIENCE	13 - 15 OCT	2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES			
RMS 109	IT SECURITY RISK MANAGEMENT	29 - 31 OCT	2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES			
ACF 131	BUSINESS TAX MANAGEMENT	08 - 10 OCT	2,700
ACF 135	STRATEGIC PLANNING, BUDGETING AND COST CONTROL	29 - 31 OCT	2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES			
IAC 125	MASTERING PROCUREMENT AUDITING	20 - 22 OCT	2,700
IAC 133	MASTERING INTERNAL CONTROLS & FRAUD RISK	27 - 29 OCT	2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES			
HSE 145	HAZARDOUS MATERIALS HANDLING & STORAGE	23 - 24 OCT	1,800
HUMAN RESOURCE TRAINING PROGRAMMES			
HRM 117	ESTABLISHING MENTORING & COACHING SYSTEM AT WORKPLACE	06 - 08 OCT	2,500
HRM 118	MASTERING COACHING & MENTORING AT WORKPLACE	20 - 22 OCT	2,500
CERTIFIED & PROFESSIONAL TRAINING			
CPT 107	ISO 41001 - FACILITY MANAGER	20 - 24 OCT	\$1,500
GENERAL TRAINING PROGRAMMES			
GEN 120	WAREHOUSING AND INVENTORY MANAGEMENT	15 - 17 OCT	2,700
GEN 102	ADVANCED PROJECT MANAGEMENT SKILLS	06 - 08 OCT	2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES			
PSM 102	PUBLIC PRIVATE PARTNERSHIPS – PPP	13 - 17 OCT	3,500



NOVEMBER TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 109	ESG INVESTMENT & PORTFOLIO MANAGEMENT	26 - 28 NOV 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 162	INSPIRATIONAL LEADERSHIP THROUGH EMOTIONAL INTELLIGENCE	05 - 07 NOV 2,500
LMS 178	BUSINESS REPORT WRITING SKILLS	19 - 21 NOV 2,500
LMS 132	EFFECTIVE TENDERING AND PROPOSAL WRITING	10 - 12 NOV 2,500
LMS 104	CONDUCTING EFFECTIVE PERFORMANCE APPRAISAL	05 - 07 NOV 2,500
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 104	PRACTICAL TRAINING OF TRAINERS	12 - 14 NOV 2,500
HRM 109	HUMAN CAPITAL REPORTING	24 - 26 NOV 2,500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 162	FUND ADMINISTRATION & MANAGEMENT	17 - 19 NOV 2700
BAC 144	GREEN FINANCING & LENDING	26 - 28 NOV 2700
BAC 103	INTERNATIONAL PAYMENTS AND SETTLEMENT	12 - 14 NOV 2700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 110	DIGITAL TRANSFORMATION AND INNOVATION	24 - 26 NOV 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
RMS 108	INFORMATION SECURITY RISK MANAGEMENT (ISRM)	19 - 21 NOV 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 143	EFFECTIVE CREDIT ADMINISTRATION	03 - 05 NOV 2,700
ACF 109	TRADE FINANCE MECHANISMS	24 - 26 NOV 2,700
ACF 132	PROJECT FINANCE & RISK MANAGEMENT	10 - 12 NOV 2,700
GOVERNANCE, RISK & COMPLIANCE TRAINING PROGRAMMES		
RMS 103	IT GOVERNANCE AND RISK	19 - 21 NOV 2,700
RMS 134	OPERATIONAL RISK & COMPLIANCE	26 - 28 NOV 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 145	HAZARD PERCEPTION & SPACE MANAGEMENT TECHNIQUES	28 NOV 950
HSE 120	EMERGENCY ACTION PLAN	14 NOV 950
HSE 147	HAZARD RECOGNITION & RISK ASSESSMENT	13 - 14 NOV 1,800
CERTIFIED & PROFESSIONAL TRAINING		
CPT 103	ISO 27001 - INFORMATION SECURITY MANAGEMENT SYSTEMS (ISMS)	12 - 16 MAY \$1,500
GENERAL TRAINING PROGRAMMES		
GEN 107	EFFECTIVE FACILITIES MANAGEMENT	03 - 05 NOV 2,700
GEN 124	LEAN MANAGEMENT	17 - 19 NOV 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 105	IPSAS – PUBLIC SECTOR FINANCIAL REPORTING	17 - 21 NOV 3,500
PSM 106	PUBLIC SECTOR PERFORMANCE MANAGEMENT USING BALANCED SCORECARD	10 - 14 NOV 3,500



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DECEMBER TRAINING PROGRAMMES

COURSE TITLE	DATE	FEES
SUSTAINABILITY, ESG & CLIMATE CHANGE PROGRAMMES		
SEC 102	INTEGRATING CLIMATE RISK INTO CREDIT RISK MANAGEMENT	15 - 17 DEC 2,700
LEADERSHIP AND MANAGERIAL SKILLS TRAINING PROGRAMMES		
LMS 133	DEVELOPING WOMEN IN LEADERSHIP	10 - 12 DEC 2,500
LMS 112	PERFORMANCE MANAGEMENT USING KPIS	01 - 03 DEC 2500
LMS 158	BUSINESS ETHICS & PROFESSIONAL CONDUCT	10 - 12 DEC 2500
BANKING AND FINANCIAL SERVICES TRAINING PROGRAMMES		
BAC 151	MANAGING AFFLUENT AND HIGH NETWORTH CLIENTS	17 - 19 DEC 2,700
BAC 154	BANK BRANCH MANAGEMENT	15 - 17 DEC 2,700
OFFICE PRODUCTIVITY SKILLS TRAINING PROGRAMMES		
OPS 101	MICROSOFT OFFICE: SUITE WORD, EXCEL, POWERPOINT	01 - 03 DEC 2,500
INFORMATION, COMMUNICATION & TECHNOLOGY TRAINING PROGRAMMES		
ICT 101	MICROSOFT AZURE ADMINISTRATOR	08 - 10 DEC 2,500
ACCOUNTING AND FINANCE TRAINING PROGRAMMES		
ACF 108	EFFECTIVE PROJECT FINANCE	10 - 12 DEC 2,700
HEALTH, SAFETY AND ENVIRONMENT TRAINING PROGRAMMES		
HSE 150	INCIDENT INVESTIGATION & REPORTING	19 DEC 950
HUMAN RESOURCE TRAINING PROGRAMMES		
HRM 102	EMPLOYEE RELATIONS MANAGEMENT	01 - 03 DEC 2,500
GENERAL TRAINING PROGRAMMES		
GEN 123	BUSINESS PROCESS MANAGEMENT & ANALYSIS	15 - 17 DEC 2,700
GEN 130	SUSTAINABLE SUPPLY CHAIN MANAGEMENT	02 - 04 DEC 2,700
PUBLIC SECTOR MANAGEMENT TRAINING PROGRAMMES		
PSM 104	PROJECT PROGRAMS MONITORING AND EVALUATION - PPME	08 - 12 DEC 3,500





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INT 175: BOARD OF TRUSTEES DEVELOPMENT & CAPACITY BUILDING

This program aims to strengthen the effectiveness of board trustees through targeted development and capacity-building initiatives. Participants will explore governance best practices, role responsibilities, and collaborative strategies. Interactive discussions and case studies will empower board members to enhance their contributions, ensuring robust oversight and strategic direction for their organizations.

DATE	VENUE	FEES
07 - 11 APR	SINGAPORE	\$3,500
18 - 22 AUG	WASHINGTON DC	\$3,500

INT 117: UNDERSTANDING BOARD AUDIT & RISK GOVERNANCE RESPONSIBILITIES

This course provides an in-depth understanding of the audit and risk governance roles of boards. Participants will learn about risk assessment frameworks, compliance mandates, and internal controls. Case studies will illustrate best practices in oversight, enabling board members to fulfil their responsibilities in managing risks effectively and ensuring organizational integrity.

DATE	VENUE	FEES
14 - 18 APR	LONDON	\$3,500
25 - 29 AUG	DUBAI	\$3,500

INT 121: UNDERSTANDING BOARD FINANCIAL RESPONSIBILITIES AND REPORTING

This program equips board members with essential knowledge of financial governance and reporting. Participants will learn to interpret financial statements, assess fiscal health, and understand regulatory requirements. Through practical exercises, attendees will enhance their financial literacy, enabling them to make informed decisions and fulfil their fiduciary duties effectively.

DATE	VENUE	FEES
14 - 18 APR	WASHINGTON DC	\$3,500
25 - 29 AUG	LONDON	\$3,500

INT 115: BOARD STRATEGIC LEADERSHIP

This course focuses on developing strategic leadership capabilities among board members. Participants will explore the integration of strategy with governance, stakeholder engagement, and performance oversight. Interactive sessions will foster collaborative decision-making and long-term planning, empowering boards to drive organizational success through effective strategic leadership.

DATE	VENUE	FEES
19 - 23 MAY	LONDON	\$3,500
22 - 26 SEP	DUBAI	\$3,500

INT 116: CORPORATE GOVERNANCE AND BOARD OVERSIGHT RESPONSIBILITIES

This program provides a comprehensive overview of corporate governance principles and the oversight responsibilities of boards. Participants will learn about governance frameworks, ethical considerations, and accountability mechanisms. Case studies will illustrate effective governance practices, enabling board members to enhance transparency and uphold stakeholder interests.

DATE	VENUE	FEES
19 - 23 MAY	LONDON	\$3,500
22 - 26 SEP	DOHA, QATAR	\$3,500

INT 191: UNDERSTANDING BOARD DYNAMICS & EFFECTIVENESS

This course examines the dynamics of board interactions and their impact on effectiveness. Participants will explore roles, communication styles, and decision-making processes within boards. Through facilitated discussions and assessments, attendees will identify strategies to enhance collaboration, improve board culture, and drive better organizational outcomes.

DATE	VENUE	FEES
23 - 27 JUN	LONDON	\$3,500
13 - 17 OCT	WASHINGTON DC	\$3,500

INT 194: ESG GOVERNANCE AND BOARD RESPONSIBILITIES

This training program explores the governance implications of Environmental, Social, and Governance (ESG) factors. Participants will learn about the board's role in integrating ESG into corporate strategy and reporting. Through case studies, attendees will develop strategies to enhance transparency and accountability, ensuring that ESG considerations are embedded in decision-making processes.

DATE	VENUE	FEES
26 - 30 MAY	SINGAPORE	\$3,500
15 - 19 SEP	WASHINGTON, DC	\$3,500

INT 120: BOARD OVERSIGHT RESPONSIBILITIES ON INFORMATION & CYBERSECURITY RISK

This program addresses the critical oversight responsibilities of boards regarding information and cybersecurity risks. Participants will learn about evolving threats, compliance requirements, and best practices in risk management. Case studies will provide insights into effective governance strategies, equipping board members to safeguard organizational assets and ensure data integrity.

