



## TRAINING CALENDAR 2021

NO	DATE	COURSE	TARGET GROUP	FEES
1	13 -15 JAN	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
2	25 – 29 JAN	Corporate Governance and Directors Development Program	Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards	110,000/-
3	03 - 05 FEB	Budgeting, Planning and Internal Controls	Finance Directors & Managers, Audit Managers	69,000/-
4	24TH -26th FEB	Effective Audit Committee	Audit Committees, CEOs & Head of Audit & Finance	69,000/-
5	3rd-5th MAR	Strategic Planning Professional	CEOs, Planners, Finance Managers	69,000/-
6	17th – 19th MAR	Certified Customer Service Professional	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
7	24 – 26th MAR	Certified Marketing Professional	Marketing Staff, Account Managers, Marketing Managers	69,000/-
8	7th – 9th APRIL	CFO Strategy & Leadership	Chief Finance Officers & Managers	72,000/-
9	7 - 9TH APRIL	National & Global Counter Terrorism Strategy	CEOs, Security Managers, Security Chiefs, OSHA Champions	72,000/-
10	14 – 16th APR	Company Secretary Competency Program & Leadership	Company Secretaries & Head of Legal Department	72,000/-
11	28 – 30 <sup>th</sup> APRIL	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
12	5 – 7 <sup>th</sup> MAY	Chain Supply Management, Leadership in Procurement & Best Practices	Head of Procurements, Chain Supply Managers & Procurement Officials	69,000/-
13	12 - 14 MAY	Anti Money Laundering & CFT	Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials	69,000/-

14	19 – 21st MAY	Certified Office Professional	Office Managers, Executive Secretaries, Pas	69,000/-
15	26 - 28 MAY	Advance Supervisory Course For Managers	Middle Level Managers & Supervisors	69,000/-
16	2 – 4 JUNE	Performance Management	CEOs, Chairpersons, Managers, Departmental Heads, Directors	69,000/-
17	9 – 11th JUNE	Senior Secretary/PA Development Course	Secretaries and PAs	69,000/-
18	16 -18 JUNE	Governance Integrity and Combating Anti-Corruption	CEOs, Governance Champions, Compliance Officers	69,000/-
29	23 – 25th JUNE	Comprehensive Legislative Drafting Course	Drafting Officers, Assembly Clerks, Lawyers, Hansard Officers	72,000/-
20	30 <sup>th</sup> JUNE – 2 JULY	Bio Terrorism and Preparedness	CEOs, Security Managers, Security Chiefs, OSHA Champions, All Staff	72,000/-

NO	DATE	COURSE	TARGET GROUP	FEES
21	5 - 9 JULY	GLI Strategic Leadership Program (Corporate)	CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their leadership skills	129,000/-
22	14 - 16 JULY	OSHA Training Occupational Safety & Health Administration Standards	All Staff, Safety Teams, OSHA Champions, Departmental Heads	69,000/-
23	21st – 23 JULY	Public Sector Management	CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their Management skills in Public Sector.	72,000/-
24	28 – 30 JULY	Occupation Health, Safety	All Staff, Safety Teams, OSHA Champions, Departmental Heads	69,000/-
25	4th-6 <sup>th</sup> AUG	Compliance Officers Leadership Program	Compliance Officers, Regulatory Officers	69,000/-
26	11 <sup>th</sup> – 13 <sup>th</sup> AUG	Anti-Money Laundering & CFT	Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials	69,000/-
27	18 – 20 <sup>th</sup> AUG	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
28	25 - 27 AUG	Finance For Non Finance Managers	All Non Finance Managers & Professionals	
29	24 - 27 AUG	Advanced Secretary/PA Course	Office Managers, Executive Secretaries, Pas	69,000/-
30	1st – 3 <sup>rd</sup> SEPT	Certified Marketing Professional	Marketing Staff, Account Managers, Marketing Managers	69,000/-
31	8 <sup>th</sup> – 10 <sup>th</sup> SEPT	Certified Customer Service Professional	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
32	15 – 17 <sup>th</sup> SEPT	Finance & Planning Specialist Leadership Program	Finance & Planning Managers	69,000/-
33	22 – 24 <sup>th</sup> SEPT	Certified Brand Specialists	Brand Managers, Marketing and Sales Managers	69,000/-

34	27 <sup>th</sup> SEP- 1st OCT	Corporate Governance Course	Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards	110,000/-
35	6th - 8TH OCT	Advanced Supervisory Course For Managers	Middle Level Managers & Supervisors	69,000/-
36	13 -15TH OCT	Fraud and Risk : Regulators Course	Regulatory Authorities	69,000/-
37	21 <sup>st</sup> -23 <sup>rd</sup> OCT	Corporate Communication Mastery	Communication Officers, Sales Staff, PR officers, Front Office Staff	69,000/-
38	27- 29 <sup>th</sup> OCT	The Complete Course in Management	Managers, supervisors, aspiring mangers.	69,000/-
39	3rd - 5TH NOV	Certified Sales Manager	Sales Managers & Professionals	72,000/-
40	10 - 12 NOV	CFO Leadership Program	Chief Finance Officers & Finance Directors	72,000/-
41	17 - 19 NOV	Senior Human Resource Professional	HR Directors, Managers and HR Officers.	69,000/-
42	24 - 26 NOV	OSHA Advanced Safety Leadership	Security Persons, OSHA Champions, safety professionals, Human resource professionals, office managers	69,000/-
43	1 – 3 <sup>rd</sup> DEC	Client Management Strategy & System	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
44	8 - 10 DEC	Public Sector Communication, Event & Protocol Management	PR Managers, Spokesperson, Communication Officers	69,000/-
45	14 – 17 DEC	Strategic Planning- Forecasting & Setting Goals For New Year- CEOs & Managers Retreat	PSs, CEOS, Board Chairpersons,	89,000/-