



The Leading Provider of Excellent Training & Consultancy Advisory Services in Public & Private Sector of Africa

Table of Content

Cover Page:	i
Table of Content	1
CETraC Founder & Executive Director	2
What Is CETraC	4
CETraC Vision	4
CETraC Mission	5
Why CETraC	5
CETraC Certification & Accreditation	6
CETraC Consultancy Unit	8
CETraC Consultancy Approach	8
CETraC Consultancy Services	8
CETraC Innovation Unit	9
CETraC Solution	9
CETraC E-Learning	11
CETraC Executive Coaching	14
CETraC Talent Search	15
CETraC Capacity Building	21
CETraC Tailor-Made or Customised In-House Training	24
CETraC Tailor-Made/In-House Training Programmes	24
CETraC Out-Bound Training	55
CETraC Out-Bound Training Benefits	55
CETraC Out-Bound Training Programs	56

CETraC Founder & Executive Director



David Ackah (PhD) is a very experienced and innovative project management professional with sound academic and professional background with excellent working knowledge in projects management method based on project management parameters and donors' rules; propose composition and take part in the bid evaluation panel(s). He is a dynamic and results-oriented professional, with good numerical skills. He has an adequate level of financial, commercial and project knowledge with high level of communication, presentation and interpersonal skills. In addition, he has rich experience and understands the project management regulations and practices. He is also an expert in local and international project management practices and a computer literate in Microsoft Excel (Microsoft Office Suit) with an additional capability

of operating bespoke functional software like Microsoft Project.

He is founder and currently the Executive Director of Center for Excellent Training & Consultancy (CETraC) with oversight of administrative and project management procedures as well as planning the long-term project strategy for the onward development of the Institute. He provides operational support, monitoring and periodic review of organizational project development to ensure the achievement of the vision and goals of the CETraC and has a five-year University teaching experience, and a real professional experience of ten years in project implementation, training and consultancy advisory services. He is co-founder and the first president and executive director for Institute of Project Management Professionals Ghana.

During his last role as President of the Institute of Project Management Professionals Ghana, he worked on many of the institute's critical projects, including the redesigning of our flagship project management ideas and knowledge. When an external issue derailed a crucial project milestone, he developed an all-team triage project management system to ensure other project sprints could continue moving forward. As a result, the updated system went live within five days of the initially planned launch, an effort the project management professionals of Ghana praised as "heroic and unprecedented." He earned specific recognition for his ability to effectively delegate and keep himself and his teammates calm under pressure and his experience working with cross-functional, international teams has taught him the importance of building trusted relationships and inspiring a shared project vision.

In his field of practices as a project management researcher, training, and consultant, he provides training and consultancy advisory services to organizations like: Ghana Atomic Energy Commission, Ghana Prison Services, Ministry of Gender & Social Projection, Ministry of Planning, State Interest & Governance Authority, Republic of Ghana African Project Development Consult Ltd, Development Project Management (DPM) Consult Ltd., African Mining Engineering Limited, Multisoft Solution Ghana, African Project Services Ltd, Indian Project Development Services, etc.

As a lecturer, he taught in the following universities as a contract lecturer: Business University of Costa Rica, Accra Business School, Kwame Nkrumah University of Science & Technology (Institute of Distance Learning-IDL), Golden Sunbeam University College of Science Technology, and Transafrica University College.

He holds Doctor of Philosophy (PhD) in Community & Economic Development, and Master of Science (MSc) in Business & Economics from United State of America, Bachelor of Science (BSc) in Accounting from the University College of Management Studies, Standard Diploma from the Managing & Marketing Sales Association (MAMSA UK), and Single Subject Diploma from the Institute of Commercial Management (ICM UK). He also holds Professional Doctorate and Postgraduate Diploma in Project Management from the Institute of Project Management Professionals Ghana, a Professional Diploma in Project Management from the International Business Management Institute (IBMI) at New York (USA), Professional Diploma in Project Management from the Alison Institute with Certificate No. AC-1266-11259553. In 2019, he was awarded a Certified Professorship (C.Prof) from the International Association for Quality Assurance in Higher Education (QAHE) in Hong Kong.

Professionally, he is recognized as a Fellow (FPMP) Member of Institute of Project Management Professionals (IPMP); Chartered Fellow (FCE) Member of the Chartered Institute of Economics Ghana, Fellow (F'CIFIA) Member of Chartered Institute of Financial & Investment Analysts, Fellow (FCIPM) Member of Chartered Institute Project Management Nigeria, Fellow (FCISCM) Member of Chartered Institute of Supply Chain Management Ghana, Fellow (FCICRM) Member of Chartered Institute of Customer Relationship Management USA, Fellow Member (FAICM) of African Institute of Chartered Management, Fellow Member (FAIPET) of African Institute of Professional Engineers & Technologist, Fellow Member (FACPMI) of African's Chartered Project Management Institute, Fellow Member (FAICPM) of Africa Institute of Chartered Purchasing Management, Fellow Member (FASCWI) of African's Supply Chain & Warehousing Institute, Project Management Professionals (PMP) from the Project Management Institute (PMI USA), and Member (MCILT) of Chartered Institute of Logistics & Transport Management (CILT UK).

In Ghana today, the landscape is littered with failed and abandoned projects, therefore, he has taken the mantle to take up another PhD in Project Development Planning from the Central University of Nicaragua focusing on investigating into the causes and effects of failure and abandoned projects on the Ghanaian economy. David Ackah (PhD) brings to your organization real-world experience in developing successful project plans, communicating expectations clearly, and encouraging team enthusiasm, even in the late stages of the project cycle.



What Is CETraC

CETraC means Center for Excellent Training & Consultancy. Center for Excellent Training & Consultancy is a global training and consulting center, comprising of more than 40 consultants. Our clients reflect our global nature. Around 40% are in West Africa, 20% in the East Africa, 20% in North and 20% in South Africa. We serve a broad mix of private, public-private, and social-sector organizations.

CETraC is designed to operate as one, single global partnership united by a strong set of values, focused on client impact. CETraC take a consistent approach to recruiting and developing our people, regardless of where they are based. This structure ensures that we can quickly deliver the right team, with the right experience and expertise, to every client, anywhere in the world. Center for Excellent Training & Consultancy (CETraC) is defined as the quality of our people is the cornerstone of our ability to serve our clients. For this reason, we invest tremendous resources in identifying exceptional people, developing their skills, and creating an environment that fosters their growth as leaders.

Meet a selection of our people and learn about their backgrounds. Our consultants include professionals who have attained distinctive positions like managing directors, vice president HR, engineers, project managers, HSE Heads, Head of Finance, entrepreneurs and the likes. They join CETraC for the opportunity to apply their talent in excellent training & consultancy to complex, important challenges. Their diversity of background, discipline, gender, nationality, and outlook ensures our clients receive a singular balance of deep and broad expertise.

Our work is founded on a rigorous understanding of every client's institutional context, sector dynamics, and macroeconomic environment. For this reason, we invest heavily on our firm's resources annually in knowledge development. We study markets, trends, and emerging best practices, in every industry and region, locally and globally. All consultants contribute time and expertise to developing these insights, because they are integral to our ability to help clients achieve their goals.

The ability to design and develop, organize and implement and assist the human capital to apply knowledge and skills at workplace has become requisite in every industry and function. To help our clients move quickly from design to delivery to actionable outcomes, we embed our proprietary knowledge in a growing collection of digital tools, analytics, and services, which allows managers at all levels to independently exploit our resources to make better decisions on a daily basis.

CETraC Vision

The vision of the Center for Excellent Training & Consultancy (CETraC) is to be the leading provider of quality public and private management consultancy advisory services in Africa, recognized for its proven ability to deliver excellent services and value-added ways to meeting existing, new and inarticulate needs.

To empower organizations through their human capital, by providing highly impactful quality training and consulting solutions customized to their need to help them achieve excellence in their business.

CETraC Mission

With the above vision, Center for Excellent Training & Consultancy (CETraC) sets itself to enhance the problem solving and self-renewal capabilities of both Public and Private Sector Organizations through Institutional Strengthening, Capacity Development and Applied Practitioners Knowledge in skills development. Its core values will be Training, Innovation, Teamwork, Knowledge Brokering, and Sharing.

To assist our clients with talent management strategies which will optimize the performance of their people to achieve success individually and for their organization.

Why CETraC

- Over 150 satisfied clients.
- Experience of delivering thousands of training hours.
- We assess needs and offer need based solutions.
- Fully customized solution as per your requirement.
- Team of over 40 Highly experienced training specialist.
- Bespoke In-company training.
- Highly Interactive and engaging programs.
- Individual coaching and development action plan.
- Follow up and on-going engagement program for application of learning.
- International certifications.
- Practical field visit and education tours.
- Free tablet will be provided as a learning tool containing all training modules.
- Delegates are provided with complimentary city tour or another leisure activity of their choice.

CETraC Certification & Accreditation



As part of meeting the international professional training and competency-based standard, the Center for Excellent Training & Consultancy (CETraC) follows the Instructional Designer Competencies, Training Manager Competencies, Evaluator Competencies, and Instructor Competencies of International Board of Standards for Training, Performance and Instruction. The International Board of Standards for Training, Performance and Instruction (ibstpi®) is a not-for-profit corporation that provides leadership to the community by setting the standards. The Board is composed of up to fifteen professionals of the highest repute in their respective fields of expertise who spearhead the research & development of standards, competencies, products and services. They are selected to broadly represent the constituencies that they serve. Directors of the Board represent universities, government departments, businesses and consultancies directed at the charge of the organization.



Center for Excellent Training & Consultancy (CETraC) is an accredited partner of **Institute of Project Management Professionals** for the award of all its Professional Certificates, Professionals Diploma, Professional Post Graduate Diploma, Mini-MBA, etc. The Institute of Project Management Professionals is affiliated to national and international professional institutions for mentorship of professional academic training programmes. The Institute of Project Management Professionals is established and licensed in Ghana, as a Prestigious, Examining, Licensing and Regulatory Professional Body, after meeting the statutory requirements, on 19th May 2016, the Institute is duly registered as a Professional Body in accordance with the provisions of the Professional Bodies Registration Decree, 1973 (NRCD 143) with Professionals Bodies Registration No.: PB. 68 given under the Registrar of Professional Bodies at Accra-Ghana.



As part of professional's academic recognition and mentoring of professional membership examination, on the 12th of October 2017, the Institute (Institute of Project Management Professionals) Executive Board Members applied to affiliate with the National Board of Professional & Technician Examination (NABPTEX). Base on the assessment conducted by NAPTEX Assessment Committee at the Institute Head Office in Accra-Ghana, the Board of National Board of Professional & Technician Examination (NABPTEX) approved the Institute of Project Management Professionals request for affiliate for mentoring and monitoring of its professional membership examinations.



As part of offering world recognized international graduate and advance diploma programmes to our important students and professionals, the Institute (Institute of Project Management Professionals) affiliate to the Institute of Commercial Management (ICM-UK). In this affiliation, Institute of Commercial Management (ICM-UK) award all Graduate Diploma, Advance Diploma and Diploma qualification to students

after meeting the statutory requirements of ICM. ICM is an Awarding Organisation recognised by Ofqual, the Office of Qualifications and Examinations Regulation, in England.



In other that partner with professional institutions to professional education to all individual around world, the Institute (Institute of Project Management Professionals) is fully accredited by West African Examinations Council (WAEC) to offer Advance Business Certificate Examination Diploma Programmes. The West African Examinations Council (WAEC), a non-profit-making organization, with its headquarters in Accra, Ghana, was established in 1952 after the Governments of Ghana (then Gold Coast), Nigeria, Sierra Leone and The Gambia enacted the West African Examinations Council Ordinances in 1951. Liberia became the fifth member of the Council in 1974.



The Institute of Project Management Professionals is accredited by Technical Examination Unit of Ghana Education Services to offer Diploma in Business Studies programmes, and Diploma in Public Finance and Accountancy I & II. Until 1850, the development of Education in Ghana (then Gold Coast), was entirely in the hands of the Christian Missions. The system was devoid of any cohesive national policy. Government interest and participation in Ghana took centre stage between 1850 and 1925 with the passage of several Education Ordinances i.e. Governors Hill (1852), Row (1882), Griffith (1887) etc. etc. all aimed at correcting imbalances and injecting dynamism in the system. Governor Row's Education Ordinance among others, provided for the establishment of Industrial Schools followed by Agricultural ones. The needed impetus to those Industrial and Agricultural schools came with the introduction of the Governor Roderic's Education reforms of (1908 – 1919) which mandated Government to take direct interest in technical education.



The Institute of Project Management Professionals is in collaboration with LUCAS College. LUCAS is a tertiary higher education institution accredited in Ghana since 2016. Starting January 2017, LUCAS is offering Bachelor and Master's programmes accredited by the Ghana National Accreditation Board (NAB). Their mission is to the Leaders University College for Applied Science (LUCAS) is to bridge the gap between the working world and academia. Through hands on teaching, we train and equip you to thrive and find success in the professional world.



The LAWEH Open University College is the first and only accredited Open University College in Ghana and second in West Africa. The University was established in the year 2014 as an open supported learning institution to offer certificates, diplomas, degrees and postgraduate Programmes. LAWEH is a global partner of Open University of Tanzania. LAWEH Open University

College has its Headquarters situated at Teshie-Nungua on the Addogon road, off the Spintex-Baatsona Road, near Lekma Polyclinic, Accra-Ghana.



Entrepreneurial University of Costa Rica (Business University of Costa Rica) was established and approved by the Consejo Nacional de Enseñanza Superior Universitaria Privada (CONESUP) of the Costa Rican Ministry of Public Education, with a charter. The University is also fully accredited and registered under the laws applicable to Costa Rica and is also fully accredited by the Costa Rican Ministry of Education. UNEM is also officially listed with UNESCO and International Association of Universities (IAU) and registered with Ghana National Accreditation Board (NAB).