DATE	VENUE	FEES
23 - 27 JUN	SINGAPORE	\$3,500
20 - 24 OCT	LONDON	\$3,500

INT 190: BOARD-EXECUTIVE MANAGEMENT RELATIONS | BUILDING A PRODUCTIVE PARTNERSHIP

This course focuses on fostering effective relationships between boards and executive management. Participants will explore communication strategies, conflict resolution, and alignment of goals. Interactive exercises will enhance understanding of roles and responsibilities, equipping participants to cultivate a collaborative partnership that drives organizational success.

DATE	VENUE	FEES
21 - 25 JUL	LONDON	\$3,500
24 - 28 NOV	LONDON	\$3,500

INT 125: BOARD GOVERNANCE: ROLE OF BOARD SECRETARIES & ADMINISTRATORS

This masterclass focuses on the vital role of corporate secretaries in facilitating effective board governance. Participants will explore best practices in board administration, compliance, and stakeholder communication. Real-world examples will provide insights into the corporate secretary's responsibilities, enhancing participants' ability to support board effectiveness and uphold corporate governance standards.

DATE	VENUE	FEES
16 - 20 JUN	DOHA, QATAR	\$3,500
24 - 28 NOV	LONDON, UK	\$3,500



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INT 142: LEGAL AND COMPLIANCE RISK MANAGEMENT

This course equips participants with essential skills to identify, assess, and mitigate legal and compliance risks within organizations. Participants will explore regulatory frameworks, risk assessment methodologies, and best practices for implementing effective compliance programs. Case studies and practical exercises will enhance understanding, ensuring that professionals can navigate complex legal landscapes confidently.

DATE	VENUE	FEES
28 APR - 02 MAY	SINGAPORE	\$2,500
22 - 26 SEP	DUBAI , UAE	\$2,500

INT 173: ADVANCED TRAINING FOR EXECUTIVE SECRETARIES AND PERSONAL ASSISTANT

Designed for seasoned executive assistants, this program focuses on advanced skills in executive support, project management, and strategic communication. Participants will learn to enhance their organizational effectiveness, handle confidential information, and manage high-stakes situations. Interactive workshops will foster leadership capabilities, enabling attendees to act as vital contributors to executive teams.

DATE	VENUE	FEES
14 - 18 APR	CAPE TOWN, SA	\$2,500
25 - 29 AUG	DUBAI , UAE	\$2,500

INT 154: MASTERCLASS | ENVIRONMENTAL, SOCIAL & GOVERNANCE (ESG)

This masterclass delves into the principles and practices of ESG, emphasizing its importance in modern business strategy. Participants will examine frameworks for integrating ESG criteria into decision-making processes, risk management, and corporate reporting. Through case studies and expert insights, attendees will gain actionable strategies to enhance sustainability and social responsibility in their organizations.

DATE	VENUE	FEES
21 - 25 APR	DUBAI, UAE	\$2,500
18 - 22 AUG	DOHA, QATAR	\$2,500

INT 176: PROTOCOLLING & CORPORATE TRAVEL MANAGEMENT

This course focuses on the essential skills for effective protocol management and corporate travel planning. Participants will learn best practices for organizing high-profile events, managing travel logistics, and ensuring compliance with corporate policies. Emphasis on cultural awareness and etiquette will prepare professionals to represent their organizations with poise and professionalism in diverse settings.

DATE	VENUE	FEES
26 - 30 MAY	DUBAI , UAE	\$2,500
15 - 19 SEP	SINGAPORE	\$2,500

INT 137: MASTERCLASS | CHIEF FINANCIAL OFFICER (CFO)

Targeted at aspiring CFOs, this masterclass covers the strategic and operational competencies required for the role. Participants will explore financial leadership, capital management, and stakeholder communication. Real-world scenarios and expert-led discussions will provide insights into navigating financial challenges, driving business growth, and enhancing organizational performance.

DATE	VENUE	FEES
26 - 30 MAY	DUBAI , UAE	\$2,500
22 - 26 SEP	DOHA, QATAR	\$2,500

INT 177: WORKFORCE PLANNING AND HUMAN CAPITAL ANALYTICS

This course offers a comprehensive approach to workforce planning and the use of analytics in managing human capital. Participants will learn techniques for forecasting workforce needs, optimizing talent acquisition, and measuring employee performance. Hands-on exercises will empower professionals to leverage data-driven insights to enhance organizational effectiveness and employee engagement.

DATE	VENUE	FEES
16 - 20 JUN	SINGAPORE	\$2,500
20 - 24 OCT	DOHA, QATAR	\$2,500

INT 207: EXECUTIVE INSIGHTS | MAKING DATA-DRIVEN DECISIONS

This course empowers executives to harness data analytics for informed decision-making. Participants will explore data interpretation, visualization techniques, and the application of analytics in strategic planning. Case studies will illustrate how data-driven insights can enhance business performance, enabling leaders to make impactful decisions that drive organizational success.

DATE	VENUE	FEES
28 APR - 02 MAY	WASHINGTON, DC	\$2,500
13 - 17 OCT	LONDON, UK	\$2,500

INT 138: MASTERCLASS | CHIEF RISK OFFICER (CRO)

Designed for current and aspiring CROs, this masterclass explores the complexities of risk management in today's business environment. Participants will examine risk assessment frameworks, regulatory compliance, and the integration of risk strategies into organizational culture. Real-world case studies will equip attendees with the tools to proactively manage risks and safeguard organizational assets.

DATE	VENUE	FEES
16 - 20 JUN	SINGAPORE	\$2,500
20 - 24 OCT	SINGAPORE	\$2,500

INT 212: EXECUTIVE INFLUENCE | EFFECTIVE COMMUNICATION AND STAKEHOLDER ENGAGEMENT

This program focuses on enhancing communication skills essential for executive influence and stakeholder engagement. Participants will learn techniques for persuasive communication, active listening, and relationship building. Through interactive exercises, attendees will develop strategies to effectively convey messages, manage conflicts, and foster collaboration among diverse stakeholders in their organizations.

DATE	VENUE	FEES
21 - 25 APR	DOHA, QATAR	\$2,500
13 - 17 OCT	LONDON, UK	\$2,500

INT 188: SUSTAINABILITY & ESG | INTEGRATING SOCIAL RESPONSIBILITY INTO STRATEGY

This training program focuses on embedding sustainability and ESG principles into corporate strategy. Participants will learn how to align business objectives with social responsibility, assess environmental impacts, and engage stakeholders. Through collaborative discussions and real-life examples, attendees will develop actionable plans to enhance their organization's sustainability initiatives and ethical practices.

DATE	VENUE	FEES
21 - 25 JUL	LONDON	\$2,500
17 - 21 NOV	LONDON	\$2,500



INT 171: HUMAN RESOURCE BUSINESS PARTNER | COMPETENCES, ROLES AND RESPONSIBILITIES

This course equips HR professionals with the competencies needed to function as strategic business partners. Participants will explore the evolving role of HR in organizations, focusing on talent management, organizational development, and aligning HR practices with business goals. Through case studies and practical exercises, attendees will develop skills to drive organizational performance and foster a culture of collaboration.

DATE	VENUE	FEES
14 - 18 JUL	DOHA, QATAR	\$2,500
17 - 21 NOV	DOHA, QATAR	\$2,500

INT 167: ADVANCED EXECUTIVE LEADERSHIP

Designed for senior leaders, this program enhances leadership capabilities through advanced strategies and frameworks. Participants will engage with topics such as transformational leadership, emotional intelligence, and change management. Interactive discussions and real-world scenarios will empower executives to inspire teams, drive innovation, and navigate complex organizational challenges effectively.

DATE	VENUE	FEES
14 - 18 JUL	SINGAPORE	\$2,500
24 - 28 NOV	DOHA, QATAR	\$2,500

INT 170: STRATEGIC BUSINESS AND COMMERCIAL ACUMEN

This course develops participants' strategic thinking and commercial awareness essential for business success. Attendees will learn to analyse market trends, assess competitive landscapes, and align business strategies with organizational goals. Practical case studies will enhance decision-making skills, ensuring professionals can identify opportunities for growth and drive sustainable business performance.

DATE	VENUE	FEES
21 - 25 JUL	DUBAI	\$2,500
24 - 28 NOV	SINGAPORE	\$2,500



Build connections with world-class experts and peers.

INT 174: MASTERING CONTRACT NEGOTIATION AND MANAGEMENT

Participants in this program will gain critical skills for effective contract negotiation and management. The course covers negotiation tactics, risk assessment, and compliance considerations. Through role-playing and case studies, attendees will practice techniques to create favourable terms, resolve disputes, and manage contract lifecycles efficiently, ensuring organizational interests are safeguarded.

DATE	VENUE	FEES
21 - 25 JUL	DOHA, QATAR	\$2,500
24 - 28 NOV	DUBAI	\$2,500

INT 202: EXECUTIVE EDGE | MASTERING ADAPTIVE LEADERSHIP

This course focuses on adaptive leadership skills necessary for thriving in dynamic environments. Participants will learn to navigate change, foster innovation, and engage diverse teams. Through interactive workshops and scenario-based learning, attendees will develop resilience and strategic agility, equipping them to lead organizations effectively through uncertainty and transformation.

DATE	VENUE	FEES
07 - 11 APR	DUBAI, UAE	\$2,500
18 - 22 AUG	LONDON, UK	\$2,500



**SUSTAINABILITY,
CLIMATE RISKS & ESG**
TRAINING PROGRAMMES



Master the essentials of ESG! Our training provides actionable insights on managing environmental impact, fostering social progress, and ensuring governance transparency. Learn how to drive impactful change and create a more sustainable, successful organization!



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SEC 101: CLIMATE RISK ASSESSMENT & MANAGEMENT

This course focuses on assessing and managing climate risks within organizations. Participants will explore methodologies for identifying climate-related hazards, evaluating their potential impact, and developing risk mitigation strategies. Practical exercises and case studies will equip attendees with the skills to integrate climate risk assessment into organizational decision-making processes and enhance resilience.

DATE	FEES
15 - 17 JAN	2,700
09 - 11 JUL	2,700

SEC 102: INTEGRATING CLIMATE RISK INTO CREDIT RISK MANAGEMENT

This program examines the integration of climate risk into credit risk management frameworks. Participants will learn to evaluate the implications of climate changes on creditworthiness and loan portfolios. Through practical scenarios and expert insights, attendees will develop strategies to identify, assess, and mitigate climate-related credit risks, ensuring sustainable lending practices.

DATE	FEES
18 - 20 JUN	2,700
15 - 17 DEC	2,700

SEC 105: GREEN BANKING & RENEWABLE ENERGY FINANCING

This course delves into green banking and financing renewable energy projects. Participants will explore funding mechanisms, regulatory frameworks, and best practices for supporting sustainable energy initiatives. Through case studies and collaborative exercises, attendees will gain the skills to evaluate and finance renewable energy projects, contributing to a low-carbon economy.

DATE	FEES
19 - 21 MAR	2,700
24 - 26 SEP	2,700

SEC 106: SUSTAINABLE BANKING PRODUCTS & SERVICES

This program explores the development and management of sustainable banking products and services. Participants will learn about green loans, sustainability-linked products, and responsible investment options. Case studies will illustrate successful implementations, equipping attendees with the knowledge to create and promote products that meet the growing demand for sustainability in banking.

