



2021 TRAINING CALENDAR

Virtual Executive Education

Professional Training from the Best in Business

We have raised our standards even higher, with protocols in place to meet the health and safety challenges of COVID-19



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Online Certificate Courses				Accra, Ghana										
Courses	Exams	Duration	Price (excl. VAT)	Date										C/T
				Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Accounting, Banking and Finance														
Certificate in Fixed Assets Accounting and Management	-	5 days	Gh¢ 2,350				28 - 30		23 - 27					
Financial Accounting and Reporting	-	3 days	Gh¢ 1,850			10-12				1 - 3				
Foreign Exchange, Money Market and Derivatives	-	5 days	Gh¢ 2,350			24 - 28					4 - 8			
International Financial Reporting Standards (IFRS) and 2021 Updates	-	3 days	Gh¢ 1,850	29 - 31			28 - 30			22 - 24				
Trade Finance, Letters of Credit and Bank Guarantees	-	5 days	Gh¢ 2,350		12 - 16			12 - 16			12 - 16			
Administration & Secretarial Management														
Administration and Office Management	-	5 days	Gh¢ 2,350	15 - 19			7 - 11		23 - 27					
Executive/PA Masterclass	-	5 days	Gh¢ 2,350		12 - 16			19 - 23				15 - 19		
Records Management		3 days	Gh¢ 1,850	7 - 9		5 - 7				22 - 24				
Auditing and Governance, Risk and Compliance														
Data Governance, Protection and Compliance Management	-	5 days	Gh¢ 2,350			5 - 7			23 - 27		4 - 8	1 - 5		
Report Writing for the Internal Auditor	-	5 days	Gh¢ 2,350							22 - 24		8 - 12		
Certificate in Anti-Money Laundering	-	3 days	Gh¢ 1,850								11 - 13	15 - 19		
Governance, Risk and compliance (GRC)	-	5 days	Gh¢ 2,350								18 - 22	22 - 26		
	-	3 days	Gh¢ 1,850							22 - 24		24 - 26		
Communication and Writing Skills														
Advanced Communication Skills	-	3 days	Gh¢ 1,850			26 - 28	14 - 16						10 - 12	
Crisis Communication S//kills	-	3 days	Gh¢ 1,850		12 - 14			12 - 14					18 - 20	
Effective Report Writing Techniques	-	3 days	Gh¢ 1,850	27 - 29		10 - 12					22 - 24			
Data Management and Business Intelligence														
Digitization and File Management	-	5 days	Gh¢ 2,350						9 - 13		4 - 8			
Blockchain Professional	-	5 days	Gh¢ 2,350						16 - 20			1 - 5		
Certified Data Protection Officer	-	5 days	Gh¢ 2,350						23 - 27		11 - 15	8 - 12		
Data Science Masterclass	-	5 days	Gh¢ 2,350							6 - 10		15 - 19		
Document Control and Records Management	-	5 days	Gh¢ 2,350							13 - 17		22 - 26		

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Healthcare Sector Leadership Programme														
Health Administration & Management	-	4 days	Gh¢ 2,000	23 - 26		4 - 7						5 - 8		
Occupational Health, Safety & Environmental Management	-	4 days	Gh¢ 2,000		6 - 9	17 - 20		5 - 8		27 - 30	11 - 14			
Hospital Management	-	2 days	Gh¢ 1,550	22 - 23		4 - 5	29 - 30		2 - 3					
Health Laws & Ethics: <i>Medical Decision-Making</i>	-	2 days	Gh¢ 1,550	25 - 26	20 - 21				5 - 6					
Healthcare Customer Service Management	-	2 days	Gh¢ 1,550	29 - 30			1 - 2							
Hospital Records Management	-	2 days	Gh¢ 1,550		29 - 30	25 - 26				2 - 3				
Health, Safety and Environmental														
Access Control and Physical Security Management-	-	5 days	Gh¢ 2,350			17 - 21						18 - 22		
Security Incident Management and Investigations	-	5 days	Gh¢ 2,350			24 - 28			23 - 27					
Occupational Health and Safety Management	-	5 days	Gh¢ 2,350						16 - 20					
Human Resources and Training														
Career Development and Succession Planning	-	3 days	Gh¢ 1,850				14 - 16						15 - 17	
Organization Development Professional	-	5 days	Gh¢ 2,350			24 - 28						25 - 29		
Excel Skills for HR and Admin Professionals	-	5 days	Gh¢ 2,350		19 - 23					13 - 17				
Strategic Human Resources Management	-	5 days	Gh¢ 2,350				21 - 25	12 - 14						
Train the Virtual Trainer	-	5 days	Gh¢ 2,350		26 - 30	17 - 21			9 - 13					
Working, Managing and Leading Remotely	-	3 days	Gh¢ 1,850			10 - 12			17 - 19					
Managing your Internal Training Academy	-	5 days	Gh¢ 2,350		12 - 16			12 - 14					22 - 26	
Interpersonal Skills and Self Development														
Achieving Performance Excellence Using Emotional Intelligence	-	3 days	Gh¢ 1,850	29 - 31				5 - 7						
Communication and Relationship Management Skills	-	3 days	Gh¢ 1,850	24 - 26			1 - 3	7 - 9						
Creative Problem Solving and Decision Making	-	3 days	Gh¢ 1,850			10 - 12		13 - 15				1 - 3		
Creative Thinking and Innovation Techniques	-	5 days	Gh¢ 2,350				7 - 11	19 - 23						
Emotional Intelligence Workshop	-	3 days	Gh¢ 1,850	24 - 26				28 - 30				15 - 17		
Managing Conflict: Power through Influence	-	3 days	Gh¢ 1,850						9 - 11	6 - 8			13 - 15	
Managing Multiple Tasks, Priorities and Deadlines	-	3 days	Gh¢ 1,850							8 - 10		24 - 26		
Time Management and Stress Control	-	3 days	Gh¢ 1,850		7 - 9					13 - 15				