CETraC Consultancy Unit

The Consultancy Unit of Center for Excellent Training & Consultancy (CETraC) is a leading provider of Excellent Training and Consultancy Services to organizations in both the Public and Private Sectors, including NGOs. In line with the commercialised status of Center for Excellent Training & Consultancy (CETraC), the Consultancy Unit is to provide consultancy services in the areas of leadership skills, project management, general management and administration to support national development and encourage publication of the results of studies and undertake research studies and exercise such other powers that are incidental to the performance of its functions under this function of the Center for Excellent Training & Consultancy (CETraC).

CETraC Consultancy Approach

The CETraC Consultancy Unit approach is highly participatory and client centered. We involve the clients and stakeholders extensively in the planning and implementation of programmes and projects. Our approach is predicated on our belief that sustainable change starts from within. Thus, CETraC uses a wide variety of participatory learning activities to engage stakeholders and participants to enhance their understanding of the problems so as to generate practical strategies for the resolution of these problems. We value knowledge sharing and believe that sustainable change can only come from within organizations. Hence, we lead our clients to discover and exploit their business potential and to achieve better results.

CETraC Consultancy Services

Center for Excellent Training & Consultancy (CETraC) is a training provider providing quality training and capacity building. Center for Excellent Training & Consultancy (CETraC) specialize in different fields of project management, business, leadership, management and other technical expertise. The Center for Excellent Training & Consultancy (CETraC) conducts independent professional and intelligent research, evaluations in a variety of topics as per client requirements. Our team of professionals will deliver a comprehensive package. The Center Excellent Training & Consultancy (CETraC) provides the following consultancy and advisory services to its clientele:

- **Strategy Planning and Corporate Planning:** creating and implementing blue prints

- **Management Review and Organisational Development:** Aligning system, business processes and structures
- **Policy and Programme Development:** Policy writing, Programme Development and Project management
- **Performance Management:** Developing measures for improving the performance of people, processes and systems
- **Social Research and Community Development:** Applied Social Research
- **Procurement Management:** Public Procurement Planning and Procurement Audits
- **Human Resource Management:** Creating and Redesigning Organisational Structures and Systems
- **Financial Management:** Improving the economic value of businesses and Institutions
- **Project Management Training:** Transferring skills to develop capacity to create and sustain change.
- **Advisory services** on innovation and intellectual property management to stakeholders for sustainable development in Ghana and Africa.
- **Training and Developing:** Empowering Individuals and Organisations with higher skills
- **Project Management Consultancy Services:** Project Management Office/Unit Development (PMO/U), Project Contracts Preparation and Review, Project Charter Development, Project Proposal/Plans Development & Implementation, Project Monitoring & Evaluation, Project Risk Assessment & Management, Project Procurement Contract Preparation, Review & Management, Project Legal Advisory Services, Project Feasibility Studies, Project Policy & Strategy Preparations, Project Costing & Financing Services, Project Planning, Integrated Completion, and Commissioning & Startup

CETraC Innovation Unit

The Innovation Unit of Center for Excellent Training & Consultancy (CETraC) provides guidance, direction, capacity building and advisory services on issues of innovation and intellectual property (IP) development to help meet the strategic needs of Center for Excellent Training & Consultancy (CETraC) in particular and national development objectives and goals in general. The Unit plays a pivotal role in developing and promoting the implementation of innovation and intellectual property plans, strategies and well-tested business models for sustainable growth and national development.

Expressly, the Unit works with other departments at Center for Excellent Training & Consultancy (CETraC) and in collaboration with local and international partners to help:

- Develop and harness new and existing knowledge, innovations and intellectual property tools to meet the needs of diverse groups of clients including the vulnerable and marginalized groups in the society and to help address the needs of the environment.
- Sensitize businesses and stakeholders to take advantage of the innovation and IP systems already in place in the country and seek ways to exploit innovation and IP systems in place in other countries for business and economic successes.
- Undertake capacity building activities and projects to promote innovation and IP best practices and business models that attract investments to key economic sectors, and jobs- and revenue-generating areas in Ghana.
- Promote innovation and IP rights education, training and awareness among stakeholders including government agencies, investors, civil society, businesses and other groups as necessary in the country.

The overarching goal for the Innovation Unit is to promote the development, adaptation and exploitation of new and existing knowledge, innovations and intellectual property systems across the formal and informal sectors of the economy to help boost national productivity and quality of lives of people in all segments of the society in order to ensure sustainable growth and socio-economic development of the country.

CETraC Solution

Customized In-house training: Our uniquely designed courses present a culmination of up-to-date information that our facilitators supply. This, skilfully combined with the unmatched ability to help participants learn and apply all the knowledge related to the course makes Center for Excellent Training & Consultancy (CETraC) customized in house training specifically useful to its clients. We have a list of exclusive Open Courses on our Training Calendar that you can enroll yourself and/or members of your organization. Each course has a description attached which provides a glimpse of the scope and objectives of the program. You can pick one or more in house training courses that meet the distinct needs of your organization staff and teams.

We are also able to cater to the growth requirements of your company that are currently outside of our list of published courses. Owing to an extensive resource of subject-matter experts, ZOE has proven potential to conduct in house training programs to cover a broad spectrum of topics in order to meet knowledge gaps identified by your organizations and address your specific concerns. Our team of certified experts work in propinquity with our clients to design and develop customized in house training modules based on a detailed TNA (Training Needs Assessment). Our professional team of impact assessors also plot expected ROI (Returns on Investment) resultant to the training interventions offered, on request.

Thus, we aim for our customized in house courses to focus on enhancing organisations' operational processes, employee skills, and revenue generation. These programs can be also being conducted at an external location to suit our clients' preference.

Some of the best customized in house training courses are: Admin Skills & Office Management, Customer Service, Finance & Accounting, HR Management & Development, Logistics & Supply Chain Management, Management & Leadership, Personal Development, Project Management, Public Relations, Communication & Writing Skills, Quality Management Skills, Sales & Marketing, Training & Development, Maintenance & Technical Management, Strategy & Strategic Planning, Project Management, Public Sector Management, Public Private Partnerships (PPP), Banking, Investment & Insurance, Accounting & Finance, Tax & Revenue, Economics, Audit, & Governance, Contract Management & Law, Procurement, Logistics & Supply Chain Management, National Security Management, Parliamentary Business, Media and Telecom, Data Management & Business Intelligence, Electrical Engineering, Mechanical Engineering, Agribusiness Sustainability, Health, Safety and Environment (HSE), Instrumentation & Process Control, Construction Management & Civil Engineering, Maintenance Engineering, Energy Project (Oil & Gas) Engineering

CETraC E-Learning

Center for Excellent Training & Consultancy (CETraC) creates on-going, interactive, virtual classroom training programs catering to the specific needs of organizations and individuals who choose this method of learning. Our unified goal while carrying out an E-learning program is to ensure that the design and development process is carried out effectively. It is our aim to offer simulated benefits of a physical training session to organizations through E-learning modules. Center for Excellent Training & Consultancy (CETraC) focuses on behavioural competency development and provides alternative solutions to Assess, Evaluate and Validate candidates with use of this technology.

The Need for E-learning in Global Markets

Industry leaders must see that the development of human resources is key to sustainable long-term growth of companies. Organizations must diversify their strategy for employee retention through innovative and creative means and meet the challenge of an organically evolving market. Prioritisation of capital expenditure for human capital development strategies such as E-learning, is instrumental in maximising employee performance in alignment with capital investment. Although the history of E-learning dates back to the 19th century, today – freshers and veterans alike, are free to utilise opportunities to maximise their industry knowledge and expand skill sets. The necessity for E-learning also arises from the need for standardization of training delivery, flexi-training availability, real- time access and personalised study. Benefits include business effectiveness in terms of decreased material costs, increased employee engagement, personalized learning and capacity building. A big win is the achievement of 'standardization'. You may have a great facilitator, but that's no guarantee that the courses will be presented with uniformity across sessions. E-learning will allow you to build a standardized process for consistency in the delivery of content. It will also standardize delivery time, which allows for workable scheduling of learning sessions in advance.

Further Benefits of E-learning

- **Knowledge Management:** E-learning is generally viewed in specific relation to particular courses. However, E-learning includes a diverse range of online technologies. Should some of the tools that allow collaboration and conversation be effectively incorporated, companies can capture organizational knowledge that is available for future learners.
- **Knowledge Sharing:** The foundation of a learning community is built on sharing information, knowledge and creating awareness around. Here is where incorporating a forum or wiki adds value to E-learning. Depending on how each course is structured, institutions can encourage sharing of resources and insight gained from the course.
- **E-learning at CETraC**
- In addition to the common needs and benefits of E-learning, our clients are offered differentiating advantages in the following elaborately explained ways:
- **Improved training costs:** Producing learning content to serve any kind of training methodology is time consuming. With our E-learning facility, each time a course is accessed, your return on investment improves because you are dividing the fixed production costs by number of uses. You also accumulate savings through decreased travel, reduced material, and with our E-follow-up program, assured improved (and more efficient) performance.
- **Proof of learning:** We uphold the value of applying an assessment practice to the learning process so we can analyse the *progress* you have made based on your *learning* goals. At the end of every E-Module, participants are able to confirm learning by answering a set of quick questions. The generated score will showcase feedback on the level of learning achieved.
- **Advanced and Up-to-date courses:** The web-design and content experts at ZOE ensure that all E-learning modules put up for client service are up-to-date and relevant to global market requirements. Courses in demand include modules on EI (*Emotional Intelligence*), Administrative Courses, Finance, Marketing and Sales, Communication and Writing Skills, Technology, Knowledge Management and more.
- **Training Needs Analysis (TNA) and Tailor-made Content:** Our experienced and resourceful team of training needs analysts offer professional services of Needs Intervention and Analysis by way of partnering with your management to identify the specific learning needs of employees, departments and teams. We then develop full-fledged E-learning modules using skeletal training designs approved by you to bridge knowledge gaps and supply necessary training to the specific employees surveyed.
- **Optimum Utilisation of Resources:** Since E-learning is not bound by geography or time, you can partner with us at Center for Excellent Training & Consultancy (CETraC) to

control your training impact on production by arranging to train people during outages, down times and non-working hours. We supply modules ahead of time to assist you in situations such as these. This way, there is no loss of productivity and your employees will continue to remain engaged and focused.

- **Interactive and Fun:** Our creative team at ZOE has combined E-learning courses with facilitated sessions to fill the void of human interaction. Live sessions consist of pre-recorded interactive case studies that help learners apply the information in the module more effectively.
- **Complete Un-restricted and Real-time Access:** The E-learning facility at Center for Excellent Training & Consultancy (CETraC) will allow ongoing and un-restricted access to our authorized content once purchased. A class in the real world will need a refresher, and one will have fall back on notes, guides etc. This is not the case with E-learning. Here, learners will continue to have access to our online content and resources to brush up on what they will have learned. Our modules also encourage exploration and testing of ideas. Learners are granted the freedom to fail without fear, learn and start over. Some of our E-learning modules can be accessed without an active connection to the Internet. For e.g. Learners can access content on a device out in the field and upload their results when back online.
- **Improved retention:** The combination of multimedia and instructional design can produce a very rich learning experience that is repeatable. At Center for Excellent Training & Consultancy (CETraC), we plug in relevant practice activities with feedback to establish a productive learning environment. We take great care to cater to the Auditory, Visual and Kinesthetic learner, a unique approach that assists course content retention in participants producing plausible results in their over-all productivity.

CETraC Executive Coaching

The Key Capabilities required to run a sustainable and productive Human Resource Development model are strategic, management and inter-personal skills. In order to build capacity for employers, employees and teams to exercise these skills, it is imperative that they are assisted by a well-constructed Executive Coaching Program. Executive Coaching is a critical area of growth for all organisations, one that is often deprioritized. Quite often, it is possible for executives to feel redundant in their role, or operational processes. Organisations might lack completion in their fulfilment of goals or require an appraised alignment of executive performance with the overall vision of the firm.

Center for Excellent Training & Consultancy (CETraC) offers clients world-wide, an exclusive range of Executive Coaching Programs, customised to meet their respective organisational needs. We also undertake real-time, on-on-one Executive Coaching assignments that allow an executive active involvement in identifying personal and organisational areas of concerns, without hampering their day-to-day responsibilities. Distinct from other forms of developmental workshops, our Executive Coaching programs use facilitation skills and tested support

mechanisms to mentor individuals and teams in a lasting and growth-oriented manner. Each program is tailor-made to suit the learning and developmental needs of the candidate enrolled. By actively following our professional guidance, executives have reached performance breakthroughs over the past decade.

The accomplished coaches at Center for Excellent Training & Consultancy (CETraC) have unmatched skill and several years of experience in the field of coaching. We at Center for Excellent Training & Consultancy (CETraC), recognise the uniqueness of individual growth requirements. Coaching does not follow a 'one-size-fits-all' philosophy, and hence Center for Excellent Training & Consultancy (CETraC) adopts a participant-specific approach to ensure that each team-member learns to make valuable contributions of talent and skill – aligned to the objectives of their organisation. Our training programs have assisted institutions in the government, financial and tertiary economic sectors of many countries to generate positive ROI (Returns On Investment) consistently.

Our Executive Coaching Programs uses the following frame-work:

- Needs Identification
- Evaluation and Feedback (Active Coaching)
- Individual and Group Development Plan
- Implementation and Follow-up

Individuals and teams attending our Executive Coaching Programs qualify for Internationally Acclaimed Certifications across diverse fields.