DATE	FEES
26 - 28 MAR	2,700
17 - 19 SEP	2,700

SEC 103: SUSTAINABLE BANKING PRINCIPLES & PRACTICES

This course introduces the principles and practices of sustainable banking. Participants will explore the role of banks in promoting sustainability, including responsible lending, impact investing, and community engagement. Through case studies and discussions, attendees will learn to implement sustainable banking practices that align financial performance with social and environmental goals.

DATE	FEES
26 - 28 FEB	2,700
13 - 15 AUG	2,700

SEC 108: ESG METRICS & PERFORMANCE MEASUREMENT

This course focuses on measuring and reporting ESG performance metrics. Participants will explore key indicators, data collection methods, and reporting frameworks relevant to financial institutions. Through hands-on exercises, attendees will learn to assess ESG performance effectively, enabling them to communicate findings to stakeholders and enhance transparency.

DATE	FEES
28 - 30 APR	2,700
29 - 31 OCT	2,700

SEC 107: ESG FUNDAMENTALS FOR BANKERS

This foundational course covers the basics of ESG principles specifically tailored for banking professionals. Participants will learn about the significance of ESG factors in risk assessment, investment decisions, and regulatory compliance. Through practical examples, attendees will understand how to incorporate ESG considerations into their daily banking operations and strategies.

DATE	FEES
14 - 16 APR	2,700
22 - 24 OCT	2,700

SEC 109: ESG INVESTMENT & PORTFOLIO MANAGEMENT

This program examines ESG investment strategies and their application in portfolio management. Participants will learn about the integration of ESG criteria into investment analysis, asset allocation, and risk management. Through case studies and practical applications, attendees will develop skills to construct and manage portfolios that align with sustainable investment goals.

DATE	FEES
21 - 23 MAY	2,700
26 - 28 NOV	2,700





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Mavis Baah | Petroleum Commission

LMS 107: LEADERSHIP SKILLS FOR MANAGERS

This course equips managers with essential leadership skills to inspire and guide their teams effectively. Participants will explore key concepts such as motivation, team dynamics, and decision-making. Through interactive case studies and role-playing, attendees will develop practical strategies to enhance their leadership style and foster a positive workplace culture.

DATE	FEES
22 - 24 JAN	2,500
16 - 18 JUL	2,500

LMS 110: CUSTOMER SERVICE EXCELLENCE

This program focuses on delivering exceptional customer service in today's competitive marketplace. Participants will learn best practices for understanding customer needs, managing complaints, and creating memorable experiences. Through role-playing and real-life examples, attendees will develop the skills necessary to enhance customer satisfaction and loyalty.

DATE	FEES
13 - 14 MAR	2,200
04 - 05 SEP	2,200

LMS 118: EFFECTIVE EXECUTIVE PERSONAL ASSISTANT TRAINING

Designed for executive assistants, this course enhances skills in managing high-level tasks and supporting executives efficiently. Participants will cover time management, communication, and organizational strategies. Practical exercises will empower attendees to excel in their roles and contribute significantly to executive productivity and effectiveness.

DATE	FEES
16 - 17 JAN	2,200
10 - 11 JUL	2,200

LMS 174: LEADERSHIP & SUPERVISORY SKILLS

This training program develops critical leadership and supervisory skills for emerging leaders. Participants will explore team management, conflict resolution, and performance feedback techniques. Interactive discussions and case studies will equip attendees with the tools to motivate their teams and enhance overall organizational performance.

DATE	FEES
05 - 07 FEB	2,500
06 - 08 AUG	2,500

LMS 131: EFFECTIVE REPORT AND PROPOSAL WRITING

This course focuses on developing clear and persuasive reports and proposals. Participants will learn structure, language, and presentation techniques that enhance clarity and impact. Through hands-on exercises, attendees will practice writing skills that enable them to communicate ideas effectively and achieve desired outcomes.

DATE	FEES
17 - 19 FEB	2,500
23 - 25 JUL	2,500

LMS 103: EFFECTIVE NEGOTIATION AND INFLUENCING SKILLS

This program equips participants with essential negotiation and influencing techniques. Attendees will learn strategies for preparing, conducting, and concluding negotiations successfully. Through role-playing scenarios and case studies, participants will enhance their ability to influence others and achieve favourable agreements in various contexts.

DATE	FEES
12 - 14 FEB	2,500
27 - 29 AUG	2,500

LMS 162: INSPIRATIONAL LEADERSHIP THROUGH EMOTIONAL INTELLIGENCE

This program focuses on cultivating inspirational leadership through emotional intelligence (EI). Participants will explore the components of EI and their impact on leadership effectiveness. Through interactive activities, attendees will develop skills to inspire others, enhance team dynamics, and create a positive organizational culture.

DATE	FEES
14 - 16 MAY	2,500
05 - 07 NOV	2,500

LMS 178: BUSINESS REPORT WRITING SKILLS

This course enhances participants' abilities to write clear and effective business reports. Focused on structure, tone, and clarity, attendees will learn to analyse data and present findings professionally. Practical exercises will build confidence in writing reports that communicate key information effectively to stakeholders.

DATE	FEES
07 - 09 MAY	2,500
19 - 21 NOV	2,500

LMS 132: EFFECTIVE TENDERING AND PROPOSAL WRITING

This training program provides essential skills for writing successful tenders and proposals. Participants will learn best practices for structuring documents, addressing client needs, and presenting value propositions. Through practical exercises, attendees will enhance their ability to create compelling proposals that win contracts.

DATE	FEES
28 - 30 MAY	2,500
10 - 12 NOV	2,500

LMS 186: DESIGN THINKING AND INNOVATION

This training program introduces design thinking as a framework for fostering innovation. Participants will learn to empathize with users, define problems, ideate solutions, and prototype effectively. Through collaborative exercises, attendees will develop a mindset of innovation, enabling them to tackle challenges creatively and drive organizational growth.

DATE	FEES
28 - 30 APR	2,500
27 - 29 OCT	2,500

LMS 112: PERFORMANCE MANAGEMENT USING KPIS

This course focuses on utilizing Key Performance Indicators (KPIs) for effective performance management. Participants will learn to set, measure, and analyse KPIs aligned with organizational goals. Case studies and practical exercises will equip attendees with the skills to drive performance improvement and accountability within their teams.

DATE	FEES
11 - 13 JUN	2,500
01 - 03 DEC	2,500

LMS 158: BUSINESS ETHICS & PROFESSIONAL CONDUCT

This program explores the principles of business ethics and professional conduct. Participants will examine ethical dilemmas, corporate governance, and the importance of integrity in the workplace. Interactive discussions and case studies will empower attendees to make ethical decisions that enhance their professional reputation and organizational culture.

DATE	FEES
04 - 06 JUN	2,500
10 - 12 DEC	2,500

LMS 104: CONDUCTING EFFECTIVE PERFORMANCE APPRAISAL

This course equips participants with skills for conducting effective performance appraisals. Attendees will learn techniques for providing constructive feedback, setting performance goals, and fostering employee development. Through role-playing and discussions, participants will gain confidence in conducting appraisals that motivate and engage employees.

DATE	FEES
23 - 25 JUN	2,500
05 - 07 NOV	2,500

LMS 108: EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT

This training program focuses on developing emotional intelligence to enhance personal and professional effectiveness. Participants will learn to recognize and manage their emotions, build resilience, and cope with stress. Interactive activities will equip attendees with tools to improve interpersonal relationships and maintain well-being in high-pressure situations.

DATE	FEES
19 - 21 MAR	2,500
13 - 15 AUG	2,500

LMS 178: BUSINESS COMMUNICATION SKILLS

This course emphasizes the importance of effective communication in a business environment. Participants will explore verbal and non-verbal communication, active listening, and professional writing. Practical exercises will help attendees develop skills to convey messages clearly and foster productive relationships with colleagues and clients.

DATE	FEES
12 - 14 MAR	2,500
10 - 12 SEP	2,500

LMS 133: DEVELOPING WOMEN IN LEADERSHIP

This course aims to empower women aspiring to leadership roles. Participants will explore barriers to leadership, develop confidence, and enhance networking skills. Through mentorship and collaboration, attendees will gain insights into effective leadership styles, enabling them to navigate challenges and advance their careers.

DATE	FEES
25 - 27 JUN	2,500
10 - 12 DEC	2,500

LMS 159: EFFECTIVE PRESENTATION SKILLS WITH MS POWERPOINT

This program enhances presentation skills using Microsoft PowerPoint as a tool for effective communication. Participants will learn to design impactful slides, engage audiences, and deliver compelling messages. Hands-on practice will build confidence and proficiency, enabling attendees to present ideas clearly and effectively.

DATE	FEES
09 - 11 APR	2,500
17 - 19 SEP	2,500

LMS 116: OFFICE MANAGEMENT AND PRACTICE

This course provides essential skills for effective office management and administration. Participants will learn organizational techniques, time management, and best practices for maintaining efficient office operations. Through case studies and practical exercises, attendees will develop strategies to enhance productivity and support organizational goals.

DATE	FEES
23 - 25 APR	2,500
08 - 10 OCT	2,500

LMS 109: ADMINISTRATIVE SKILLS FOR MANAGERS

This training program focuses on essential administrative skills for managers. Participants will explore topics such as project management, effective communication, and team coordination. Interactive discussions and practical exercises will equip attendees with the tools needed to streamline operations and enhance team efficiency.

DATE	FEES
14 - 16 APR	2,500
22 - 24 OCT	2,500

LMS 184: LEADING AND MANAGING CHANGE

This course prepares leaders to effectively manage organizational change. Participants will learn change management theories, communication strategies, and techniques for overcoming resistance. Through case studies and simulations, attendees will develop skills to lead their teams through transitions successfully and foster a culture of adaptability.

DATE	FEES
28 - 30 MAY	2,500
15 - 17 OCT	2,500

OTHER TRAINING PROGRAMMES WE ALSO OFFER

LMS 175: DEVELOPING & IMPLEMENTING COMPETENCY SKILLS
LMS 169: ARBITRATION & DISPUTE RESOLUTION
LMS 172: STRATEGIC THINKING AND ANALYSIS
LMS 170: LEAN SIX SIGMA





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HRM 104: PRACTICAL TRAINING OF TRAINERS

This course equips participants with essential skills for effective training delivery. Attendees will learn instructional design principles, adult learning theories, and facilitation techniques. Through hands-on practice and feedback sessions, participants will develop the confidence and competence to train others effectively, ensuring knowledge transfer and engagement in various learning environments.

DATE	FEE
12 - 14 MAY	2,500
12 - 14 NOV	2,500

HRM 101: EFFECTIVE HUMAN RESOURCE ADMINISTRATION

This program covers the key functions of human resource administration, including recruitment, onboarding, and employee relations. Participants will learn best practices for managing HR processes and compliance with Labor laws. Through case studies and practical exercises, attendees will enhance their ability to support organizational goals through effective HR management.