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Social Media Branding for Corporate Executives	-	3 days	Gh¢ 1,850	29 - 31		10-12				2,3 & 5					
Supervisory Skills	-	3 days	Gh¢ 1,850				28 - 30				22 - 24		8 - 10		
Managing self and leading other	-	5 days	Gh¢ 2,350		26 - 30			19 - 23					8 - 12		
Leadership and Management															
Certified Team Leader	-	5 days	Gh¢ 2,350	15 - 19		24 - 28									
Creative Thinking and Innovation Techniques	-	5 days	Gh¢ 2,350		19 - 23		14 - 18								
Good to Great Management:	-	3 days	Gh¢ 1,850	29 - 31				6 - 8							
Leadership and Communication	-	3 days	Gh¢ 1,850		26 - 28			6 - 8		22 - 24					
Conflict Management	-	3 days	Gh¢ 1,850		5 - 7				9 - 11						
Working, Managing and Leading Remotely	-	3 days	Gh¢ 1,850		21 - 23	10 - 12									
Strategic Thinking and Planning	-	3 days	Gh¢ 1,850			10 - 12			25 - 27						
Coaching and Mentoring Skills	-	5 days	Gh¢ 2,350	15 - 19	19 - 23		7 - 11								
Key Managerial Skills for new Managers	-	5 days	Gh¢ 2,350		12 - 16	17 - 21		12 - 16					15 - 19		
Leading and Managing Change	-	5 days	Gh¢ 2,350		12 - 16		7 - 11								
Middle Management Skills	-	5 days	Gh¢ 2,350	22 - 26		17 - 4		26 - 30				13 - 15			
Motivating employees in times of crisis	-	3 days	Gh¢ 1,850		19 - 21	5 - 7						18 - 20			
Supervision Skills	-	3 days	Gh¢ 1,850		4 - 6		1 - 3			13 - 15					
Procurement and Supply Chain Management															
Negotiation Strategies for Better Purchasing Value	-	3 days	Gh¢ 1,850				28 - 30				22 - 24		15 - 17		
Warehouse Operations and Management	-	3 days	Gh¢ 1,850			10 - 12		12 - 14				18 - 20			
Certificate in Logistics and Supply Chain Management	-	5 days	Gh¢ 2,350	22 - 26	Weekend 27 - 24	24 - 28						4 - 8			
Procurement and Contract Management	-	5 days	Gh¢ 2,350					5 - 9				11 - 15			
Stock Management	-	5 days	Gh¢ 2,350					12 - 16				18 - 22			
Fleet and Transport Management	-	5 days	Gh¢ 2,350		26 - 30			19 - 23				25 - 29			
Leading and managing vendor relations	-	5 days	Gh¢ 2,350					26 - 30	9 - 13						
Project Management															
Preparation for PMI Agile Certified Practitioner (PMI-ACP)®	-	5 days	Gh¢ 2,350		19 - 23						6 - 10				
Advanced Project Management	-	5 days	Gh¢ 2,350		26 - 30		21 - 25	19 - 23							
Managing IT Projects Effectively	-	3 days	Gh¢ 1,850	29 - 31			28 - 30				22 - 24				

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Public Relations														
Public Relations and Media Skills	-	3 days	Gh¢ 1,850				1 - 3							
Crisis Communication Skills	-	3 days	Gh¢ 1,850			19 - 21								
Secured Code Training														
OWASP Top 10, C# secure coding	-	3 days	On Request											
OWASP Top 10, Java Secure Coding	-	3 days	On Request											
Jave and Web application security	-	3 days	On Request											
Web application security	-	3 days	On Request											
Python Security	-	3 days	On Request											
SWIFT Training														
Operating SWIFT Alliance Access	-	2 days	Gh¢ 6,300		26 - 27									
Managing SWIFT Alliance Access	-	2 days	Gh¢ 6,300		29 - 30									
Sanctions Screening	-	2 days	Gh¢ 6,300			4 - 5								
SWIFT Audit and assessment guidelines	-	3 days	Gh¢ 10,500			10 - 12								
Certified Training Courses														
CompTIA Certifications Courses														
Comptia Network+ Certification	-	5 days	On Request											
Comptia Cloud+ Certification	-	5 days	On Request											
Comptia Security+ Certification	-	5 days	On Request											
Comptia Server+ Certification	-	5 days	On Request											
ISO Certification Courses														
ISO/IEC 20000 Lead Auditor (LA)	YES	7 days	USD 1,000				7							
ISO/IEC 20000 Lead Implementer	YES	7 days	USD 1,000				14							
ISO/IEC 27001 Lead Implementer	YES	7 days	USD 1,000				21							
ISO/IEC 27001 Lead Auditor	YES	7 days	USD 1,000					5						
ISO 22301 Lead Implementer (LI)	YES	5 days	USD 1,000					12						
ISO 22301 Lead Auditor (LA)	YES	7 days	USD 1,000					19						



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