CETraC Talent Search

Center for Excellent Training & Consultancy (CETraC) offers a sustainable talent search solution with technical capacity to match Human Resource requirements world-wide – sizeably and deliver on consistently high standards. Owing to our strategic base in Ghana our team successfully connects both Africa, America, Asia, and Europe. We are currently in the massive pursuit to extend our professional reach to meet and manage talent requirements further across the globe.

Ghana, Africa and globally renowned for promising business ventures, attracts a host of large and small companies alike. Owing to our head-quarters in this vibrant Accra, Center for Excellent Training & Consultancy (CETraC) avails of several opportunities to meet the recruitment needs of such companies that demand high quality, professional staff.

Over the years our professionalism and effectiveness has proved time and again, that even with our roots in Ghana, we are a recruitment firm with verifiable international reputé. Our recruitment team, with over 15 years of experience in talent acquisition, fulfil client requirements ahead of timelines – everytime! Our consultants have gained a deep understanding of local as well as global job markets and take pride in leading the way in Human Resource – acquisition, utilisation, recruitment and retention strategy counselling.

Center for Excellent Training & Consultancy (CETraC) operates in a number of diverse sectors, market segments and have accumulated a colossal database. We are thus capacitated to assist

clients with a wide range of recruitment requirements. Our enthusiastic consultants will proactively work closely with you to make sure that we supply the best available candidates to match your specifications.

Our Recruitment Services Include

1. Screening CV's
2. Interviewing Candidates
3. Scheduling Interviews
4. Reference Checks
5. Follow-Ups and Co-ordination

CETraC Executive Support

Domestic Counselling

Domestic Counselling is a vital part of our Development Support vertical. Center for Excellent Training & Consultancy (CETraC) has affiliates world-wide that offer professional Counseling services. These services cater to and support Legal Aid and Counseling for The Delivery of Psycho-Social and Psycho-Educational Programming for the Prevention and Termination of Gender-Based Violence.

Our affiliates also outfit professional Counseling modules to prevent Sexual Assault, Domestic Violence, Dating Violence, and Stalking. These modules are run in centers that are legally enlisted as institutes harbouring potential offenders. Our partner institutes in the continents of Africa, Asia and the U.A.E design and run basic and advanced level Counseling programs for the victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Center for Excellent Training & Consultancy (CETraC) understands the need for culturally specific services for these victims and therefore employs its research team consisting of Professional Behavioural Therapists to strategize relevant and effective developmental programs to meet the needs of the specific cultures of those in need.

Our Open courses enlist Cognitive Behavioural Therapy (CBT) where interventions are designed and developed to treat violent behaviour. The target participant group are potential and / or existent domestic violence offenders. These interventions approach violence as a cultivated behaviour. According to a CBT model of psychology, nonviolence can also be learned by domestic violence reprobates.

For Offenders – Center for Excellent Training & Consultancy (CETraC) Counseling-based programs are designed with a supportive functionality to facilitate the modification of harmful behaviour by identifying the thought processes and beliefs that contribute to the offenders' actions and assisting their alteration.

For Victims – (Similarly), our programmes hand-hold victims of domestic violence suffering resultantly from low self-esteem depression, anger management issues, the need to dominate, emotional insecurity or dependence.

Through Counseling sessions and tailor-made programs, the mental pathways to violence, as well as the justifications for violent behaviour, are challenged. Physically abusive men and women are encouraged to think about and alter their perception of violence and examine the circumstances surrounding their violence.

While the safety of the therapy session encourages open communication, such communication can be dangerous in a violent relationship and subject the recipient to more violence, individual Counseling can help a victim of domestic abuse see the pattern of violence in the relationship and develop a safety plan.

It has been observed with substantial evidence that the most dangerous time period for a victim of domestic violence occurs when he or she attempts to leave the relationship. This is the one reason people often continue to suffer in violent relationships. The professional therapists working in affiliation with Center for Excellent Training & Consultancy (CETraC) also create safety plans for men and women leaving a violent relationship.

Our professional instructors attempt to disrupt the cognitive chain of events that leads to the offenders' conducting of violent acts of domestic abuse. By demonstrating how they practice violence as an anger outlet, to obtain co-operation from the victim, and to empower themselves with a sense of control, therapists encourage change in perpetrators' thoughts about violence while showing them cognitive behavioral techniques such as communication skills, nonviolent re-enforcement, social skills, and anger management techniques.

Center for Excellent Training & Consultancy (CETraC) support mechanisms and models include domestic counselling and treatment for domestic violence by addressing the *emotions* underlying the violent behaviours observed and reported, as well as the perpetrator's *attitudes* towards their victims including women and children.

Educational Support

Center for Excellent Training & Consultancy (CETraC) partners with government and non-government institutions that provide certifications and qualifications from recognized and accredited bodies such as IPMP, CIAMC, CIPS, IHRME, Microsoft, GIPS, CISCM and CILT. Our functions are spread across various regions in the continents of Asia, Africa and the Middle East.

Center for Excellent Training & Consultancy (CETraC) is an approved training provider by Institute of Project Management Professionals Ghana (IPMP)

A basic and firm educational foundation plays a critical and lasting role in shaping the future of our global society in the fields of arts, business, community service, health, technology, and skilled trades. Center for Excellent Training & Consultancy (CETraC) supportive functions and initiatives are aligned with the normative instruments of the United Nations and UNESCO. These strategies are laid down to ensure fulfilment of the international legal obligations towards the right to education. Center for Excellent Training & Consultancy (CETraC) takes a firm stand on the side of imparting this basic right.

Our Goals:

- To identify and make concrete enterprising, socially just, evidence-based strategies supporting the right to education;
- To support credible organisations and institutions with well-capacitated management capable of putting these strategies in play;
- To support social advocacy of the right to education and create well-defined processes that hold education actors accountable;
- To organise calibrations among education actors (especially with differing views) such as NGOs, unions, international groups, government ministries, private education providers and enable informed and result-oriented debates; and
- To support and nurture education reform and highlight best practice examples globally in the education field

Center for Excellent Training & Consultancy (CETraC) provides educational support directly in the form of Corporate Executive Courses like Corporate Education, Business Transformation, Capacity Building, Corporate Learning and E-Learning, Human Resource Development, Change Management, Learning and Development Strategy, Change Management, Talent Development and more. Our focus is always to align participant learning with institutional objectives. Center for Excellent Training & Consultancy (CETraC) Executive Education Courses are trusted by organizations around the world.

Life Skills

Life skills have been defined by the World Health Organisation (WHO) as “abilities for adaptive and positive behaviour that enable individuals to deal effectively with the demands and challenges of everyday life”.

As an effective medium to cope with the fast-paced world of today, effective Life-skills Workshops and Life-Skills Developmental Programs like Stress and Time Management, Organisational Skills, Administrative Efficiency and Personal Management are in high demand world-wide.

Life skills are notably different from physical or motor skills like practical or health skills, livelihood skills, money management and entrepreneurial skills. These category of skills however, are proved to be complementary to each other.

Life-skills include psycho-social skills that produce valued behaviour. These include reflective skills like problem-solving and critical thinking, personal skills such as identifying with oneself and increasing self-awareness to interpersonal skills (dialogue and communication, team building, working effectively in groups).

The ability to apply life skills is show-cased in individual qualities of a high self-esteem, positive sociability and tolerance in society. These innate and/or developed skills are essential in order for

one to become competent in building and managing 'Change' (Developmental, Transitional, Transformational). Individuals who have well-furnished life-skills have been observed to have exercised their will in active and critical decision making in a recommendable manner.

Center for Excellent Training & Consultancy (CETraC) offers a variety of courses centred upon enhancing life-skills in individuals belonging to different organisations, regions and societies. CETraC's objective of rendering training programs that facilitate Community Capacity Building and Life-skills is aligned with the long-term vision of Community Enhancement that Center for Excellent Training & Consultancy (CETraC) upholds.

Center for Excellent Training & Consultancy (CETraC) and its partners across Africa, Asia and U.A.E. offer all training courses recommended by WHO including – Decision making, Problem solving, Creative thinking, Lateral thinking, Critical thinking/Perspicacity, Effective communication, Interpersonal relationships, Self-awareness/Mindfulness and Assertiveness.

Women Empowerment

Sustainable development is achievable only when every member of society is granted the opportunity to make a visible contribution – intellectually and physically. Many countries unfortunately, still do not witness real life application of gender equality and uniform treatment of all. In several regions of the world, women are found battling for equality and question the extent to which promised reforms have been implemented. While in some countries, women are being identified as 'drivers of the economy', in others, they are deprived of basic rights – to nourishment, healthcare, education, vote and work.

We at Center for Excellent Training & Consultancy (CETraC) aim to progressively innovate new strategies to enable Women Empowerment especially in Ghana, Africa, and the world at large. We have partnered with associations like the **IPMP WIP** (Women in Project) in Ghana and work other such affiliates around the globe in our women **development support** endeavours. Inspired by the likes of the CWRA (Center for Women and Returning Adults), Women's Aid-UK and WINS (Women in Need Society), it is our aim to support personal assist functions like counselling, helplines services, social services and academic scholarship programs for women and teenage girls.

Center for Excellent Training & Consultancy (CETraC) affiliates utilise our professional services in learning and development for women by pre-scheduling programs through our **Open Courses** in **Anger Management, Communication Skills, Administration Skills, Domestic Finance Management** and more.

We regard our development support programs for women as extremely vital to our own growth as a successful *Global Solutions Institution* and adopt an approach of progressive growth in the area of opportunities for women. We find that there will be no immediate end for community support that Center for Excellent Training & Consultancy (CETraC) can offer. Hence, it is our constant mission to create more opportunities to deliver women developmental programs world-wide, increase our **social welfare networking** and enhance the capacity of our task-force. Our **social welfare networking program** allows you to **become a volunteer** in regions

(preferably in and around your area of residence and work/study) that run developmental camps supported by our teams.

Our strategies focus at achieving the following objectives:

- A measurable increase in women's economic well-being, safety and security.
- Create a generation of women with entrepreneurial skills, assist funding for start-up capital for women to sustain earning opportunities.
- Provide training on law, educational and economic policies to women.
- Advocate the use of research papers, initiate engagements with governments and forums to ensure women's rights are factored into economic policy issues.
- Facilitate the creation of a stronger position for women to advocate for their human rights and political participation
- Ensure that women have access to improved economic opportunities through business interventions in supply chains and economic development programmes

We find, through our research and examination in the area of **women empowerment**, that it is central to improve global knowledge on how to deliver results for women and girls through economic development interventions. Our success is measured by the increase of visibility of women's work in the education sector and market supply chains. Center for Excellent Training & Consultancy (CETraC) purposes to improve global knowledge on women's economic contribution through each of its **development support programs**.

Youth Advocacy

Center for Excellent Training & Consultancy (CETraC) regards Youth Advocacy to be a mission based on human rights principles, striving towards the well-being of young people. The principles of this framework attempt to prevent juvenile crime and create opportunities for young people world-wide, to take individual responsibility in managing personal and socially-affecting issues. The overall purpose of this youth advocacy development support training course is to empower young people in their everyday lives. Youth Advocacy aims to supply adequate support to youth in all areas that affect them – be it education, housing, employment, health, social security, recreation or human relationships. Herein, a young person gains insights into the mature world of decision making and exercising right judgement. The results of purposeful Youth Advocacy include increase in the proper understanding of legal process, government functions, political awareness and social responsibilities.

Assisted by this framework, the youth access their ability to make clear choices about issues that affect their everyday life. The youth are able to utilise social systems to develop a real sense of self-worth. Thus, they find that they are in more accomplished positions of responsibility, and are further equipped to respond to the complex demands of society. Within the functions of Youth Advocacy, there exists opportunities for employers to utilise young people across all social levels.

The goal is to empower young people through their own actions in situations that affect them. Youth Advocacy becomes a working dimension of the principles of human rights in practice. Center for Excellent Training & Consultancy (CETraC) has extended its services to partners spread across Ghana, Africa and the World at large in order to advocate youth upliftment. These partner

institutes include the Young Crew (YC) of Institute of Project Management Professionals. The IPMP Young Crew in their Advocacy 2018 Project Management Conference took effective and lasting steps to minimise if not negate youth problems. The council organised for meetings on the issue with the National Unity Government to increase participation of CSO and youth representatives from various provinces in Ghana. The YC is a global organisation that protects the youth and the most vulnerable sections of society from violence and oppression irrespective of their gender, community, caste, race, and ethnicity.

The services that are provided by our affiliates are in collaboration with the local norms and legal and cultural guidelines of the province/country in which they are established. These services include and are not restricted to free legal aid, youth support and family support assistance, career counselling and employment services to young people. The age group that we cater to by means of our youth outreach is generally – 10 to 18 years.

Our partner associations assist young people with – Legal Cases (including being charged with breaking the law or child protection related cases), problems at home or school, lack of accommodation and/or income, being the victim of a crime (including abuse), being a victim of racial/gender discrimination.

Our agencies prioritise those who are involved in, or are at risk of involvement in physical and/or drug/substance abuse, and/or are homeless or at risk of homelessness. Initiatives are being undertaken for provision of support to those under 10 and over 18 years of age as well via telephone, website and publications.

CETraC Capacity Building

Training Delivery & Management

The process of training (as formulated by ATD) can be classified into the five phases of Needs Analysis, Design, Development (Delivery and Management), Implementation and Evaluation. Center for Excellent Training & Consultancy (CETraC) organises end-to-end Training for organisations to meet the needs of its clients. Delivery & Management is vital to this process. The certified experts at Center for Excellent Training & Consultancy (CETraC) regard the application of learning from class-room and outdoor training as an essential result of the Delivery & Management phase.