DATE	FEE
22 - 24 JAN	2,500
28 - 30 JUL	2,500

HRM 110: SETTING KPIs IN PERFORMANCE MANAGEMENT

This course focuses on establishing Key Performance Indicators (KPIs) to drive performance management. Participants will learn how to develop, implement, and measure KPIs aligned with organizational objectives. Through practical examples and workshops, attendees will gain the skills necessary to create effective performance metrics that facilitate continuous improvement.

DATE	FEE
05 - 07 FEB	2,500
20 - 22 AUG	2,500

HRM 103: EFFECTIVE HUMAN RESOURCE ANALYTICS

This program explores the use of data analytics in human resources to enhance decision-making. Participants will learn to collect, analyse, and interpret HR data to identify trends and improve workforce strategies. Through hands-on exercises, attendees will develop skills to leverage analytics for talent management and organizational effectiveness.

DATE	FEE
12 - 14 FEB	2,500
20 - 22 AUG	2,500

HRM 105: EFFECTIVE COMPENSATION AND BENEFITS MANAGEMENT

This course covers the principles and practices of compensation and benefits management. Participants will learn to design competitive compensation structures, analyse benefits offerings, and ensure compliance with regulations. Through case studies and interactive discussions, attendees will gain insights into creating effective compensation strategies that attract and retain talent.

DATE	FEE
24 - 26 MAR	2,500
27 - 29 AUG	2,500

HRM 108: STRATEGIC WORKFORCE PLANNING

This program focuses on the strategic approach to workforce planning. Participants will learn to assess current and future workforce needs, align talent strategies with business goals, and implement effective recruitment plans. Through practical exercises, attendees will develop skills to ensure organizations have the right talent in place to achieve success.

DATE	FEE
10 - 12 MAR	2,500
03 - 05 SEP	2,500



HRM 116: DIVERSITY, EQUITY & INCLUSION

This course explores the principles of diversity, equity, and inclusion (DEI) in the workplace. Participants will learn strategies to foster an inclusive culture that values diverse perspectives and promotes belonging. Through discussions and case studies, attendees will develop actionable plans to implement DEI initiatives that enhance organizational performance.

DATE	FEES
02 - 04 APR	2,500
29 SEP - 01 OCT	2,500

HRM 117: ESTABLISHING MENTORING & COACHING SYSTEM AT WORKPLACE

This training program focuses on creating effective mentoring and coaching systems within organizations. Participants will learn to design, implement, and evaluate mentoring programs that support employee development. Through practical workshops, attendees will gain skills to foster a culture of continuous learning and professional growth.

DATE	FEES
23 - 25 APR	2,500
06 - 08 OCT	2,500

HRM 109: HUMAN CAPITAL REPORTING

This course covers the fundamentals of human capital reporting and its significance for organizations. Participants will learn to measure and report on workforce metrics, including engagement, turnover, and talent development. Through practical exercises, attendees will develop skills to create impactful reports that inform strategic decision-making.

DATE	FEES
07 - 09 MAY	2,500
24 - 26 NOV	2,500

HRM 118: MASTERING COACHING & MENTORING AT WORKPLACE

This program provides in-depth training on effective coaching and mentoring techniques such as the use of the GROW model. Participants will learn to facilitate personal and professional growth in employees through structured coaching sessions. Interactive role-playing and case studies will equip attendees with the skills to build supportive relationships that enhance performance and engagement.

DATE	FEES
19 - 21 MAY	2,500
20 - 22 OCT	2,500

The experience was great as it touched every essential topics and principles to be applied to guarantee success.

Sylvester Ayodeji Brukuu
RIK AIR COMPANY LIMITED

HRM 102: EMPLOYEE RELATIONS MANAGEMENT

This course focuses on managing employee relations to foster a positive workplace environment. Participants will learn to navigate conflict resolution, performance management, and employee engagement strategies. Through case studies and practical exercises, attendees will develop skills to enhance communication and build strong relationships between employees and management.

DATE	FEES
11 - 13 JUN	2,500
01 - 03 DEC	2,500



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BAC 109: BANK CUSTOMER EXPERIENCE MANAGEMENT

This course focuses on enhancing customer experience in banking. Participants will learn strategies to understand customer needs, personalize services, and measure satisfaction. Through case studies and interactive discussions, attendees will develop skills to create seamless customer journeys, fostering loyalty and long-term relationships in a competitive market.

DATE	FEES
29 - 31 JAN	2,700
23 - 25 JUL	2,700

BAC 151: MANAGING AFFLUENT AND HIGH NETWORTH CLIENTS

This program equips participants with skills to effectively manage affluent and high-net-worth clients. Topics include understanding client needs, providing tailored financial solutions, and building lasting relationships. Through role-playing and case studies, attendees will learn to navigate complex client dynamics, ensuring exceptional service and client satisfaction.

DATE	FEES
18 - 20 JUN	2,700
17 - 19 DEC	2,700

BAC 121: ANTI- MONEY LAUNDERING - RISK BASED APPROACH

This course covers the fundamentals of anti-money laundering (AML) within a risk-based framework. Participants will learn to identify risks, implement compliance measures, and conduct effective investigations. Through practical scenarios and discussions, attendees will develop the tools necessary to safeguard their organizations against financial crimes and ensure regulatory compliance.

DATE	FEES
26 - 28 FEB	2,700
30 JUL - 01 AUG	2,700

BAC 105: OPERATIONAL RISK AND CONTROL MANAGEMENT

This training program focuses on identifying and managing operational risks in banking. Participants will explore risk assessment methodologies, control frameworks, and mitigation strategies. Through case studies and practical exercises, attendees will learn to enhance operational resilience and ensure effective risk management practices within their organizations.

DATE	FEES
19 - 21 FEB	2,700
20 - 22 AUG	2,700

BAC 127: LOAN RECOVERIES AND DELINQUENCY MANAGEMENT

This course provides strategies for managing loan recoveries and addressing delinquency. Participants will learn best practices for assessing risk, developing recovery plans, and communicating with borrowers. Through interactive discussions and case studies, attendees will acquire skills to improve recovery rates and minimize financial losses.

DATE	FEES
24 - 26 MAR	2,700
15 - 17 SEP	2,700

BAC 134: INVESTMENT AND WEALTH MANAGEMENT

This program covers the principles of investment and wealth management. Participants will explore asset allocation, portfolio diversification, and risk assessment strategies. Through practical simulations and case studies, attendees will gain insights into creating tailored investment strategies that align with clients' financial goals and risk profiles.

DATE	FEES
17 - 19 MAR	2,700
27 - 29 AUG	2,700

BAC 162: FUND ADMINISTRATION & MANAGEMENT

This course provides an overview of fund administration and management processes. Participants will explore fund structures, regulatory requirements, and performance measurement. Through practical exercises, attendees will develop skills to effectively administer funds, ensuring compliance and maximizing investor satisfaction.

DATE	FEES
14 - 16 MAY	2,700
17 - 19 NOV	2,700

BAC 113: CASH FLOW ANALYSIS FOR LENDING

This course focuses on the importance of cash flow analysis in lending decisions. Participants will learn techniques to assess cash flow statements, evaluate borrower capacity, and identify potential risks. Through hands-on exercises, attendees will develop skills to make informed lending decisions that support sustainable growth.

DATE	FEES
22 - 24 APR	2,700
8 - 10 OCT	2,700

BAC 148: E-BANKING & DIGITAL CHANNELS

This training program explores the evolution of e-banking and digital channels in the financial sector. Participants will learn about digital banking trends, customer engagement strategies, and security considerations. Through case studies, attendees will gain insights into leveraging technology to enhance service delivery and improve customer experiences.

DATE	FEES
28 - 30 APR	2,700
24 - 26 SEP	2,700

BAC 159: GREEN FINANCING & LENDING

This program introduces the principles of green financing and lending. Participants will learn about sustainable investment practices, environmental risk assessment, and regulatory frameworks. Through case studies, attendees will gain insights into developing green lending products that promote sustainability while supporting business growth.

DATE	FEES
21 - 23 MAY	2,700
26 - 28 NOV	2,700



BAC 103: INTERNATIONAL PAYMENTS AND SETTLEMENT

This course covers the fundamentals of international payments and settlement systems. Participants will learn about cross-border transactions, regulatory compliance, and risk management. Through interactive discussions and case studies, attendees will develop the skills necessary to navigate the complexities of global payment systems effectively.

DATE	FEES
19 - 21 MAY	2,700
12 - 14 NOV	2,700

BAC 144: SME LENDING AND RISK ANALYSIS

This training program focuses on lending to small and medium-sized enterprises (SMEs) and associated risk analysis. Participants will learn to assess SME financial health, identify risks, and develop tailored lending solutions. Practical exercises will enhance attendees' ability to support SME growth while managing credit risk.

DATE	FEES
11 - 13 JUN	2,700
15 - 17 OCT	2,700

BAC 154: BANK BRANCH MANAGEMENT

This course provides essential skills for effective bank branch management. Participants will explore operational efficiency, staff management, and customer service strategies. Through case studies and interactive discussions, attendees will learn to optimize branch performance and drive business growth while enhancing customer satisfaction.

DATE	FEES
25 - 27 JUN	2,700
15 - 17 DEC	2,700

BAC 166: BANKING SELLING SKILLS

This program focuses on developing effective selling skills for banking professionals. Participants will learn techniques for identifying customer needs, presenting solutions, and closing sales. Through role-playing and practical exercises, attendees will enhance their ability to build relationships and drive revenue growth in a competitive banking environment.

DATE	FEES
04 - 06 JUN	2,700
22 - 24 OCT	2,700

OTHER TRAINING PROGRAMMES WE ALSO OFFER

- BAC 160: LENDING TO SMEs IN BANKING
- BAC 133: CORE RETAIL BANKING PRACTICES
- BAC 143: TRADE FINANCE MECHANISMS – PRODUCTS AND SERVICES
- BAC 145: RETAIL BANKING SALES AND MARKETING
- BAC 165: FINANCIAL PLANNING
- BAC 167: MANAGING SME CLIENTS IN BANKING
- BAC 145: RETAIL BANKING SALES AND MARKETING
- BAC 164: PENSION ADMINISTRATION
- BAC 161: CORPORATE & WHOLESALE BANKING
- BAC 167: MANAGING SME CLIENTS IN BANKING
- BAC 139: BANK FRAUD RISK MANAGEMENT
- BAC 166: RETAIL BANKING - SELLING & PROSPECTING
- BAC 163: CORPORATE TRUSTEESHIP



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OPS 101: MICROSOFT OFFICE: SUITE WORD, EXCEL, POWERPOINT

This comprehensive program covers the core functionalities of Microsoft Office Suite, focusing on Word, Excel, and PowerPoint. Participants will learn to create professional documents, analyse data, and develop engaging presentations. Hands-on exercises will build proficiency, enabling attendees to utilize these tools effectively for business communication and reporting.

DATE	FEES
04 - 06 JUN	2,700
01 - 03 DEC	2,700

OPS 105: DATA ANALYSIS WITH MS EXCEL

This course focuses on data analysis techniques using Microsoft Excel. Participants will learn to manipulate data, perform statistical analyses, and create informative visualizations. Through practical exercises, attendees will develop skills to interpret data trends and make informed decisions, enhancing their analytical capabilities in the workplace.

DATE	FEES
29 - 31 JAN	2,700
21 - 23 JUL	2,700

OPS 102: MICROSOFT OFFICE 365 - APPLICATIONS

This program explores the applications and features of Microsoft Office 365. Participants will learn to collaborate effectively using tools like Teams, OneDrive, and SharePoint. Interactive sessions will cover cloud-based functionalities, enhancing productivity and teamwork in remote and hybrid work environments.

DATE	FEES
05 - 07 FEB	2,700
09 - 11 JUL	2,700

OPS 103: MICROSOFT EXCEL (BASIC, INTERMEDIATE & ADVANCED)

This course provides a solid foundation in Microsoft Excel, covering both basic and intermediate functions. Participants will learn to create spreadsheets, use formulas, and analyse data. Through hands-on practice, attendees will enhance their Excel skills, enabling them to manage data efficiently and perform calculations with confidence.

DATE	FEES
17 - 19 FEB	2,700
06 - 08 AUG	2,700

OPS 104: WORKING WITH MICROSOFT POWER BI

This training program introduces participants to Microsoft Power BI for data visualization and business intelligence. Attendees will learn to connect data sources, create interactive dashboards, and share insights. Practical exercises will equip participants with the skills to transform raw data into meaningful visual representations, facilitating informed decision-making.

DATE	FEES
03 - 05 MAR	2,500
13 - 15 AUG	2,500

OPS 108: DATA ANALYTICS USING POWER BI

This program delves into advanced data analytics using Power BI. Participants will learn to analyse large datasets, create complex visualizations, and derive actionable insights. Through practical exercises, attendees will gain expertise in using Power BI to inform strategic business decisions and improve operational efficiency.

DATE	FEES
02 - 04 APR	2,500
22 - 24 OCT	2,500

OPS 107: MASTERING DIGITALS SKILLS AT WORKPLACE

This course focuses on essential digital skills for today's workplace. Participants will learn about digital tools, online collaboration, and effective communication strategies. Through hands-on activities, attendees will develop competencies in utilizing technology to enhance productivity, drive innovation, and adapt to the evolving digital landscape.

DATE	FEES
12 - 14 MAR	2,500
10 - 12 SEP	2,500

OPS 109: DATA ANALYSIS AND VISUALIZATION

This course covers key concepts in data analysis and visualization techniques. Participants will learn to interpret data, identify trends, and present findings visually. Through hands-on projects, attendees will develop skills in various tools and methodologies, enabling them to communicate insights effectively to stakeholders.

DATE	FEES
22 - 24 APR	2,500
24 - 26 SEP	2,500

OPS 110: DIGITAL TRANSFORMATION AND INNOVATION

This program explores the principles of digital transformation and its impact on business innovation. Participants will learn strategies to leverage technology for process improvement and competitive advantage. Through case studies, attendees will gain insights into creating a culture of innovation and driving successful digital initiatives within their organizations.

DATE	FEES
14 - 16 MAY	2,500
24 - 26 NOV	2,500





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DAI 101: AI-DRIVEN BUSINESS STRATEGY

This course examines the integration of artificial intelligence into business strategy. Participants will learn to identify AI opportunities, assess their impact, and develop actionable strategies. Through practical examples, attendees will gain insights into leveraging AI technologies to enhance decision-making, optimize operations, and drive business growth.

DATE	FEES
20 - 22 JAN	2,500
16 - 18 JUL	2,500

DAI 102: GENERATIVE AI FOR BUSINESS OPERATIONS

This training program focuses on the application of generative AI in business operations. Participants will explore how AI can automate processes, enhance creativity, and improve efficiency. Through case studies and interactive discussions, attendees will learn to implement generative AI solutions that streamline workflows and drive innovation.

DATE	FEES
12 - 14 FEB	2,500
20 - 22 AUG	2,500

DAI 103: AI-POWERED DATA ANALYTICS

This course introduces participants to AI-powered data analytics techniques. Attendees will learn to harness machine learning algorithms and predictive analytics to derive insights from complex datasets. Through practical applications, participants will develop skills to leverage AI for data-driven decision-making and enhance business performance.

DATE	FEES
26 - 28 MAR	2,500
08 - 10 SEP	2,500

DAI 104: AI-DRIVEN MARKETING AND CUSTOMER EXPERIENCE

This program explores the role of AI in transforming marketing strategies and enhancing customer experiences. Participants will learn about personalized marketing, customer segmentation, and predictive analytics. Through case studies and practical exercises, attendees will gain insights into leveraging AI to create targeted campaigns and improve customer satisfaction.

DATE	FEES
09 - 11 APR	2,500
13 - 15 OCT	2,500





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ICT 106: CYBERSECURITY RISK MANAGEMENT

This course focuses on identifying, assessing, and mitigating cybersecurity risks within organizations. Participants will learn risk management frameworks, threat modelling, and incident response planning. Through case studies and practical exercises, attendees will develop strategies to protect organizational assets, ensure compliance, and enhance overall cybersecurity posture.

DATE	FEES
27 - 29 JAN	2,500
28 - 30 JUL	2,500

ICT 101: MICROSOFT AZURE ADMINISTRATOR

This program provides an in-depth understanding of Microsoft Azure administration. Participants will learn to manage Azure subscriptions, configure virtual networks, and implement storage solutions. Hands-on labs will enable attendees to develop skills in deploying resources and maintaining Azure environments, preparing them for roles as Azure administrators.

DATE	FEES
16 - 18 JUN	2,500
08 - 10 DEC	2,500

ICT 108: DATA WAREHOUSING MANAGEMENT

This course covers the principles of data warehousing management, including design, implementation, and maintenance. Participants will learn about ETL processes, data modelling, and data governance. Through practical exercises, attendees will gain skills to build and manage efficient data warehouses that support business intelligence and analytics initiatives.

DATE	FEES
15 - 17 JAN	2,500
21 - 23 JUL	2,500

ICT 110: NETWORK SECURITY MANAGEMENT

This training program focuses on managing network security to protect organizational infrastructure. Participants will explore security protocols, firewall management, and intrusion detection systems. Through hands-on labs and case studies, attendees will develop practical skills to identify vulnerabilities and implement effective security measures within network environments.

DATE	FEES
17 - 19 MAR	2,500
06 - 08 AUG	2,500





ICT T12: IT SERVICES MANAGEMENT (ITSM)

This course introduces the concepts and best practices of IT Service Management (ITSM). Participants will learn about service delivery, incident management, and continuous improvement processes. Through practical exercises, attendees will gain insights into aligning IT services with business objectives and enhancing overall service quality.

DATE	FEES
17 - 19 MAR	2,500
15 - 17 SEP	2,500

ICT T14: ADVANCED CLOUD COMPUTING MANAGEMENT

This program delves into advanced cloud computing management strategies. Participants will explore cloud architecture, multi-cloud environments, and resource optimization techniques. Through case studies and hands-on projects, attendees will develop skills to manage complex cloud infrastructures and drive digital transformation within their organizations.

DATE	FEES
24 - 26 FEB	2,500
14 - 16 JUL	2,500

RMS T09: IT SECURITY RISK MANAGEMENT

This course focuses on IT security risk management processes and frameworks. Participants will learn to identify security threats, assess vulnerabilities, and implement risk mitigation strategies. Through practical exercises, attendees will gain the skills needed to develop comprehensive security policies that protect organizational information and assets.

DATE	FEES
28 - 30 APR	2,500
29 - 31 OCT	2,500

RMS T08: INFORMATION SECURITY RISK MANAGEMENT (ISRM)

This program covers the principles of Information Security Risk Management (ISRM). Participants will learn to evaluate information assets, assess security risks, and implement controls to mitigate threats. Through case studies and interactive discussions, attendees will develop a robust ISRM framework to safeguard sensitive data and ensure regulatory compliance.

DATE	FEES
28 - 30 MAY	2,500
19 - 21 NOV	2,500



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ACF 117: ADVANCED FINANCIAL STATEMENT ANALYSIS

This course delves into advanced techniques for analysing financial statements to assess an organization's performance and financial health. Participants will learn to interpret key metrics, conduct ratio analysis, and evaluate trends. Through case studies and practical applications, attendees will develop skills to make informed investment and management decisions based on financial data.

DATE	FEES
27 - 29 JAN	2,700
09 - 11 JUL	2,700

ACF 114: TREASURY MANAGEMENT

This program focuses on the principles and practices of effective treasury management. Participants will explore cash management, liquidity planning, and risk mitigation strategies. Through interactive discussions and real-world scenarios, attendees will gain insights into optimizing cash flow and enhancing financial stability within their organizations.

DATE	FEES
27 - 29 JAN	2,700
28 - 30 JUL	2,700

ACF 124: CASH FLOW FORECASTING

This course focuses on techniques for effective cash flow forecasting. Participants will learn to analyse historical data, project future cash flows, and assess funding needs. Practical exercises will equip attendees with the skills to create accurate forecasts that support liquidity management and strategic financial planning.

DATE	FEES
12 - 14 MAR	2,700
24 - 26 SEP	2,700

ACF 135: FINANCIAL REPORTING USING IFRS

This course provides a comprehensive overview of financial reporting under International Financial Reporting Standards (IFRS). Participants will learn about the key principles, standards, and disclosures required for compliance. Practical exercises will enhance understanding of financial statements, enabling attendees to prepare and analyse reports accurately in accordance with IFRS.

DATE	FEES
19 - 21 FEB	2,700
13 - 15 AUG	2,700

ACF 103: FINANCIAL MODELLING WITH MS EXCEL

This training program teaches participants how to create robust financial models using Microsoft Excel. Attendees will learn to build models for forecasting, valuation, and scenario analysis. Through hands-on exercises, participants will develop skills to construct dynamic models that facilitate strategic decision-making and enhance financial analysis capabilities.

DATE	FEES
24 - 26 FEB	2,700
20 - 22 AUG	2,700

ACF 135: STRATEGIC PLANNING, BUDGETING AND COST CONTROL

This program focuses on the integration of strategic planning, budgeting, and cost control within organizations. Participants will learn to develop strategic budgets, monitor performance, and implement cost control measures. Through interactive discussions and practical applications, attendees will enhance their ability to align financial resources with organizational goals.

DATE	FEES
23 - 25 APR	2,700
29 - 31 OCT	2,700

ACF 133: ACCOUNTING & FINANCE FOR NON-ACCOUNTANTS

This program introduces essential accounting and finance concepts for non-accounting professionals. Participants will learn the fundamentals of financial statements, budgeting, and cost analysis. Through practical examples, attendees will gain the knowledge needed to understand financial information and make informed business decisions without requiring an accounting background.