Development Support

While our executive learning programs and courses cater to the needs of professional organizations and individuals seeking capacity building, financial and intellectual growth – our teams have identified several mission areas worldwide where our resources can be utilised to catalyse development in regions facing paucity.

CETraC believes in the need for a healthier and more enabled environment for humanity to thrive. Our team recognizes the need to work towards the socioeconomic development of many countries in the world. We have foot-soldiers in more than 20 less-developed regions who are striving consistently to improve the quality of life in these areas.

CETraC has partnered with associations and institutions across many countries to reach out to indigenous circles there-in, capacitated in professional development support training program or services including educational empowerment strategizing, socio-economic and political awareness programs and community development support. Our partner association in Ghana called Institute of Project Management Professionals (IPMP) is an exemplar of community-oriented services rendered in this category.

We find that there will be no immediate end for community support that organizations such as ours can offer. Hence, it is our constant endeavour to create more opportunities to deliver development support training program world-wide, increase our social welfare networking and enhance the capacity of our task-force. Our social welfare networking program allows you to become a volunteer in regions (preferably in and around your area of residence and work/study) that run developmental camps supported by our teams.

Participating in community service not only makes a difference to the organization and people being served, but also makes a difference to every volunteer's career prospects. Participating in community service activities helps to enhance delegates' resumes by allowing them to obtain work-related skills prior to graduation, builds good references for employers in regards to community involvement, and prepares a base to network with future potential employers. It also offers individuals develop civic and social responsibility skills and become more aware of what their community needs.

We find that community development volunteering has life enhancing and lasting benefits. To list a few,

- Engaging in community service allows volunteers the opportunity to become active members of community and has a lasting, positive impact on society holistically.

- The developmental work a volunteer engages in gives them a unique experience in that particular field, increasing their opportunities largely of professional practicing the learnt skill in the future. (For e.g. small and large group facilitation, audio-visual support, team-briefing, organising and classifying data, administration skills, report-writing, planning and strategizing etc.)
- Community developmental support increases overall life satisfaction and helps one feel good about oneself simply because by offering professional services to another, we are lifting them to a whole new level of thought and ability. Our volunteers have reported decreases stress and depression as a result of their participation in developmental support.
- Volunteering engages people with the community, creates special bonds with the population being served, and increases social awareness and responsibility.
- Volunteering assists individuals enhance their personal knowledge and cognitive skills, grow from new experiences, and develop better interpersonal communication skills.

Impact Assessment

Impact Assessment (IA) is a process of evaluating the likely impacts of a proposed project or development, taking into account process and people, revenue and cultural impacts, both beneficial and adverse. We apply IA strategies especially while undertaking Community Development Programmes in partnership with NGOs, governments and welfare institutions across the globe.

By an on-going creation of Impact Assessment – strategy and techniques, CETraC has made delayed reactions a thing of the past. By resorting to proven methodologies of detailed Impact Analysis, organisations can now immediately see short and long term benefits of training programs, flaws in processes and alter or create effective action plans for the future.

Our Impact Assessment entails the following process:

- Working closely with our clients to determine which projects or training programs need a full or partial impact assessment study.
- Identifying which potential impacts are relevant to assess (based on process requirements, company law and role and responsibilities of employees undergoing training).
- Identifying alternative solutions that avoid, mitigate or compensate adverse impacts on business as a result of projects involving Change Management.
- Decision-making on whether to go with-ahead the project or not, and under what conditions
- Monitoring whether the predicted impacts and proposed mitigation measures occur as pre-defined.
- Ensure unpredicted impacts (behavioural/attitude indifference, attrition etc.) or failed mitigation is identified and addressed in a timely fashion with professional assistance.

The factors determining the results for Impact Assessment are Implementation of the Program (Input Indicators) and Effect of the Program (Outcome Indicators). The Outcome Indicators are evaluated on the basis of individual and team Productivity Data Analysis and ROI measurements.

Training Needs Assessment

CETraC upholds the globally recognised regard for adequate and thorough market research preceding any design and development of training interventions and programs. Each offering enlisted in our Open Courses are carefully structured and developed on the basis of on-going subject-related analysis.

CETraC's team of professionals use various tools and techniques to assess and analyse knowledge gaps and skill development opportunities in organisations. Our Capacity Building programs use all information gathered to create effective training programs. The approach adequately focuses on minimising or removing all identified inhibitions that prevent growth and development. Our TNA can be conducted from a standard(general) and/or specific view-point, depending on our clients' preferences.

For e.g. the need for training on a new IT (Information Technology) feature can be a result of a general (TNA) tool – say a 'survey' conducted by our team of experts. Now, you might find the need for implementation of this new IT process and related knowledge applicable to your employee functioning as much as other organisations do. Thus, a market-wide (standard/general) TNA conducted by us here, has served your purpose of identifying the objective and scope / type of course that you will have us conduct for your employees.

Alternatively, we offer assistance in identifying Training Needs whereby our team of TNA experts will partner with the Development Teams in your organisation to closely analyse gaps and areas requiring immediate or post-dated training interventions. This is done by employing successful, pre-tested and internationally accredited survey mechanisms. Employee and Organisation specific needs are then established and a Customised In-house Training or Outbound Course is constructed, delivered and managed by our professional team of experienced facilitators.

CETraC Tailor-Made or Customised In-House Training

Our uniquely designed courses present a culmination of up-to-date knowledge that our facilitators supply; skillfully combined with the unmatched ability to help participants learn and apply all the information related to the course conducted. We offer customised training solutions on the request of organisations who are keen to enhance a learning gap they may have already identified.

Our team of professional's work in close proximity with clients to design and develop training modules that focus on bettering the organisations' operational processes and revenue generation. These programs can be conducted in-house, or at an external location to suit our clients' preference.

Along with providing training services of our own, our mentors offer to assist client in-house trainers in facilitation techniques, overcoming obstacles and overall training management. This allows our clients to maintain the standard of follow-up to ensure that all training objectives are met and consistently refreshed to produce desired results in performance.

CETraC Tailor-Made/In-House Training Programmes

GENDER EMPOWERMENT TRAINING COURSE

GENDER EMPOWERMENT TRAINING COURSE				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Gender Development		4 weeks	8000.00	5000.00
GD01	Gender Analysis & Planning Development	5 days	2000.00	1250.00
GD02	Gender Issues for Sustainable Development	5 days	2000.00	1250.00
GD03	Gender Issues in Management	5 days	2000.00	1250.00
GD04	Gender Training on HIV/AIDS	5 days	2000.00	1250.00
Mini-MBA in Gender & Diversity in Management		4 weeks	7000.00	4800.00
GDM01	Gender and Participatory Management	5 days	1750.00	1200.00
GDM02	Mainstreaming Gender in Water Management	5 days	1750.00	1200.00
GDM03	Gender and Development Action	5 days	1750.00	1200.00
GDM04	Gender and Diversity in Management	5 days	1750.00	1200.00

Mini-MBA in Women Empowerment		4 weeks	9000.00	5700.00
GRHA01	Gender and Reproductive Health & Advocacy	5 days	2250.00	1425.00
GRHA02	Gender and Women Empowerment	5 days	2250.00	1425.00
GRHA03	Women in Sustainable Rural Development	5 days	2250.00	1425.00
GRHA04	Gender Training on HIV/AIDS	5 days	2250.00	1425.00

PROJECT, & FACILITY MANAGEMENT TRAINING COURSE

PROJECT & PROJECT FINANCING TRAINING COURSE				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER COURSE	
			GHANAIAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Project Financial Engineering		4 weeks	8700.00	5570.00
PFE01	Introduction to Project Financing	5 days	2175.00	1392.50
PFE02	Qualitative Risk Identification, Analysis & Mitigation	5 days	2175.00	1392.50
PFE03	Project Finance Time-Line & Project Finance Security –Taking	5 days	2175.00	1392.50
PFE04	Quantitative Risk Analysis & Debt Sizing/Structuring	5 days	2175.00	1392.50
Mini-MBA in Oil, Gas & Mining Project Financing		4 weeks	9300.00	6523.00
OGM01	Energy (Oil & Gas) and Sustainability	5 days	2325.00	1630.75
OGM02	Project Finance & Project Financial Modelling	5 days	2325.00	1630.75
OGM03	Public Private Partnership & Private Finance Initiative Project Finance	5 days	2325.00	1630.75
OGM04	Oil & Gas/Mining Project	5 days	2325.00	1630.75
Mini-MBA in Conventional & Renewable Power Project Financing		4 weeks	9500.00	6892.00
CRP01	Renewable Energy Storage	5 days	2375.00	1723.00

CRP02	Renewable Energy Project Finance	5 days	2375.00	1723.00
CRP43	Energy Regulation & Policies	5 days	2375.00	1723.00
CRP04	Public Private Partnership & Private Finance Initiative Project Finance	5 days	2375.00	1723.00
Mini-MBA in Infrastructure Project Finance		4 weeks	8123.00	5792.00
IPM01	Documenting Ideal Project Appraisal & Development	5 days	2030.75	1448.00
IPF02	Financing Infrastructure Project	5 days	2030.75	1448.00
IPF03	Public Private Partnership & Private Finance Initiative Project Finance	5 days	2030.75	1448.00
IPF04	Project Finance Time-Line & Project Finance Security –Taking	5 days	2030.75	1448.00
Mini-MBA in Project Development Planning		4 weeks	5000.00	6300.00
PDP01	Monitoring & Evaluation of Projects	5 days	1250.00	1575.00
PDP02	Project Appraisal & Development	5 days	1250.00	1575.00
PDP03	Project Contracts & Consortium Management	5 days	1250.00	1575.00
PDP04	Project Planning & Scheduling Analysis	5 days	1250.00	1575.00
Mini-MBA in Project Outsourcing Management		4 weeks	4700.00	6100.00
POM01	Project Proposal Writing & Fundraising	5 days	1175.00	1525.00
PMO02	Project Procurement Management	5 days	1175.00	1525.00
PMO03	Monitoring & Evaluation of Performance Management Strategy	5 days	1175.00	1525.00
PMO04	Outsourcing for Project	5 days	1175.00	1525.00
Mini-MBA in Management & Control of Donor Funded Projects		4 weeks	5500.00	6700.00

DFP01	Financial Reporting & Auditing of Projects	5 days	1375.00	1675.00
DFP02	Management & Control of Donor Funded Projects	5 days	1375.00	1675.00
DFP03	Cost Analysis & Project Evaluation of Donor Funded Projects	5 days	1375.00	1675.00
DFP04	Estimating Project Time & Cost of Donor Funded Projects	5 days	1375.00	1675.00
Mini-MBA in Facility Management Engineering		4 weeks	5000.00	6300.00
FME01	Facility Management Law	5 days	1250.00	1575.00
FME02	Business Continuity & Transport Policies	5 days	1250.00	1575.00
FME03	Facility IT & Security Management	5 days	1250.00	1575.00
FME04	Facility Design, Planning, Maintenance & Repair	5 days	1250.00	1575.00
Mini-MBA in Facility Finance Engineering		4 weeks	5210.00	6523.00
FFM01	Financial Reporting & Auditing of Projects	5 days	1302.50	1630.75
FFM02	Portfolio Design and Investment Analysis	5 days	1302.50	1630.75
FFM03	Facility Finance & Risk Management	5 days	1302.50	1630.75
FFM04	Cost Analysis & Project Evaluation	5 days	1302.50	1630.75
Mini-MBA in Project Engineering Management		4 weeks	4250.00	5598.00
PFM01	Project Engineering Management		1062.50	1399.50
PFM02	Project Risk and Technology Evaluation		1062.50	1399.50
PFM03	Managing Project Lean & Six Sigma		1062.50	1399.50
PFM04	Project Risk and Technology Evaluation		1062.50	1399.50
		4 weeks	4257.00	5588.00

Mini-MBA in Project Leadership Management				
PLM01	Project Quality Planning & Analysis	5 days	1064.25	1397.00
PLM02	Organization Strategy & Project Selection	5 days	1064.25	1397.00
PLM03	Project Leadership Management	5 days	1064.25	1397.00
PLM04	Managing Project Risk	5 days	1064.25	1397.00
Mini-MBA in Educational Project		4 weeks	4000.00	5000.00
EP01	Investigation & Prevention of Corruption in Projects	5 days	1000.00	1250.00
EP02	Management & Control of Donor Funded Projects	5 days	1000.00	1250.00
EP03	Monitoring & Evaluation of Educational Projects	5 days	1000.00	1250.00
EP04	Project Quality Planning & Analysis	5 days	1000.00	1250.00

AGRICULTURE & ENVIRONMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Rural Agriculture Development		4 weeks	5798.00	6534.00
RAD01	Agricultural Project Analysis Management	5 days	1449.50	1633.50
RAD02	Climate Change & International Cooperation			
RAD03	Desertification & Rural Agriculture Development	5 days	1449.50	1633.50
RAD04	Forest Sustainability & Land Use	5 days	1449.50	1633.50
Mini-MBA in Environmental Management		4 weeks	5351.00	6418.00
EM01	Ecosystem & Biodiversity Management	5 days	1337.75	1604.50
EM02	Environmental Auditing & Impact Assessment	5 days	1337.75	1604.50

EM03	Environmental Management, Accounting & Audit	5 days	1337.75	1604.50
EM04	Coastal & Marine Environmental Pollution Prevention	5 days	1337.75	1604.50
Mini-MBA in Natural Resource Management		4 weeks	5467.00	6739.00
NRM01	Climate Change & International Cooperation	5 days	1366.75	1684.75
NRM02	Conservation & Natural Resources Management	5 days	1366.75	1684.75
NRM03	Crops & Invasive Plants Management	5 days	1366.75	1684.75
NRM04	Management of Extension Services	5 days	1366.75	1684.75
Mini-MBA in Drought & Food Security		4 weeks	5134.00	6243.00
DFS01	Drought & Food Security Management	5 days	1283.50	1560.75
DFS02	Forest Sustainability & Land Use	5 days	1283.50	1560.75
DFS03	Coastal & Marine Environmental Pollution Prevention	5 days	1283.50	1560.75
DFS03	Crops & Invasive Plants Management	5 days	1283.50	1560.75