DATE	FEES
19 - 21 MAR	2,700
10 - 12 SEP	2,700

ACF 131: BUSINESS TAX MANAGEMENT

This course covers the principles of business tax management, including compliance, planning, and reporting. Participants will learn about various tax types, deductions, and credits. Through case studies and practical exercises, attendees will develop strategies to effectively manage tax liabilities and optimize tax positions within their organizations.

DATE	FEES
14 - 16 APR	2,700
08 - 10 OCT	2,700

ACF 132: PROJECT FINANCE & RISK MANAGEMENT

This course focuses on the principles of project finance and associated risk management strategies. Participants will learn to assess financial viability, structure financing, and identify potential risks. Through case studies and simulations, attendees will develop skills to effectively manage project financing and ensure successful project execution.

DATE	FEES
04 - 06 JUN	2,700
10 - 12 NOV	2,700

ACF 143: EFFECTIVE CREDIT ADMINISTRATION

This course explores the key components of effective credit administration. Participants will learn to assess creditworthiness, manage credit risk, and implement collection strategies. Through case studies and practical exercises, attendees will develop the skills necessary to maintain healthy credit portfolios and minimize delinquency.

DATE	FEES
07 - 09 MAY	2,700
03 - 05 NOV	2,700

ACF 109: TRADE FINANCE MECHANISMS

This program provides an overview of trade finance mechanisms used to facilitate international trade. Participants will learn about letters of credit, documentary collections, and trade credit insurance. Through practical exercises, attendees will gain insights into managing trade finance transactions and mitigating associated risks.

DATE	FEES
21 - 23 MAY	2,700
24 - 26 NOV	2,700

ACF 108: EFFECTIVE PROJECT FINANCE

This training program explores strategies for securing effective project financing. Participants will learn about various funding sources, risk assessment techniques, and negotiation strategies. Through interactive discussions and practical examples, attendees will develop actionable plans to attract financing for projects and ensure financial sustainability.

DATE	FEES
09 - 11 JUN	2,700
10 - 12 DEC	2,700

OTHER TRAINING PROGRAMMES WE ALSO OFFER

ACF 151: SUSTAINABLE & CLIMATE FINANCE
ACF 144: CREDIT CONTROLS AND COLLECTIONS ADMINISTRATION
ACF 135: INVESTMENT RISK MANAGEMENT
ACF 141: PROJECT ACCOUNTING
ACF 136: INVESTMENT ACCOUNTING
ACF 148: REAL ESTATE ACCOUNTING
ACF 139: CORPORATE RESTRUCTURING
ACF 142: INVESTOR RELATIONS MANAGEMENT
ACF 142: FINANCE FORECASTING & PROJECT EVALUATION





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IAC 138: UNDERSTANDING RISK MANAGEMENT FRAMEWORKS

This course provides an overview of various risk management frameworks used across industries. Participants will learn the principles of identifying, assessing, and mitigating risks. Through case studies and practical exercises, attendees will develop a comprehensive understanding of how to implement effective risk management strategies that enhance organizational resilience.

DATE	FEES
22 - 24 JAN	2,700
28 - 30 JUL	2,700

IAC 103: FUNDAMENTALS OF INTERNAL AUDITING

This program introduces the core concepts of internal auditing. Participants will learn about the audit process, risk assessment, and control evaluation. Through interactive discussions and practical examples, attendees will gain foundational skills necessary for conducting internal audits and contributing to organizational governance and compliance.

DATE	FEES
27 - 29 JAN	2,700
21 - 23 JUL	2,700

IAC 131: BUSINESS CONTINUITY PLANNING

This program covers the essential elements of business continuity planning (BCP). Participants will learn to assess risks, develop continuity strategies, and implement response plans. Through interactive discussions and simulations, attendees will gain insights into ensuring operational resilience and minimizing disruptions during crises or emergencies.

DATE	FEES
19 - 21 FEB	2,700
13 - 15 AUG	2,700

IAC 104: EFFECTIVE INTERNAL AUDIT REPORT WRITING

This training program emphasizes the importance of clear and concise internal audit reporting. Participants will learn best practices for structuring reports, communicating findings, and providing actionable recommendations. Through practical exercises, attendees will enhance their writing skills, ensuring that audit reports effectively convey critical information to stakeholders.

DATE	FEES
10 - 12 FEB	2,700
27 - 29 AUG	2,700

IAC 156: RISK BASED INTERNAL AUDITING

This course explores the principles of risk-based internal auditing. Participants will learn to identify and prioritize risks, develop audit plans, and assess controls accordingly. Through case studies and practical applications, attendees will gain skills to enhance audit effectiveness and align audit activities with organizational risk profiles.

DATE	FEES
10 - 12 FEB	2,700
06 - 08 AUG	2,700

IAC 133: RISK BASED COMPLIANCE MANAGEMENT

This course focuses on integrating risk management into compliance processes. Participants will learn to identify compliance risks, assess regulatory requirements, and implement effective control measures. Through practical exercises, attendees will develop strategies to enhance compliance programs and ensure alignment with organizational risk management frameworks.

DATE	FEES
24 - 26 MAR	2,700
24 - 26 SEP	2,700



RMS 101: ENTERPRISE RISK MANAGEMENT

This program provides a comprehensive overview of enterprise risk management (ERM) principles and practices. Participants will learn to identify, assess, and prioritize organizational risks across all functions. Through case studies and interactive discussions, attendees will develop skills to implement ERM frameworks that support strategic decision-making and enhance organizational performance.

DATE	FEES
26 - 28 MAR	2,700
08 - 10 SEP	2,700

IAC 117: CONDUCTING FRAUD INVESTIGATIONS

This course focuses on the methodologies and techniques for conducting effective fraud investigations. Participants will learn to identify red flags, gather evidence, and interview witnesses. Through practical scenarios, attendees will develop skills to analyse fraudulent activities and implement measures to prevent future occurrences.

DATE	FEES
03 - 05 MAR	2,700
10 - 12 SEP	2,700

IAC 125: MASTERING PROCUREMENT AUDITING

This training program covers the essentials of auditing procurement processes. Participants will learn to assess compliance, evaluate supplier performance, and identify cost-saving opportunities. Through case studies and practical exercises, attendees will develop the skills necessary to conduct thorough procurement audits that enhance organizational efficiency.

DATE	FEES
09 - 11 APR	2,700
20 - 22 OCT	2,700

IAC 133: MASTERING INTERNAL CONTROLS & FRAUD RISK

This program focuses on the development and evaluation of internal controls to mitigate fraud risk. Participants will learn to identify control weaknesses, design effective controls, and assess their effectiveness. Through practical exercises, attendees will enhance their ability to create robust control environments that protect organizational assets.

DATE	FEES
14 - 16 APR	2,700
27 - 29 OCT	2,700

RMS 103: IT GOVERNANCE AND RISK

This course explores the principles of IT governance and its role in managing IT-related risks. Participants will learn to align IT strategies with business objectives, assess IT controls, and implement risk management frameworks. Through case studies and discussions, attendees will develop skills to enhance IT governance and ensure regulatory compliance.

DATE	FEES
28 - 30 MAY	2,700
19 - 21 NOV	2,700

RMS 134: OPERATIONAL RISK & COMPLIANCE

This program focuses on managing operational risk and ensuring compliance within organizations. Participants will learn to identify operational risks, assess their impact, and develop mitigation strategies. Through practical exercises, attendees will gain insights into building a robust compliance framework that supports effective risk management and operational excellence.

DATE	FEES
14 - 16 MAY	2,700
26 - 28 NOV	2,700

OTHER TRAINING PROGRAMMES WE ALSO OFFER

IAC 130: MASTERING IT AUDITING
IAC 138: FRAUD & FORENSIC AUDIT
RMS 106: CORPORATE GOVERNANCE AND RISK MANAGEMENT



HEALTH, SAFETY & ENVIRONMENT TRAINING PROGRAMMES



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HSE 144: FUEL EFFICIENCY DRIVING TECHNIQUES & TYRE SAFETY MANAGEMENT

This course focuses on techniques to enhance fuel efficiency and ensure tyre safety. Participants will learn driving habits that reduce fuel consumption, as well as best practices for tyre maintenance and management. Through practical exercises, attendees will develop skills to maximize vehicle performance while minimizing costs and enhancing safety on the road.

DATE	FEES
31 JAN	950
25 JUL	950

HSE 122: DEFENSIVE DRIVING

This program teaches defensive driving techniques to reduce the risk of accidents. Participants will learn to anticipate potential hazards, react appropriately to dangerous situations, and improve overall driving awareness. Interactive scenarios and discussions will equip attendees with the skills necessary to drive safely and responsibly in various conditions.

DATE	FEES
21 FEB	950
15 AUG	950

HSE 105: FIRST AID & CPR TRAINING

This course provides essential first aid training for emergency situations. Participants will learn to assess injuries, perform CPR, and administer basic care until professional help arrives. Through hands-on practice and interactive scenarios, attendees will gain the confidence and skills needed to respond effectively in medical emergencies.

DATE	FEES
28 MAR	950
26 SEP	950

HSE 146: PREVENTIVE MAINTENANCE & LOGBOOK MANAGEMENT

This training program covers the fundamentals of preventive maintenance and effective logbook management for vehicles. Participants will learn to recognize maintenance needs, schedule regular checks, and document service activities. Practical exercises will equip attendees with the skills to ensure vehicle reliability and compliance with maintenance standards.

DATE	FEES
25 APR	950
21 OCT	950

HSE 145: HAZARD PERCEPTION & SPACE MANAGEMENT TECHNIQUES

This course focuses on hazard perception and space management techniques for safe driving. Participants will learn to identify potential dangers on the road and maintain appropriate distances from other vehicles. Through interactive simulations and discussions, attendees will develop skills to enhance situational awareness and reduce accident risks.

DATE	FEES
30 MAY	950
28 NOV	950

HSE 143: PROFESSIONAL DRIVER TRAINING

This program provides comprehensive training for professional drivers, focusing on safe driving practices, regulations, and vehicle operation. Participants will learn advanced driving techniques, defensive driving strategies, and compliance with industry standards. Practical assessments will ensure attendees are well-prepared for the demands of professional driving roles.

DATE	FEES
28 FEB	950
18 JUL	950

HSE 120: EMERGENCY ACTION PLAN

This course equips participants with the knowledge to develop and implement effective emergency action plans. Participants will learn to assess risks, establish procedures, and communicate effectively during emergencies. Through interactive discussions and scenario-based training, attendees will gain skills essential for ensuring safety and preparedness in crisis situations.

DATE	FEES
20 JUN	950
14 NOV	950

HSE 150: INCIDENT INVESTIGATION & REPORTING

This training program focuses on the principles of incident investigation and reporting. Participants will learn to analyse accidents, gather evidence, and document findings comprehensively. Through case studies and practical exercises, attendees will develop skills to conduct thorough investigations and produce clear, actionable reports to enhance safety and prevent future incidents.