ENERGY & HYDROPOWER TRAINING COURSES

ENERGY & HYDROPOWER TRAINING COURSES				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Electrical Power System Analysis		4 weeks	6728.00	8798.00
EPS01	Electrical Power System Engineering	4 days	1345.60	1759.60
EPS02	Power System Blackouts and Restoration	4 days	1345.60	1759.60
EPS03	Electric Power System Planning and Reliability Calculation	4 days	1345.60	1759.60
EPS04	Electrical Power System Protection and Switchgear	4 days	1345.60	1759.60

EPS05	Electric Power Transmission and Distribution Management	4 days	1345.60	1759.60
Mini-MBA in Energy Efficiency Conservation & Public Policy		4 weeks	6893.00	8982.00
ECP01	Energy Efficiency & Conservation Restructuring & Challenges	4 days	1378.60	1796.40
ECP02	Energy Efficiency & Conservation Policy	4 days	1378.60	1796.40
ECP03	Priority Area & Sectoral Policy Statement	4 days	1378.60	1796.40
ECP04	Industrial Energy Efficiency & Conservation Policy	4 days	1378.60	1796.40
ECP05	Energy Conservation Plan Development	4 days	1378.60	1796.40
Mini-MBA in Energy Planning & Data Collection		4 weeks	6999.00	8919.00
EPD01	Energy Planning, Assessment & Reporting	4 days	1749.75	2229.75
EPD02	Assessing the State of the Environment	4 days	1749.75	2229.75
EPD03	Assessing Environmental Policy	4 days	1749.75	2229.75
EPD04	Energy Data Collection & Analysis	4 days	1749.75	2229.75
EPD05	Recommendations for Assessing the future	4 days	1749.75	2229.75
Mini-MBA in Energy Project & Environmental Impact Assessment (EIA)		4 weeks	6725.00	8891.00
EIA01	Energy Projects & Environment Impact	4 days	1345.00	1778.20
EIA02	Environmental Appraisal Procedure & Impact Analysis (EIA)	4 days	1345.00	1778.20
EIA03	Environmental Impact Analysis (EIA) Structure	4 days	1345.00	1778.20
EIA04	Environmental Impact Assessment Process	4 days	1345.00	1778.20
EIA05	Recommendations for Advancement of EIA	4 days	1345.00	1778.20

Mini-MBA in Hydro Power Planning		4 weeks	6728.00	8798.00
HPP01	Planning of Hydropower	4 days	1345.60	1759.60
HPP02	Planning and Design of Hydroelectric Power Plants	4 days	1345.60	1759.60
HPP03	Small Hydropower Development	4 days	1345.60	1759.60
HPP04	Hydropower Water Conduit Design	4 days	1345.60	1759.60
HPP05	Design of Hydropower Schemes	4 days	1345.60	1759.60
Mini-MBA in Power System Engineering		4 weeks	6893.00	8982.00
PSE01	Power System Dynamics, Control and Monitoring	4 days	1378.60	1796.40
PSE02	High Power Multilevel Converters	4 days	1378.60	1796.40
PSE03	Power Electronics	4 days	1378.60	1796.40
PSE04	Power Quality Improvement Technique	4 days	1378.60	1796.40
PSE05	Industrial Energy Efficiency & Conservation Policy	4 days	1378.60	1796.40
Mini-MBA in Oil & Gas Legal, Regulatory Framework		4 weeks	6463.00	8982.00
LRF01	Industry Knowledge and Awareness	4 days	1292.60	1796.40
LRF02	Compliance in Practice & Key Issues	4 days	1292.60	1796.40
LRF03	Legislation of Relevance to the Compliance Function	4 days	1292.60	1796.40
LRF04	Permit to Work System Procedure in Oil and Gas Industry	4 days	1292.60	1796.40
LRF05	Energy Economics and Policy	4 days	1292.60	1796.40
Mini-MBA in Petroleum Licensing & Negotiation		4 weeks	6653.00	8997.00
PLN01	Global Upstream Oil and Gas Operations	4 days	1330.60	1799.40
PLN02	Global Downstream Oil and Gas Operations	4 days	1330.60	1799.40

PLN03	Upstream & Downstream sector Regulation	4 days	1330.60	1799.40
PLN04	Understanding Risk, Statutory, Legal and Regulatory Compliance	4 days	1330.60	1799.40
PLN05	Legal, & Regulatory Environment, Regulators and their Power	4 days	1330.60	1799.40
Mini-MBA in Energy Framework Standards		4 weeks	6781.00	8152.00
EFS01	Petroleum & Energy Law	4 days	1356.20	1630.40
EFS02	Energy Contract & Economics	4 days	1356.20	1630.40
EFS03	Energy Revenue Management	4 days	1356.20	1630.40
EFS04	Strategic Marketing of Energy Resource	4 days	1356.20	1630.40
EFS05	Permit to Work System Procedure in Oil and Gas Industry	4 days	1356.20	1630.40
Mini-MBA in Energy Environmental Management, Accounting & Audit		4 weeks	6983.00	8909.00
EMA01	Environmental Auditing & Impact Assessment	4 days	1396.60	1781.80
EMA02	Environmental Management, Accounting & Audit	4 days	1396.60	1781.80
EMA03	Design & Management of Irrigation Programmes	4 days	1396.60	1781.80
EMA04	Drought Management for Public Water Bodies	4 days	1396.60	1781.80
EMA05	Oil Spill Clean-up Methods, Response and Models (Supervisory Level)	4 days	1396.60	1781.80
Mini-MBA in Energy Environmental Management		4 weeks	6666.00	8899.00
EEM01	Global Environmental Issues	4 days	1333.20	1779.80
EEM02	Environmental Planning & Implementation	4 days	1333.20	1779.80
EEM03	Environmental Management Systems	4 days	1333.20	1779.80
EEM04	Environmental Law & Policy	4 days	1333.20	1779.80
EEM05	Environmental Management, Accounting & Audit	4 days	1333.20	1779.80

PETROLEUM (OIL & GAS) ENGINEERING TRAINING COURSES

ENROLLMENT (OIL & GAS) ENGINEERING TRAINING COURSES				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Maritime Engineering		4 weeks	6000.00	8789.00
ME01	Marine Loading Arm, Terminal Operating and Management System	4 days	1200.00	1757.80
ME02	Marine Accident and Incident Investigation and Reporting	4 days	1200.00	1757.80
ME03	ILO Maritime Labour Convention (MLC), Regulations, Compliance and Seafarers Employment Agreement	4 days	1200.00	1757.80
ME04	Oil and Gas Marine Tank Terminal & Jetty Operations	4 days	1200.00	1757.80
ME05	Oil Spill Response, Management and Safety (On Scene Commander Level)	4 days	1200.00	1757.80
Mini-MBA in Oil and Gas Industry Risk Assessment		4 weeks	6100.00	8599.00
IRA01	Oil Spill Clean-up Methods, Response and Models (Supervisory Level)	4 days	1220.00	1719.80
IRA02	Permit to Work System Procedure in Oil and Gas Industry	4 days	1220.00	1719.80
IRA03	Oil and Gas Industry Risk Assessment, Accident and Incident Investigation Program	4 days	1220.00	1719.80
IRA04	Safety Maintenance of LPG Tanker and Jetty Operations	4 days	1220.00	1719.80
IRA05	Vetting Inspection for Oil Tankers, Ships, Vessels & Offshore Marine Units	4 days	1220.00	1719.80
Mini MBA in Oil and Gas Management		4 weeks	6543.00	8999.00
OGM01	Energy Economics and Policy Masterclass	4 days	1308.60	1799.80
OGM02	Petroleum Economics, Project Evaluation, Risk and Decision Analysis Masterclass	4 days	1308.60	1799.80
OGM03	International Oil and Gas Business Management	4 days	1308.60	1799.80

OGM04	Global Upstream Oil and Gas Operations Certification	4 days	1308.60	1799.80
OGM05	Global Downstream Oil and Gas Operations Certification	4 days	1308.60	1799.80
Mini-MBA in Oil & Gas Exploration and Production (E&P)		4 weeks	6000.00	8789.00
OGP01	Fundamentals of Exploration and Production (E&P) of Oil and Gas	4 days	1200.00	1757.80
OGP02	Petroleum Refining Engineering: Process, Production Planning, Scheduling, Yield Optimisation and Economics	4 days	1200.00	1757.80
OGP03	FPSO Vessel, Ship & Tanker: Design, Engineering and Operators in Oil and Gas	4 days	1200.00	1757.80
OGP04	Oil and Gas Value Chain – Upstream, Midstream and Downstream	4 days	1200.00	1757.80
OGP05	Liquefied Natural Gas (LNG) Value Chain	4 days	1200.00	1757.80
Mini-MBA in Liquefied Natural Gas (LNG)		4 weeks	6666.00	8899.00
LNG01	LNG Plant Operator Certification	4 days	1333.20	1779.80
LNG02	LNG Terminal and Terminal Process Operations	4 days	1333.20	1779.80
LNG03	Global LNG Production, Markets, Demand, Prices, Technology and Economics	4 days	1333.20	1779.80
LNG04	LNG Plant and Terminal Operations	4 days	1333.20	1779.80
LNG05	LNG Plant Safety	4 days	1333.20	1779.80
Mini-MBA in LNG Fleet and Transportation Management		4 weeks	6463.00	8982.00
FTM01	LNG Fleet and Transportation Management – Liquefied Natural Gas Carrier, Vessel, Tanker, Ship & Bunkering Facilities	4 days	1292.60	1796.40
FTM02	LPG Terminal Design and Plant Operations Safety	4 days	1292.60	1796.40
FTM03	LNG Industry: Gas Production, Plant Process and Engineering	4 days	1292.60	1796.40

FTM04	Offshore Oil and Gas Engineering	4 days	1292.60	1796.40
FTM05	Oil and Gas Industry Overview	4 days	1292.60	1796.40
Mini-MBA in Petroleum Geology & Geoscience Engineering		4 weeks	6128.00	7817.00
PGE01	Offshore Oil Rig Training	4 days	1225.60	1563.40
PGE02	Petroleum Geology and Petroleum Geoscience	4 days	1225.60	1563.40
PGE03	Petroleum Engineering: Applied Drilling and Reservoir Management	4 days	1225.60	1563.40
PGE04	Petroleum Exploration and Energy Production Process and Technology	4 days	1225.60	1563.40
PGE05	Crude Oil Trading Analyst (Sampling, Testing and Evaluation)	4 days	1225.60	1563.40
Mini-MBA in Petroleum Engineering		4 weeks	6000.00	8789.00
PE01	Petroleum Contracts and Economics	4 days	1200.00	1757.80
PE02	Petroleum Engineering Principles, Calculations and Workflows	4 days	1200.00	1757.80
PE03	Petroleum Production Engineering	4 days	1200.00	1757.80
PE04	Petroleum Exploration, Extraction & Transport	4 days	1200.00	1757.80
PE05	Health, Safety & Maintenance in Petroleum Industry	4 days	1200.00	1757.80
Mini-MBA in Petrochemical Engineering		4 weeks	6543.00	8999.00
PCE01	Digital Transformation in Downstream Oil and Gas	4 days	1308.60	1799.80
PCE02	Petrochemical Engineering: Principles, Calculations and Workflows	4 days	1308.60	1799.80
PCE03	Advanced Reservoir Evaluation, Management and Engineering	4 days	1308.60	1799.80
PCE04	Practical Petroleum Geochemistry & Geology for Exploration, Drilling and Production	4 days	1308.60	1799.80
PCE05	Crude Oil and Chemical Tanker Familiarization & Cargo Operations	4 days	1308.60	1799.80

Mini-MBA in Oil and Gas Operational Safety		4 weeks	6463.00	8982.00
GPS01	Oil and Gas Operational Safety Principles	4 days	1292.60	1796.40
GPS02	Advanced Casing and Tubing Design Calculations	4 days	1292.60	1796.40
GPS03	Oil and Gas Drilling Technology, Tools, Methods and Process	4 days	1292.60	1796.40
GPS04	Advanced Well Integrity Management System	4 days	1292.60	1796.40
GPS05	Fundamentals of Well Log Interpretation Analysis and Formation Evaluation	4 days	1292.60	1796.40
GPS06	Biostratigraphy and Sequence Stratigraphy in Oil and Petroleum Exploration	4 days	1292.60	1796.40
Mini-MBA in Oil Refinery Operations		4 weeks	6000.00	8789.00
ORO01	Asset Integrity Management in Oil and Gas	4 days	1200.00	1757.80
ORO02	Oil and Gas Surface Production Operations Facilities	4 days	1200.00	1757.80
ORO03	Clean Fuel Project, Standard and Technology	4 days	1200.00	1757.80
ORO04	Refinery Operations: Principles, Calculations and Workflows	4 days	1200.00	1757.80
ORO05	Coring and Conventional Core Analysis Best Practices	4 days	1200.00	1757.80
Mini-MBA in Crude Oil Refined Products Trading		4 weeks	6100.00	8599.00
COR01	Oil Well Plug and Abandonment (P&A) Engineering, Procedures, Guidelines and Management	4 days	1220.00	1719.80
COR02	Oil Well Cementing Calculations, Process, Equipment and Technologies	4 days	1220.00	1719.80
COR03	Crude Oil Refined Products Trading, Market, Sales and Risk Management	4 days	1220.00	1719.80
COR04	Crude Oil Treatment Plant and Process Certification	4 days	1220.00	1719.80

COR05	Decommissioning an Oil Tank, Wells and Offshore Platforms	4 days	1220.00	1719.80
Mini-MBA in Enhanced Oil Recovery (EOR)		4 weeks	6160.00	8789.00
EOR01	Best Practices in Petroleum Storage Depot Operations	4 days	1232.00	1757.80
EOR02	Principles, Calculations and Workflows of Enhanced Oil Recovery (EOR)	4 days	1232.00	1757.80
EOR03	FLNG Plant, Vessel, Ship and Stock	4 days	1232.00	1757.80
EOR04	Deepwater Drilling Riser and Flowline Engineering Certification	4 days	1232.00	1757.80
EOR05	Fundamentals of Gas Chromatography Instrumentation and Application	4 days	1232.00	1757.80
Mini-MBA in Gas Conditioning and Processing		4 weeks	6098.00	8974.00
GCP01	Gas Conditioning and Processing Principles	4 days	1219.60	1794.80
GCP02	Energy Market Analysis, Deregulation, Price, Intelligence and Liberalisation	4 days	1219.60	1794.80
GCP03	Hot Tapping Gas Pipeline and Plugging Procedure in Petroleum Industry	4 days	1219.60	1794.80
GPC04	Oil and Gas Fiscal Flow Metering System and Standards	4 days	1219.60	1794.80
GCP05	Deepwater Drilling Riser and Flowline Engineering Certification	4 days	1219.60	1794.80
Mini-MBA in Hydrotreating and Hydrocracking Petroleum		4 weeks	6715.00	8819.00
HHP01	Hydrotreating and Hydrocracking Petroleum Refining Process	4 days	1343.00	1,763.80
HHP02	Hydrocarbon Exploration and Production Process & Techniques	4 days	1343.00	1,763.80
HHP03	Integrated Field Development Planning	4 days	1343.00	1,763.80

HHP04	International Oil and Gas Supply, Transportation, Regulations, Logistics and Storage	4 days	1343.00	1,763.80
HHP05	Global Petroleum Business Management, Trading and Marketing	4 days	1343.00	1,763.80
Mini MBA in Energy Management		4 weeks	6160.00	8789.00
EM01	Commercial Energy Management	4 days	1232.00	1757.80
EM02	Oil, Gas and Petrochemicals Management	4 days	1232.00	1757.80
EM03	Offshore Gas Field Development Planning Program	4 days	1232.00	1757.80
EM04	Energy Management & Economics	4 days	1232.00	1757.80
EM95	Oil and Gas Legal Regulatory Framework and Standards	4 days	1232.00	1757.80
Mini MBA in Petrochemicals Industry Dynamics		4 weeks	6463.00	8982.00
PID01	Fundamentals and Dynamics of Petrochemicals Industry	4 days	1292.60	1796.40
PID02	Fundamentals and Dynamics of the LNG Industry	4 days	1292.60	1796.40
PID03	Offshore Petroleum Engineering	4 days	1292.60	1796.40
PID04	Offshore Structures Design, Construction and Maintenance	4 days	1292.60	1796.40
PID05	Oil and Gas Field Operations, Supply and Safety	4 days	1292.60	1796.40
Mini-MBA in Oil Refinery & Petrochemical		4 weeks	6983.00	8909.00
ORP01	Oil and Gas Field and Platform Supervisory Program	4 days	1396.60	1781.80
ORP02	Oil & Gas Marine Terminals: Operation, Management and Safety in accordance with International Standards	4 days	1396.60	1781.80
ORP03	Oil Refinery & Petrochemical Industry Wastewater Treatment Plant, Process, Stages, Methods and Technology	4 days	1396.60	1781.80

ORP04	Crude Oil Refinery Plant Cost Estimation and Management	4 days	1396.60	1781.80
ORP05	Oil and Gas Wellheads and Christmas Trees	4 days	1396.60	1781.80
Mini-MBA in Petroleum Geology for Non-Geologists		4 weeks	6715.00	8819.00
PGN01	Petroleum Geology for Non-Geologists: Principles, Calculations and Workflows	4 days	1343.00	1763.80
PGN02	Petroleum Refining & Petrochemicals for Nontechnical Personnel	4 days	1343.00	1763.80
PGN03	Petroleum Pump System and Refinery Plant Operator	4 days	1343.00	1763.80
PGN04	Certified Oil and Gas Production Operator	4 days	1343.00	1763.80
PGN05	Petrophysical Properties, Modeling, Journal, Analysis of Well Logs and Interpretation	4 days	1343.00	1763.80
Mini-MBA in Oil & Gas Refinery Process Yield		4 weeks	6463.00	8982.00
GRP01	Refinery Process Yield Optimization	4 days	1292.60	1796.40
GRP02	PVT (Pressure-Volume-Temperature) Properties Analysis of Gas Reservoir Fluids	4 days	1292.60	1796.40
GRP03	Plant Shutdown Turnaround and Outages (STO) Management and Best Practices	4 days	1292.60	1796.40
GRP04	Seismic Interpretation & Basin Analysis, Principles and Applications in Rift Basin	4 days	1292.60	1796.40
GRP05	International Gas Business Management	4 days	1292.60	1796.40
Mini-MBA in Petroleum Simultaneous Operations		4 weeks	6981.00	8716.00
PSO01	SIMOPS (Simultaneous Operations) Procedure in Oil and Gas Safety, Hazards and Risk Assessment at Onshore and Offshore	4 days	1396.20	1743.20

PSO02	Oil and Gas SIPROD (Simultaneous Drilling and Production) for Offshore Facilities	4 days	1396.20	1743.20
PSO03	Oil Well Stimulation Techniques, Methods and Vessel Specification	4 days	1396.20	1743.20
PSO05	Stratigraphy Sequence: Principles, Geological Correlation and Seismic Stratigraphy Analysis	4 days	1396.20	1743.20
PSO05	Directional Drilling	4 days	1396.20	1743.20
Min-MBA in Subsea and Pipeline Engineering		4 weeks	6625.00	8661.00
SPE01	Stuck Pipe Prevention, Fishing in Drilling – Tools and Operation	4 days	1325.00	1732.20
SPE02	Well Control	4 days	1325.00	1732.20
SPE03	Subsea and Pipeline Engineering: Principles, Calculations & Workflows	4 days	1325.00	1732.20
SPE04	Subsurface Production Engineering and Artificial Lift System	4 days	1325.00	1732.20
SPE05	International Gas Business Management	4 days	1325.00	1732.20
Mini-MBA in Petrochemical Industries Olefins & Polyolefins		4 weeks	6111.00	8872.00
PIO01	Dynamics of Olefins and Polyolefins Business for Petrochemical Industries	4 days	1222.20	1,774.40
PIO02	Waterflooding in Oil and Gas	4 days	1222.20	1,774.40
PIO03	Well, Reservoir and Facility Management – Process, Practice and Impact	4 days	1222.20	1,774.40
PIO04	Offshore Structures Design, Construction and Maintenance	4 days	1222.20	1,774.40
PIO05	Oil and Gas Field Operations, Supply and Safety	4 days	1222.20	1,774.40

HUMAN RESOURCES MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
		4 weeks	4000.00	5000.00

Mini-MBA in Human Resource Management				
HRM01	Human Resource and Staff Training	5 days	1000.00	1250.00
HRM02	Strategic & Policy Development			
HRM03	Workplace Management & Recruitment	5 days	1000.00	1250.00
HRM04	Computerized Human Resource Management	5 days	1000.00	1250.00
Mini-MBA in Human Resource and Performance Management		4 weeks	4000.00	5000.00
RPM01	Human Resource Management and Payroll Administration	5 days	1000.00	1250.00
RPM02	Computerized Human Resource Management	5 days	1000.00	1250.00
RPM03	Developing Effective Performance Indicators	5 days	1000.00	1250.00
RPM04	Organisational Needs Assessment Programme	5 days	1000.00	1250.00
Mini-MBA in Training Needs Analysis		4 weeks	4000.00	5000.00
TNA01	Training Needs Analysis (TNA) Course	5 days	1000.00	1250.00
TNA02	Employee Engagement Training Course	5 days	1000.00	1250.00
TNA03	Certificate in HR Policies and Procedures Course	5 days	1000.00	1250.00
TNA04	Human Resource Administration	5 days	1000.00	1250.00
Mini-MBA in Public Sector Human Resource Training		4 weeks	4000.00	5000.00
HRT01	Human Resource Analytics	5 days	1000.00	1250.00
HRT02	Human Resource Leadership Development	5 days	1000.00	1250.00
HRT03	Strategic Workforce Planning	5 days	1000.00	1250.00
HRT04	Human Resource Development and Training	5 days	1000.00	1250.00

ECONOMICS & GOVERNANCE TRAINING COURSES

ECONOMICS & GOVERNANCE TRAINING COURSES				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Governance & Organisational Development		4 weeks	8000.00	5000.00
GOD01	Governance Issues in Finance Accounting	5 days	2000.00	1250.00
GOD02	Government & Anti-Corruption in Project Design	5 days	2000.00	1250.00
GOD03	Management for Local Government (District & Municipalities)	5 days	2000.00	1250.00
GOD04	Revenue Generation for Local Government	5 days	2000.00	1250.00
Mini-MBA in NGO Development		4 weeks	7000.00	4800.00
NGO01	Finance for non-profits	5 days	1750.00	1200.00
NGO02	Administration and Fundraising Systems	5 days	1750.00	1200.00
NGO03	Communication and Leading Change	5 days	1750.00	1200.00
NGO04	Strategy and Leading Organizations	5 days	1750.00	1200.00
Mini-MBA in Governance Auditing		4 weeks	9000.00	5700.00
GA01	Fraud Management	5 days	2250.00	1425.00
GA02	Forensic, Auditing and Investigation	5 days	2250.00	1425.00
GA03	Fraud Detection, Analysis and Prevention	5 days	2250.00	1425.00
GA04	Government & Anti-Corruption in Project Design	5 days	2250.00	1425.00
Mini-MBA in Economics Governance		4 weeks	8700.00	5570.00
EG01	Management of Domestic Debt	5 days	2175.00	1392.50

EG02	Revenue Generation for Local Government	5 days	2175.00	1392.50
EG03	Asset & Liability Management	5 days	2175.00	1392.50
EG04	National Population Statistics & Management Development	5 days	2175.00	1392.50

HEALTH & PHARMACEUTICAL TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Family Planning & Reproductive Health		4 weeks	5134.00	6243.00
PRH01	Communicable Diseases & Control	5 days	1283.50	1560.75
PRH02	Community Health & Primary Health Care	5 days	1283.50	1560.75
PRH03	Family Planning & Reproductive Health	5 days	1283.50	1560.75
PRH04	Health Care Financing	5 days	1283.50	1560.75
Mini-MBA in Public Health Administration		4 weeks	5467.00	6739.00
PHA01	Health Promotion	5 days	1366.75	1684.75
PHA02	Health Needs Assessment and Priority Setting	5 days	1366.75	1684.75
PHA03	Epidemiology	5 days	1366.75	1684.75
PHA04	Advanced Practice in Healthcare	5 days	1366.75	1684.75
Mini-MBA in Communicable Diseases		4 weeks	5351.00	6418.00
CD01	Epidemiology and Control of Infectious Diseases	5 days	1337.75	1604.50
CD02	Tuberculosis & Malaria	5 days	1337.75	1604.50
CD03	Public Health Surveillance	5 days	1337.75	1604.50
CD04	Vaccine-Preventable Diseases and Immunization	5 days	1337.75	1604.50

Mini-MBA in Infectious Diseases and Infection Control		4 weeks	6111.00	8872.00
IDI01	Infection Control Basics	4 days	1222.20	1,774.40
IDI02	Influenza: Symptoms, Treatment, and Prevention	4 days	1222.20	1,774.40
IDI03	Pneumonia in Adults and Children	4 days	1222.20	1,774.40
IDI04	Tuberculosis & ABCs of Hepatitis	4 days	1222.20	1,774.40
IDI05	HIV/AIDS Education for Healthcare Professionals	4 days	1222.20	1,774.40
Mini-MBA in Health Information Systems		4 weeks	5798.00	6534.00
HIS01	Health Care Financing	5 days	1449.50	1633.50
HIS02	Health Communication	5 days	1449.50	1633.50
HIS03	Management Research for Health Care Professionals	5 days	1449.50	1633.50
HIS04	Health Information Management & Systems	5 days	1449.50	1633.50
Mini-MBA in Health Administration		4 weeks	4000.00	5000.00
HA01	District Health Management	5 days	1000.00	1250.00
HA02	Education & Training for Health Professionals	5 days	1000.00	1250.00
HA03	Health Management and Administration	5 days	1000.00	1250.00
HA04	Health Sector Management	5 days	1000.00	1250.00
Mini-MBA in Pharmaceutical Administration		4 weeks	4257.00	5588.00
	Social and public policy	5 days	1064.25	1397.00
PA01	Pharmaco-economic evaluations	5 days	1064.25	1397.00