DATE	FEES
27 JUN	950
19 DEC	950

HSE 148: WORKPLACE HEALTH & SAFETY

This course provides a foundational understanding of workplace health and safety principles. Participants will learn about safety regulations, hazard identification, and employee responsibilities. Through interactive discussions and case studies, attendees will gain practical insights to promote a culture of safety and well-being in their organizations.

DATE	FEES
28 MAR	950
19 SEP	950

HSE 145: HAZARDOUS MATERIALS HANDLING & STORAGE

This program focuses on the safe handling and storage of hazardous materials. Participants will learn about regulations, proper labelling, and emergency response procedures. Through practical exercises and case studies, attendees will develop skills to minimize risks associated with hazardous materials and ensure workplace safety.

DATE	FEES
17 - 18 JUL	950
23 - 24 OCT	950

HSE 146: ELECTRICAL SAFETY & LOCKOUT-TAGOUT TRAINING

This course covers critical electrical safety practices and the lockout-tagout (LOTO) procedure. Participants will learn to identify electrical hazards, implement LOTO protocols, and conduct safe maintenance practices. Through hands-on exercises, attendees will gain the skills needed to protect themselves and others from electrical injuries in the workplace.

DATE	FEES
27 - 28 FEB	950
14 - 15 AUG	950

HSE 147: HAZARD RECOGNITION & RISK ASSESSMENT

This training program focuses on identifying hazards and conducting risk assessments in the workplace. Participants will learn to evaluate risks, prioritize safety measures, and implement controls. Through practical exercises and real-world scenarios, attendees will develop the skills necessary to enhance workplace safety and prevent accidents.

DATE	FEES
19 - 20 JUN	950
13 - 14 NOV	950

OTHER TRAINING PROGRAMMES WE ALSO OFFER

HSE 102: OCCUPATIONAL HEALTH AND SAFETY MANAGER
HSE 101: OCCUPATIONAL SAFETY AND HEALTH SUPERVISOR
HSE 101: OCCUPATIONAL SAFETY AND HEALTH SUPERVISOR (CERTIFIED)
HSE 109: EFFECTIVE ACCIDENT INVESTIGATION
HSE 117: SAFETY SUPERVISION AND LEADERSHIP
HSE 124: DEVELOPING A SAFETY PROCEDURE MANUAL
HSE 146: PREVENTIVE MAINTENANCE & LOGBOOK MANAGEMENT
HSE 144: OCCUPATIONAL HEALTH & SAFETY ADMINISTRATION





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GEN 107: EFFECTIVE FACILITIES MANAGEMENT

This course covers the principles of effective facilities management, focusing on optimizing building operations and maintenance. Participants will learn strategies for space planning, resource allocation, and sustainability. Through practical case studies, attendees will develop skills to enhance facility efficiency, safety, and overall user satisfaction.

DATE	FEES
18 - 20 JUN	2,700
03 - 05 NOV	2,700

GEN 113: EFFECTIVE MONITORING AND EVALUATION

This program provides essential skills for designing and implementing monitoring and evaluation (M&E) frameworks. Participants will learn to set measurable objectives, collect data, and analyse outcomes. Through hands-on exercises, attendees will gain insights to enhance project effectiveness and ensure accountability in organizational initiatives.

DATE	FEES
29 - 31 JAN	2,700
07 - 09 JUL	2,700

GEN 110: EFFECTIVE DIGITAL MARKETING

This course explores key strategies and tools for successful digital marketing. Participants will learn about social media, SEO, content marketing, and analytics. Through practical projects, attendees will develop skills to create and implement effective digital marketing campaigns that drive engagement and support business goals.

DATE	FEES
17 - 19 FEB	2,700
18 - 20 AUG	2,700

GEN 106: PURCHASING & PROCUREMENT MANAGEMENT

This program covers the fundamentals of purchasing and procurement management. Participants will learn about supplier selection, contract management, and negotiation strategies. Through case studies and interactive exercises, attendees will develop the skills necessary to optimize procurement processes and enhance organizational value.

DATE	FEES
19 - 21 FEB	2,700
28 - 30 JUL	2,700



GEN 101: LOGISTICS AND PROCUREMENT MANAGEMENT

This course focuses on the integration of logistics and procurement functions. Participants will learn about supply chain dynamics, inventory management, and transportation strategies. Through practical applications, attendees will develop skills to streamline logistics operations and enhance overall supply chain efficiency.

DATE	FEES
10 - 12 MAR	2,700
11 - 13 AUG	2,700

GEN 122: CONTRACT NEGOTIATION SKILLS

This training program equips participants with essential contract negotiation skills. Participants will learn negotiation strategies, techniques for managing conflicts, and methods for achieving win-win outcomes. Through role-playing and case studies, attendees will enhance their ability to negotiate favourable terms and build strong business relationships.

DATE	FEES
26 - 28 MAR	2,700
03 - 05 SEP	2,700

GEN 124: LEAN MANAGEMENT

This course introduces lean process management principles aimed at improving efficiency and reducing waste. Participants will learn to identify value streams, implement continuous improvement practices, and utilize lean tools. Through hands-on workshops, attendees will develop skills to streamline processes and enhance organizational productivity.

DATE	FEES
26 - 28 MAY	2,700
17 - 19 NOV	2,700

GEN 102: ADVANCED PROJECT MANAGEMENT SKILLS

This program provides advanced techniques in project management, focusing on complex project scenarios. Participants will learn about risk management, stakeholder engagement, and strategic planning. Through case studies and simulations, attendees will develop skills to lead projects successfully and deliver desired outcomes.

DATE	FEES
05 - 07 MAY	2,700
06 - 08 OCT	2,700

GEN 120: WAREHOUSING AND INVENTORY MANAGEMENT

This course covers effective warehousing and inventory management practices. Participants will learn about inventory control techniques, warehouse layout optimization, and technology integration. Through practical exercises, attendees will develop skills to enhance efficiency, reduce costs, and improve service levels in inventory management.

DATE	FEES
28 - 30 APR	2,700
15 - 17 OCT	2,700

GEN 119: EFFECTIVE FLEET AND TRANSPORT MANAGEMENT

This program focuses on strategies for managing fleet and transportation operations efficiently. Participants will learn about fleet optimization, maintenance practices, and regulatory compliance. Through case studies and practical applications, attendees will develop skills to enhance fleet performance and minimize operational costs.

DATE	FEES
19 - 21 FEB	2,700
28 - 30 JUL	2,700

GEN 123: BUSINESS PROCESS MANAGEMENT & ANALYSIS

This course explores business process management (BPM) and analysis techniques. Participants will learn to map, analyse, and optimize business processes. Through practical exercises, attendees will develop skills to enhance operational efficiency and drive organizational improvement through effective BPM practices.

DATE	FEES
25 - 27 JUN	2,700
15 - 17 DEC	2,700

GEN 130: SUSTAINABLE SUPPLY CHAIN MANAGEMENT

This program focuses on the principles of sustainable supply chain management. Participants will learn about ethical sourcing, environmental impact assessment, and social responsibility. Through case studies and discussions, attendees will develop strategies to create sustainable supply chains that align with organizational goals and contribute to long-term success.

DATE	FEES
23 - 25 JUN	2,700
02 - 04 DEC	2,700



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PSM 103: PUBLIC SECTOR FINANCIAL MANAGEMENT

This course provides a comprehensive overview of financial management principles in the public sector. Participants will learn about budgeting, financial reporting, and resource allocation. Through case studies and practical exercises, attendees will develop skills to enhance financial accountability and ensure efficient use of public funds.

DATE	FEES
27 - 31 JAN	3,500
07 - 11 JUL	3,500

PSM 108: PUBLIC SECTOR RISK BASED AUDITING

This program focuses on risk-based auditing practices within the public sector. Participants will learn to identify and assess risks, develop audit plans, and implement effective control measures. Through practical exercises, attendees will enhance their ability to conduct audits that improve transparency and accountability in public financial management.

DATE	FEES
17 - 21 FEB	3,500
25 - 29 AUG	3,500

PSM 109: PUBLIC PROCUREMENT MANAGEMENT

This course covers the principles and practices of public procurement management. Participants will learn about procurement processes, supplier selection, and contract management in the public sector. Through case studies and role-playing exercises, attendees will develop skills to ensure transparency, efficiency, and compliance in public procurement activities.

DATE	FEES
10 - 14 MAR	3,500
08 - 12 SEP	3,500

PSM 102: PUBLIC PRIVATE PARTNERSHIPS - PPP

This training program explores the framework and dynamics of Public-Private Partnerships (PPPs). Participants will learn about the benefits, challenges, and regulatory considerations of PPP projects. Through case studies and discussions, attendees will develop skills to design and manage successful partnerships that enhance public service delivery.

DATE	FEES
07 - 11 APR	3,500
13 - 17 OCT	3,500

“
**I highly recommend
 JPCANN for any other
 company wishing to
 upskill their staff.
 This session was
 impactful and
 thought provoking.**
 ”

Festus Elijah Ansah | ADB



**PSM 105: IPSAS – PUBLIC SECTOR
 FINANCIAL REPORTING**

This course provides an understanding of the International Public Sector Accounting Standards (IPSAS). Participants will learn about financial reporting, budgeting, and transparency in the public sector. Through practical examples, attendees will develop skills to prepare and analyse financial statements in accordance with IPSAS guidelines.

DATE	FEEs
05 - 09 MAY	3,500
17 - 21 NOV	3,500

**PSM 104: PROJECT PROGRAMS
 MONITORING AND EVALUATION - PPME**

This program focuses on monitoring and evaluation (M&E) techniques for projects and programs in the public sector. Participants will learn to design M&E frameworks, collect data, and assess outcomes. Through hands-on exercises, attendees will develop skills to enhance project effectiveness and inform decision-making.

DATE	FEEs
23 - 27 JUN	3,500
08 - 12 DEC	3,500

**PSM 106: PUBLIC SECTOR PERFORMANCE
 MANAGEMENT USING BALANCED SCORECARD**

This course introduces the Balanced Scorecard approach to performance management in the public sector. Participants will learn to define performance measures, set strategic objectives, and align resources. Through practical applications, attendees will develop skills to enhance organizational performance and accountability using this comprehensive management tool.

DATE	FEEs
09 - 13 JUN	3,500
10 - 14 NOV	3,500





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CPT 101 - ISO 9001: QUALITY MANAGEMENT SYSTEMS (QMS)

This course provides an in-depth understanding of ISO 9001 and its implementation in organizations. Participants will learn the principles of quality management, including customer focus, leadership, and process approach. Through practical exercises, attendees will develop skills to establish, maintain, and continually improve a Quality Management System that meets organizational and customer needs.

DATE	FEES
18 - 22 AUG	\$1500

CPT 102 - ISO 45001: OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS (OHSMS)

This program focuses on the principles of occupational health and safety management according to ISO 45001. Participants will learn to identify workplace hazards, assess risks, and implement effective safety measures. Through case studies and practical applications, attendees will develop skills to create a safe work environment and ensure compliance with health and safety regulations.