PA02	Patient-reported health outcomes	5 days	1064.25	1397.00
PA03	Business administration	5 days	1064.25	1397.00
PA04	Industrial pharmacy	5 days	1064.25	1397.00
Mini-MBA in HIV/AIDS Management		4 weeks	4250.00	5598.00
HIV01	Palliative Care Management of HIV/AIDS	5 days	1062.50	1399.50
HIV02	Population, Poverty and Human Development	5 days	1062.50	1399.50
HIV03	HIV/AIDS Management	5 days	1062.50	1399.50
HIV04	Counseling and Social Work	5 days	1062.50	1399.50
Mini-MBA in Health, Safety & Maintenance		4 weeks	5210.00	6523.00
HSM01	OSHA Law and Regulations	5 days	1302.50	1630.75
HSM02	Solid & Hazardous Waste Management	5 days	1302.50	1630.75
HSM03	Quality Planning and Analysis	5 days	1302.50	1630.75
HSM04	Health, Safety & Maintenance in Petroleum Industry	5 days	1302.50	1630.75
Mini-MBA in Disaster and Emergency Management		4 weeks	5000.00	6300.00
DEM01	Disaster and Emergency Management	5 days	1250.00	1575.00
DEM02	Applied Safety Management	5 days	1250.00	1575.00
DEM03	International Environmental Policy	5 days	1250.00	1575.00
DEM04	Quality Planning and Analysis	5 days	1250.00	1575.00

PROCUREMENT, LOGISTICS, & SUPPLY CHAIN MANAGEMENT TRAINING COURSES

PROCUREMENT, LOGISTICS, & SUPPLY CHAIN MANAGEMENT TRAINING COURSES				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Procurement Management		4 weeks	5798.00	6534.00
PM01	Goods & Equipment Procurement	5 days	1449.50	1633.50
PM02	Procurement, Finance & Administration Management	5 days	1449.50	1633.50
PM03	Procurement Negotiation	5 days	1449.50	1633.50
PM04	Contracting & Management of Individual Contractors	5 days	1449.50	1633.50
Mini-MBA in Logistics & Transport		4 weeks	5351.00	6418.00
LT01	Transport & Logistics Management	5 days	1337.75	1604.50
LT02	Logistics, Materials & Procurement Management	5 days	1337.75	1604.50
LT03	Logistics & INCOTERMS 2010	5 days	1337.75	1604.50
LT04	Distribution & Warehouse Management	5 days	1337.75	1604.50
Mini-MBA in Warehouse Management		4 weeks	5467.00	6739.00
WM01	Inventory & Materials Management	5 days	1366.75	1684.75
WM02	Contract and Supplier Relations Management	5 days	1366.75	1684.75
WM03	Management of Stores & Inventory	5 days	1366.75	1684.75
WM04	Strategic & Innovative Stores Management	5 days	1366.75	1684.75
Mini-MBA in Supply Chain Management		4 weeks	5134.00	6243.00
SCM01	Supply Chain Management in Public Procurement	5 days	1283.50	1560.75

SCM02	Supply Chain Management in Humanitarian Organisations	5 days	1283.50	1560.75
SCM03	Distribution & Warehouse Management	5 days	1283.50	1560.75
SCM04	Inventory & Materials Management	5 days	1283.50	1560.75
Mini-MBA in Public Sector Procurement		4 weeks	4000.00	5000.00
PSP01	Procurement Process and Procedures	5 days	1000.00	1250.00
PSP02	Procurement Negotiation	5 days	1000.00	1250.00
PSP03	Government Procurement Capacity Development	5 days	1000.00	1250.00
PSP04	Strategic Public Procurement	5 days	1000.00	1250.00
Mini-MBA in Procurement Contract Management		4 weeks	4257.00	5588.00
PCM01	Country Procurement System	5 days	1064.25	1397.00
PCM02	Commercial Law & Project Procurement	5 days	1064.25	1397.00
PCM03	International Public Procurement – IPP	5 days	1064.25	1397.00
PCM04	Anti-Corruption and Ethics in Procurement	5 days	1064.25	1397.00
Mini-MBA in Development Partners Procurement		4 weeks	4250.00	5598.00
DPP01	Sustainable Public Procurement	5 days	1062.50	1399.50
DPP02	Procurement for World Bank Funded Projects	5 days	1062.50	1399.50
DPP03	World Bank Procurement Planning	5 days	1062.50	1399.50
DPP04	Engineering Procurement Construction	5 days	1062.50	1399.50
Mini-MBA in Electronic Public Procurement		4 weeks	5210.00	6523.00

EPP01	Design and Application of Evaluation Criteria	5 days	1302.50	1630.75
EPP02	Basics of Public Procurement	5 days	1302.50	1630.75
EPP03	Public Procurement Contracting cycle	5 days	1302.50	1630.75
EPP04	Electronic Government Procurement (e-GP)	5 days	1302.50	1630.75
Mini-MBA in Public Procurement Contract Administration		4 weeks	5000.00	6300.00
PCA01	International Best Practices in Public Procurement	5 days	1250.00	1575.00
PCA02	Portfolio Management and Procurement Issues	5 days	1250.00	1575.00
PCA03	Contract Administration and Management	5 days	1250.00	1575.00
PCA04	Design and Application of Evaluation Criteria	5 days	1250.00	1575.00

PARLIAMENTARY BUSINESS, MANAGEMENT & ADMINISTRATION TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Executive Secretaries & Administration		4 weeks	6463.00	8982.00
ESA01	Parliamentary Administration	4 days	1292.60	1796.40
ESA02	Advanced Skills for Executive Secretaries	4 days	1292.60	1796.40
ESA03	Public Administration & Compliance Management	4 days	1292.60	1796.40
ESA04	Writing Skills for Public Relations & Handling Media Interview	4 days	1292.60	1796.40
ESA05	Advanced Planning & Strategic Management	4 days	1292.60	1796.40
Mini-MBA in Non-Governmental Organization Leadership		4 weeks	6543.00	8999.00
NOL01	Advanced Planning & Strategic Management	4 days	1308.60	1799.80
NOL02	NGO Leadership & Management	4 days	1308.60	1799.80

NOL03	Corporate Intelligence Management	4 days	1308.60	1799.80
NOL04	Strategic Leadership & Modern Management	4 days	1308.60	1799.80
NOL05	Transparency, Participation and Outreach	4 days	1308.60	1799.80
Mini-MBA in Parliamentary Administration		4 weeks	6463.00	8982.00
PAL01	Legislation & Stages of Bill through Parliament	4 days	1292.60	1796.40
PAL02	Structure and Core Functions of Parliament	4 days	1292.60	1796.40
PAL03	Scheduling Parliamentary Business	4 days	1292.60	1796.40
PAL04	Support Services in Parliaments	4 days	1292.60	1796.40
PAL05	Public Administration & Compliance Management	4 days	1292.60	1796.40
Mini-MBA in Parliamentary Leadership		4 weeks	6000.00	8789.00
PL01	Transparency, Participation and Outreach	4 days	1200.00	1757.80
PL02	Parliamentary Debates & Court	4 days	1200.00	1757.80
PL03	Public Administration & Compliance Management	4 days	1200.00	1757.80
PL04	Parliamentary Scrutiny	4 days	1200.00	1757.80
PL05	Parliamentary Committees Organization	4 days	1200.00	1757.80
Mini-MBA in Parliamentary Committees		4 weeks	6100.00	8599.00
PC01	Parliamentary Committees Organization	4 days	1220.00	1719.80
PC02	Setting up and conducting an inquiry	4 days	1220.00	1719.80
PC03	Legislative Committees	4 days	1220.00	1719.80
PC04	Criticisms & Impact of Parliamentary Committees	4 days	1220.00	1719.80
PC05	Parliamentary Debates & Court	4 days	1220.00	1719.80

Parliament, Governance & Policy		4 weeks	6160.00	8789.00
PGP01	Work and Structure of Parliaments	4 days	1232.00	1757.80
PGP02	Governance Regulation, Auditing and Accountability	4 days	1232.00	1757.80
PGP03	Policy Design, Evaluation, Review and Continuous Improvement	4 days	1232.00	1757.80
PGP04	Public Relations & Information Security Management	4 days	1232.00	1757.80
PGP05	Parliamentary Debates & Court	4 days	1232.00	1757.80
Mini-MBA in Public Administration		4 weeks	6098.00	8974.00
PAM01	Public Administration & Compliance Management	4 days	1219.60	1794.80
PAM02	Writing Skills for Public Relations & Handling Media Interview	4 days	1219.60	1794.80
PAM03	Public Relations & Marketing Management Course	4 days	1219.60	1794.80
PAM04	Public Relations & Information Security Management	4 days	1219.60	1794.80
PAM05	Strategic Leadership & Modern Management	4 days	1219.60	1794.80

PENSION & RETIREMENT MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Pension Administration & Regulation		4 weeks	5798.00	6534.00
PAR01	Pension Law and Regulations	5 days	1449.50	1633.50
PAR02	Pension Design Options	5 days	1449.50	1633.50
PAR03	Member records management	5 days	1449.50	1633.50
PAR04	Retirement Benefits and Taxation	5 days	1449.50	1633.50

Mini-MBA in Trust Secretary		4 weeks	5351.00	6418.00
TS01	Pension Law and Regulations	5 days	1337.75	1604.50
TS02	Scheme Governance	5 days	1337.75	1604.50
TS03	Concept of Scheme strategic management	5 days	1337.75	1604.50
TS04	Scheme Policy formulations	5 days	1337.75	1604.50
Mini-MBA in Pension Fund Investment		4 weeks	5467.00	6739.00
PFI01	Financial Markets Regulations	5 days	1366.75	1684.75
PFI02	Capital Markets Theory and Investments	5 days	1366.75	1684.75
PFI03	Portfolio Management	5 days	1366.75	1684.75
PFI04	Valuation of Securities	5 days	1366.75	1684.75
Mini-MBA in Custodial of Pension Assets		4 weeks	5134.00	6243.00
CPA01	Laws relating to Securities Operations	5 days	1283.50	1560.75
CPA02	Operational risk management	5 days	1283.50	1560.75
CPA03	Corporate actions and settlements	5 days	1283.50	1560.75
CPA04	Asset reconciliation and reporting	5 days	1283.50	1560.75
Mini-MBA in Pension Audits & Accounting		4 weeks	4000.00	5000.00
PAA01	Principles and Standards of Accounting and Auditing	5 days	1000.00	1250.00
PAA02	Investment Transactions and Reconciliations	5 days	1000.00	1250.00
PAA03	Scheme Accounting & Auditing Procedures	5 days	1000.00	1250.00
PAA04	Risk and Internal Controls in Audit & Accounting	5 days	1000.00	1250.00

Mini-MBA in Pension Scheme Governance		4 weeks	4257.00	5588.00
PSG01	Pension Law and Regulations	5 days	1064.25	1397.00
PSG02	Concept of Scheme Strategic Management	5 days	1064.25	1397.00
PSG03	Scheme Auditing & Accounting Procedures	5 days	1064.25	1397.00
PSG04	Scheme Auditing & Accounting Procedures	5 days	1064.25	1397.00
PSG05	Retirement Benefits and Taxation	5 days	1064.25	1397.00

FINANCE, BANKING, & AUDITING TRAINING COURSES

FINANCE, BANKING, & AUDITING TRAINING COURSES				
CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
Mini-MBA in Financial Management for NGOs		4 weeks	5798.00	6534.00
FMN01	Fundamentals of Financial Management	5 days	1449.50	1633.50
FMN02	Financial Management in NGOs	5 days	1449.50	1633.50
FMN03	Finance for Non-Financial Managers	5 days	1449.50	1633.50
FMN03	Financial Accounting Framework for NGOs	5 days	1449.50	1633.50
Mini-MBA in Auditing & Compliance		4 weeks	5351.00	6418.00
AC01	Fraud Examination & Forensics Account	5 days	1337.75	1604.50
AC02	Operating and Compliance Auditing	5 days	1337.75	1604.50
AC03	Auditing Assets and Liabilities	5 days	1337.75	1604.50
AC04	Audit & Control of Public Finances	5 days	1337.75	1604.50
Mini-MBA in Public Sector Financial Management		4 weeks	5467.00	6739.00

PSF01	Economics for Policy, Planning and Development	5 days	1366.75	1684.75
PSF02	Public Financial Management and Budgeting	5 days	1366.75	1684.75
PSF03	Local Economic Development: Theory and Finance	5 days	1366.75	1684.75
PSF04	Financial Administration in Local Government	5 days	1366.75	1684.75
Mini-MBA in Public Sector Financial Administration		4 weeks	5134.00	6243.00
PSA01	Financial Management for Public and Nonprofit Organizations	5 days	1283.50	1560.75
PSA02	Capital Financing and Budgeting	5 days	1283.50	1560.75
PSA03	Budgeting in Public Service Organizations	5 days	1283.50	1560.75
PSA04	Public Investment Analysis	5 days	1283.50	1560.75
Mini-MBA in Financial Analysis		4 weeks	4000.00	5000.00
FA01	Asset & Portfolio Management	5 days	1000.00	1250.00
FA02	Financial Management Planning	5 days	1000.00	1250.00
FA03	Applied Financial Engineering	5 days	1000.00	1250.00
FA04	Financial Analysis	5 days	1000.00	1250.00
Mini-MBA in Financial Investment		4 weeks	4257.00	5588.00
FI01	Applied Financial Engineering	5 days	1064.25	1397.00
FI02	Financial Management	5 days	1064.25	1397.00
FI03	Portfolio Design and Investment Analysis	5 days	1064.25	1397.00
FI04	Financial Analysis	5 days	1064.25	1397.00
Mini-MBA in Project Financing		4 weeks	5798.00	6534.00

PF01	Accounting for Micro-Finance Institutions & Projects	5 days	1449.50	1633.50
PF02	Facility Finance & Risk Management	5 days	1449.50	1633.50
PF03	Project Cost & Budgetary Control	5 days	1449.50	1633.50
PF04	Financial Management & Disbursement	5 days	1449.50	1633.50
Mini-MBA in Financing Accounting		4 weeks	6098.00	8974.00
FA01	Financial Reporting for Governments	4 days	1219.60	1794.80
FA02	Financial Analysis	4 days	1219.60	1794.80
FA03	International Accounting Standards (IFRS, IAS, IPSAS)	4 days	1219.60	1794.80
FA04	International Monetary & Financial Theory	4 days	1219.60	1794.80
FA05	Payroll Accounting Management	4 days	1219.60	1794.80

CETraC Out-Bound Training

Many organisations prefer a change of scene/location for their employees to undergo experiential learning by means of innovative and thought-provoking activities that cannot be conducted within the limited area of the classroom. Our Out-bound Training Programs have assisted clients create break-throughs in their thought processes like never before.