DATE	FEES
07 JUL - 11 JUL	\$1,500

CPT 108 - ISO 37301: COMPLIANCE MANAGEMENT SYSTEM LI & LA

This training program introduces ISO 37301 and its application in compliance management. Participants will learn to establish, implement, and maintain a compliance management system that meets regulatory requirements. Through interactive discussions and case studies, attendees will develop skills to identify compliance risks and enhance organizational integrity.

DATE	FEES
14 - 18 JUL	\$1,500

CPT 103 - ISO 27001: INFORMATION SECURITY MANAGEMENT SYSTEMS (ISMS)

This course covers the implementation of ISO 27001 for establishing an Information Security Management System. Participants will learn to identify information security risks, design controls, and conduct audits. Through interactive workshops, attendees will develop strategies to protect sensitive information and ensure compliance with international security standards.

DATE	FEES
12 - 16 MAY	\$1,500

CPT 104 - ISO 22301: BUSINESS CONTINUITY MANAGEMENT SYSTEMS (BCMS)

This training program focuses on ISO 22301 and the development of effective Business Continuity Management Systems. Participants will learn to assess business risks, create continuity plans, and conduct business impact analyses. Through practical exercises, attendees will gain skills to enhance organizational resilience and ensure operational continuity during disruptions.

DATE	FEES
07 - 11 APR	\$1,500

CPT 111 - ISO 17025: QUALITY LABORATORY PROFESSIONAL

This course provides an overview of ISO 17025 standards for laboratory quality management. Participants will learn about requirements for testing and calibration laboratories, including quality assurance and control measures. Through practical exercises, attendees will develop skills to ensure compliance with ISO 17025 and enhance the credibility of laboratory results.

DATE	FEES
16 - 20 JUN	\$1,500



CPT 105 - ISO 27032: LEAD CYBERSECURITY MANAGER

This course prepares participants to become effective cybersecurity leaders under ISO 27032 guidelines. Attendees will learn to develop cybersecurity strategies, manage risks, and implement best practices for protecting digital assets. Through case studies and practical scenarios, participants will enhance their skills in leading cybersecurity initiatives and fostering a secure organizational culture.

DATE	FEES
17 - 21 MAR	\$1,500

CPT 106 - ISO 22000: FOOD SAFETY MANAGEMENT SYSTEMS (FSMS)

This program focuses on the principles and implementation of ISO 22000 for effective food safety management. Participants will learn about hazard analysis, critical control points, and compliance with food safety regulations. Through practical exercises, attendees will develop skills to ensure the safety of food products from farm to table.

DATE	FEES
11 - 15 AUG	\$1,500

CPT 107 - ISO 41001 FACILITY MANAGER

This course covers the implementation of ISO 41001, focusing on effective facility management practices. Participants will learn to optimize facility operations, improve service delivery, and enhance sustainability. Through case studies and practical applications, attendees will develop skills to align facility management with organizational objectives and improve overall efficiency.

DATE	FEES
20 - 24 OCT	\$1,500



CPT 109 - ISO 31000: LEAD RISK MANAGER

This course focuses on ISO 31000 principles for effective risk management leadership. Participants will learn to identify, assess, and manage risks within organizations. Through practical exercises and case studies, attendees will develop skills to create a risk management framework that supports strategic decision-making and enhances resilience.

DATE	FEES
17 - 21 FEB	\$1,500

CPT 110 - ISO 14000: ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

This program covers the implementation of ISO 14001 for effective Environmental Management Systems. Participants will learn to assess environmental impacts, manage compliance, and improve sustainability practices. Through case studies and practical exercises, attendees will develop skills to establish and maintain an EMS that promotes environmental responsibility.

DATE	FEES
15 - 19 SEP	\$1,500

OTHER TRAINING PROGRAMMES WE ALSO OFFER

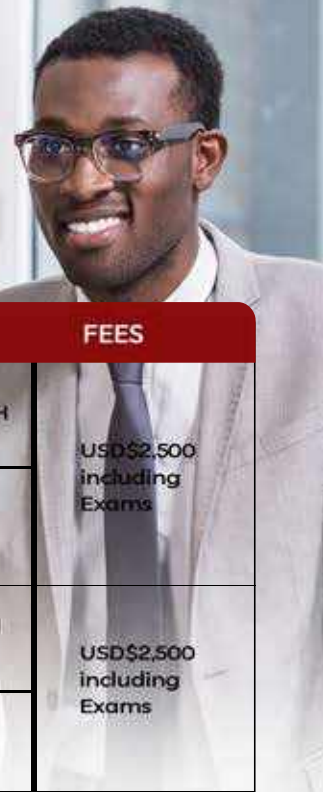
- CERTIFIED INFORMATION SECURITY MANAGER - (CISM)
- CERTIFIED IN RISK AND INFORMATION SYSTEMS CONTROL (CRISC)
- CERTIFIED INTERNAL AUDITOR (CIA) (PART I)
- CERTIFIED INTERNAL AUDITOR (CIA) (PART II)
- CERTIFIED INTERNAL AUDITOR (CIA) (PART III)
- CERTIFIED INFORMATION SYSTEMS AUDITOR (CISA)
- GMP - GOOD MANUFACTURING PRACTICES








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CERTIFIED COURSES	VENUE	DATE	FEES
<p> Certified Risk and Compliance Manager (CRCM)</p> <p>The CRCM course equips participants with essential skills to manage risk and compliance within organizations. Topics include regulatory frameworks, risk assessment methodologies, and compliance monitoring. Through case studies and practical exercises, attendees will develop strategies to ensure adherence to regulations and mitigate potential risks effectively.</p>	Accra, Ghana	24TH – 28TH FEB 2025	USD\$2,500 including Exams
	Dubai, UAE	21ST – 25TH JUL 2025	
<p> Certified Retail Banking Professional (CRBP)</p> <p>This course provides comprehensive training in retail banking operations and customer service excellence. Participants will learn about product offerings, sales techniques, and regulatory compliance in the retail banking sector. Interactive workshops will enhance attendees' ability to meet customer needs and drive business growth in a competitive environment.</p>	London, UK	10TH – 14TH MAR 2025	USD\$2,500 including Exams
	Singapore	11TH – 15TH AUG 2025	
<p> Certified Bank Risk Professional (CBRP)</p> <p>The CBRP course focuses on the principles of risk management in banking. Participants will explore various types of risks, including credit, market, and operational risks. Through practical case studies, attendees will develop skills to assess, manage, and report on bank risks, ensuring financial stability and compliance.</p>	London, UK	17TH – 21ST MAR 25	USD\$2,500 including Exams
	Singapore	07TH – 11TH APR 2025	
<p> Certified Climate Finance Professional (CCFP)</p> <p>This program prepares participants to navigate the intersection of finance and environmental sustainability. Topics include climate risk assessment, green finance products, and regulatory frameworks. Through hands-on projects, attendees will gain insights into developing financial strategies that support climate-resilient investments and promote sustainable development.</p>	Dubai, UAE	21ST – 25TH JUL 2025	USD\$2,500 including Exams
	London, UK	27TH – 31ST OCT 2025	
<p> Certified Legal and Compliance Risk Professional (CLCRP)</p> <p>The CLCRP course provides a thorough understanding of legal and compliance risks in business operations. Participants will learn about regulatory requirements, risk identification, and mitigation strategies. Through interactive discussions and case studies, attendees will develop the skills necessary to manage legal compliance effectively and protect organizational interests.</p>	London, UK	12TH – 16TH MAY 2025	USD\$2,500 including Exams
	Washington, DC	21ST – 25TH JUL 2025	
<p> Certified Financial Crime Professional (CFCP)</p> <p>This course focuses on the detection and prevention of financial crimes, including fraud, money laundering, and cybercrime. Participants will learn to identify red flags, implement anti-fraud measures, and comply with regulatory requirements. Practical exercises will enhance attendees' ability to safeguard their organizations against financial crime threats.</p>	Nairobi, Kenya	19TH – 23RD MAY 2025	USD\$2,500 including Exams
	Accra, Ghana	11TH – 15TH AUG 2025	
<p> Certified Environmental Social Risk Professional (CESRP)</p> <p>The CESRP program addresses the integration of environmental and social risk management into financial decision-making. Participants will learn about risk assessment frameworks, stakeholder engagement, and sustainable investment practices. Through case studies, attendees will develop skills to identify and manage environmental and social risks effectively in their organizations.</p>	London, UK	15TH – 19TH SEP 2025	USD\$2,500 including Exams
	Accra, Ghana	03RD – 07TH NOV 2025	

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INS 113: RISK MANAGEMENT IN INSURANCE

INS 104: PENSIONS AND ANNUITIES

INS 112: REINSURANCE PRINCIPLES AND PRACTICES

INS 106: INSURANCE MARKETING - PRINCIPLES AND PRACTICES

INS 103: INSURANCE CLAIMS MANAGEMENT AND PRACTICES

INS 101: INSURANCE UNDERWRITING PRACTICES

INS 102: AGRICULTURAL INSURANCE - PRACTICES AND PRINCIPLES

INS 111: INSURANCE PRACTICES & PRINCIPLES - HEALTH

INS 109: INSURANCE PRACTICES & PRINCIPLES - LIFE

INS 110: INSURANCE PRACTICES & PRINCIPLES - GENERAL

INS 105: INSURANCE BROKERAGE

Engineering Training Programmes

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ENG 116: PNEUMATICS & ELECTRO-PNEUMATIC SYSTEMS
ENG 117: MECHANICAL MAINTENANCE SKILLS
ENG 118: SAFE USE OF HAND POWER TOOLS
ENG 119: MACHINE MAINTENANCE FOR OPERATORS
ENG 120: MAINTENANCE OF PLUMBING SYSTEMS
ENG 121: COMPRESSED AIR SAFETY
ENG 122: DESIGN OF ELECTRICAL INSTALLATIONS
ENG 123: ELECTRICAL SAFETY MANAGEMENT
ENG 124: FIRE ALARM SYSTEM INSTALLATION & MAINTENANCE
ENG 125: MECHANICAL ISOLATION
OGT 105: ELECTRICAL SUBMERSIBLE PUMPS FUNDAMENTALS
OGT 106: FIRED HEATERS AND BOILERS
OGT 108: GAS AND STEAM TURBINES
OGT 110: DRILLING OPERATIONS AND WELL COMPLETIONS
OGT 112: DRILLING FLUIDS AND SOLIDS CONTROL
OGT 111: CORROSION CONTROL AND PROTECTION
MIN 101: MINING FOR NON-MINERS
MIN 102: RIGGING MANAGEMENT TECHNIQUES
MIN 105: NOISE HAZARDS, REGULATION, AND CONTROL
MIN 108: SURFACE MINING FACILITIES AND PREPARATION
MIN 106: MANAGING OFF-ROAD TIRE SAFETY
MIN 109: TAILINGS DAM AND WASTE PILE INSPECTION
MIN 107: SLOPE AND SHAFT SINKING SAFETY





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- ✔ Submission of Returns and payments statutory and non-statutory bodies;
- ✔ Monthly Reports to your Finance Team for G/L processing,



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