Especially useful for leadership teams and groups in need of motivation, our Out-bound Training Modules designed and delivered by extremely motivated and experienced training professionals, bring out the best in every participant.

CETraC Out-Bound Training Benefits

Center for Excellent Training and Consultancy Services received the following benefits as part of the training packages:

- Over 150 satisfied clients.
- Experience of delivering thousands of training hours.
- We assess needs and offer need based solutions.
- Fully customized solution as per your requirement.
- Team of over 40 Highly experienced training specialist.
- Bespoke In-company training.
- Highly Interactive and engaging programs.
- Individual coaching and development action plan.
- Follow up and on-going engagement program for application of learning.
- International certifications.
- Practical field visit and education tours.
- Free tablet will be provided as a learning tool containing all training modules.
- Delegates are provided with complimentary city tour or another leisure activity of their choice.

CETraC Out-Bound Training Programs

Center for Excellent Training and Consultancy out-bound training programmes includes the following courses:

OFFICE ADMINISTRATION TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
ADM13	Electronic Records, Document, Archives and Information Management Training Course	2 weeks	3000.00	4000.00
ADM09	Highly Productive and Effective Office Administrator Course	2 weeks	3000.00	4000.00
ADM10	Travel Management Training Course	2 weeks	3000.00	4000.00
ADM23	Electronic Document Management System (EDMS) Training	2 weeks	3000.00	4000.00
ADM12	Document Control Training Certification Course	2 weeks	3000.00	4000.00
ADM08	Executive Assistant and Personal Assistant (PA) Training Certification Course	2 weeks	3000.00	4000.00
ADM11	Certificate in Records Management and Records Retention Training Course	2 weeks	3000.00	4000.00
ADM16	Office Administration Training Certification Course	2 weeks	3000.00	4000.00
ADM14	Administration and Office Management Program	2 weeks	3000.00	4000.00
ADM15	Office Manager Training Certification Program	2 weeks	3000.00	4000.00
ADM19	Administrative Assistant Training Certification Course	2 weeks	3000.00	4000.00
ADM17	Certificate Course in Front Office Management	2 weeks	3000.00	4000.00
ADM18	Certified Administrative Professional	2 weeks	3000.00	4000.00
ADM20	Receptionist Training Course	2 weeks	3000.00	4000.00
ADM04	Administration Skills Training Course	2 weeks	3000.00	4000.00
ADM21	Office Assistant Training Course	2 weeks	3000.00	4000.00
ADM22	Executive Secretary Skills Training Course	2 weeks	3000.00	4000.00
ADM01	Office Administration and Management Course	2 weeks	3000.00	4000.00
ADM03	Executive Secretarial Training Course	2 weeks	3000.00	4000.00

ADM05	High Efficiency Office Management Training Course	2 weeks	3000.00	4000.00
ADM23	Electronic Document Management System (EDMS) Training	2 weeks	3000.00	4000.00
ADM06	Certificate in Office Management Skills Training Course	2 weeks	3000.00	4000.00

COMMUNICATION AND WRITING SKILLS TRAINING COURSE

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER COURSE	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
CWS01	Active Listening Skills Training Course	2 weeks	2500.00	3700.00
CWS02	Advanced Business Writing Skills Training Course	2 weeks	2500.00	3700.00
CWS03	Advanced Communication Skills Training Course	2 weeks	2500.00	3700.00
CWS07	Report Writing Training Course	2 weeks	2500.00	3700.00
CWS04	Professional Business Writing Skills Training Course	2 weeks	2500.00	3700.00
CWS05	Effective Communication Skills Training Course	2 weeks	2500.00	3700.00
CWS06	Public Speaking and Presentation Skills Training Course	2 weeks	2500.00	3700.00
CWS08	Corporate Communication Training Course	2 weeks	2500.00	3700.00
CWS09	Business Communication Skills Training Course	2 weeks	2500.00	3700.00
CWS10	Assertive Communication Skills Training	2 weeks	2500.00	3700.00

ECONOMICS, AUDIT, & GOVERNANCE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
EAG15	Corporate Governance Training Certification for Board Members & Directors	3 weeks	3500.00	5000.00
EAG17	Compliance Investigation and Enforcement	3 weeks	3500.00	5000.00
EAG04	Corporate Compliance, Audit, Monitoring and Risk Management	3 weeks	3500.00	5000.00
EAG01	Certified Compliance Officer	3 weeks	3500.00	5000.00
EAG07	Fraud Investigator Certification	3 weeks	3500.00	5000.00
EAG06	Fraud Detection, Investigation Audit and Corrective Action in Government Accounting	3 weeks	3500.00	5000.00
EAG02	Financial Crime, Fraud Risk Management and Prevention of Economic Crime	3 weeks	3500.00	5000.00
EAG03	Anti-Corruption and Anti Bribery Compliance Certification	3 weeks	3500.00	5000.00
EAG05	Audit Interview Techniques and Best Practices	3 weeks	3500.00	5000.00
EAG09	Certificate in Regulatory Compliance Management	3 weeks	3500.00	5000.00
EAG08	Specialist in Counter Fraud, Internal Control and Fraud Prevention	3 weeks	3500.00	5000.00
EAG10	Masterclass in Internal Control	3 weeks	3500.00	5000.00
EAG12	Certified Internal Auditor (CIA) Course	3 weeks	3500.00	5000.00
EAG11	Handling Investigations by Registrar of Companies	3 weeks	3500.00	5000.00
EAG13	Internal Audit Standards, Scope and Reporting Certification	3 weeks	3500.00	5000.00
EAG14	Corporate Governance Code, Principles, Models, Policies and Best Practices	3 weeks	3500.00	5000.00
EAG15	Corporate Governance Training Certification for Board Members & Directors	3 weeks	3500.00	5000.00
EAG16	Certificate in Legal and Compliance Management	3 weeks	3500.00	5000.00
EAG19	Anti-Money Laundering (AML) Compliance Team Certification Training Course – Level II	3 weeks	3500.00	5000.00

EAG20	Anti-Money Laundering (AML) Certification Training Course for Board of Directors & Senior Management – Level III	3 weeks	3500.00	5000.00
-------	--	---------	---------	---------

CONTRACT ADMINISTRATION, MANAGEMENT & LAW TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
CAML01	Advanced Contract Management Course	3 weeks	4000.00	5000.00
CAML05	Contract Management Certification Program	3 weeks	4000.00	5000.00
CAML02	Commercial and Business Contract Drafting Course	3 weeks	4000.00	5000.00
CAML12	Contract Law and Management Certification Program	3 weeks	4000.00	5000.00
CAML08	Procurement and Contract Management Certification Course	3 weeks	4000.00	5000.00
CAML07	Construction Contract Administration Course	3 weeks	4000.00	5000.00
CAML20	Certification in Oil and Gas Law	3 weeks	4000.00	5000.00
CAML09	Contract Specialist Certification	3 weeks	4000.00	5000.00
CAML10	Government Contracting Course	3 weeks	4000.00	5000.00
CAML15	Legal Contract Training Course	3 weeks	4000.00	5000.00
CAML19	Oil and Gas Contract Management Course	3 weeks	4000.00	5000.00
CAML22	Service Level Agreements (SLA)	3 weeks	4000.00	5000.00
CAML21	Project Contract Management Training	3 weeks	4000.00	5000.00
CAML35	Energy Contracts Practical Guide	3 weeks	4000.00	5000.00
CAML25	Courtroom Skills, Procedures and Expert Witness Training	3 weeks	4000.00	5000.00
CAML32	Contractor Management in Maintenance and Technical Projects	3 weeks	4000.00	5000.00
CAML37	Upstream Oil and Gas Contracts	3 weeks	4000.00	5000.00
CAML24	FIDIC Contracts Course	3 weeks	4000.00	5000.00
CAML23	Tendering and Contracts Course	3 weeks	4000.00	5000.00

CAML26	International Arbitration, Mediation and Dispute Resolution	3 weeks	4000.00	5000.00
CAML27	Quasi-Judicial Powers and Proceeding Process	3 weeks	4000.00	5000.00
CAML28	International Corporate and Commercial Law Course	3 weeks	4000.00	5000.00
CAML29	International Sales Contracts	3 weeks	4000.00	5000.00
CAML30	Business and Commercial Contract Law Course	3 weeks	4000.00	5000.00
CAML31	Downstream Regulation	3 weeks	4000.00	5000.00
CAML34	Power Purchase Agreement (PPA)	3 weeks	4000.00	5000.00
CAML33	Joint Venture Agreement for the Oil and Gas Industry	3 weeks	4000.00	5000.00
CAML36	Unitization in Oil and Gas Sector	3 weeks	4000.00	5000.00
CAML35	Energy Contracts Practical Guide	3 weeks	4000.00	5000.00

CUSTOMER SERVICE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
CSC19	Customer Service Training for Government Employees	2 weeks	3000.00	2500.00
CSC04	Customer Centricity Training Program	2 weeks	3000.00	2500.00
CSC02	Customer Experience Management Certification Training Course	2 weeks	3000.00	2500.00
CSC08	Dealing with Difficult Customers Training Course	2 weeks	3000.00	2500.00
CSC10	Customer Service Excellence Training Course	2 weeks	3000.00	2500.00
CSC11	Basic Customer Service Training	2 weeks	3000.00	2500.00
CSC12	Retail Customer Service Skills Training Program	2 weeks	3000.00	2500.00
CSC14	Taking Ownership and Accountability Training Course	2 weeks	3000.00	2500.00
CSC16	Customer Service Manager Training Course	2 weeks	3000.00	2500.00
CSC07	Certified Customer Service Professional Training Program	2 weeks	3000.00	2500.00
CSC01	Coaching Customer Service Skills Training Program	2 weeks	3000.00	2500.00
CSC03	Customer Service Management Certification Training Course	2 weeks	3000.00	2500.00

CSC05	Customer Relationship Management (CRM) Certification Training Course	2 weeks	3000.00	2500.00
CSC06	Customer Retention and Loyalty Training Program	2 weeks	3000.00	2500.00
CSC09	Customer Complaints Handling and Management Training Course	2 weeks	3000.00	2500.00
CSC15	Internal Customer Service Training Course	2 weeks	3000.00	2500.00
CSC17	Advanced Customer Service Skills Training	2 weeks	3000.00	2500.00
CSC18	Sales and Customer Service Training Course	2 weeks	3000.00	2500.00
CSC11	Basic Customer Service Training	2 weeks	3000.00	2500.00
CSC08	Dealing with Difficult Customers Training Course	2 weeks	3000.00	2500.00
CSC13	Telephone Customer Service Training	2 weeks	3000.00	2500.00

TAX AND REVENUE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
TR06	Base Erosion and Profit Shifting (BEPS)	3 weeks	4000.00	5000.00
TR01	Value Added Tax (VAT) Course	3 weeks	4000.00	5000.00
TR02	Masterclass in International Taxation Law	3 weeks	4000.00	5000.00
TR07	Consumption Tax	3 weeks	4000.00	5000.00
TR08	Improving Tax Dispute Resolution Mechanisms	3 weeks	4000.00	5000.00
TR12	Tax Policy Analysis and Tax Revenue	3 weeks	4000.00	5000.00
TR09	Masterclass in Tax Administration	3 weeks	4000.00	5000.00
TR10	Tax Crime and Fraud Investigation Course	3 weeks	4000.00	5000.00
TR13	Transfer Pricing in Taxation	3 weeks	4000.00	5000.00
TR03	Digital Transformation of Tax Administration	3 weeks	4000.00	5000.00
TR04	Certificate in International Taxation Principles and Practices to Combat Tax Evasion and Tax Avoidance	3 weeks	4000.00	5000.00
TR05	Aggressive Tax Planning Strategies and Management Course	3 weeks	4000.00	5000.00
TR11	Tax Audit Professional Course	3 weeks	4000.00	5000.00

DATA MANAGEMENT & BUSINESS INTELLIGENCE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
DM02	Big Data Analytics on Hadoop Training Course	3 weeks	2500.00	3500.00
DM04	Big Data Analytics with Spark Training Course	3 weeks	2500.00	3500.00
DM07	Advanced Data Analysis and Dashboard Reporting	3 weeks	2500.00	3500.00
DM08	Business Intelligence Analyst and Data Science Certification Course	3 weeks	2500.00	3500.00
DM10	Data and Information Governance Certification Course	3 weeks	2500.00	3500.00
DM12	Masterclass in Data Management	3 weeks	2500.00	3500.00
DM14	Enterprise Content Management Certification	3 weeks	2500.00	3500.00
DM05	Azure Big Data Analytics Certification Course	3 weeks	2500.00	3500.00
DM01	Big Data Analytics and Management Certification Course	3 weeks	2500.00	3500.00
DM11	Data Protection and Freedom of Information (FOI) Certification Course	3 weeks	2500.00	3500.00
DM06	Data Analysis Training Certification Course	3 weeks	2500.00	3500.00
DM03	Big Data Analytics with Python Training Course	3 weeks	2500.00	3500.00
DM09	Data Capture, Collection and Analysis Course	3 weeks	2500.00	3500.00
DM12	Masterclass in Data Management	3 weeks	2500.00	3500.00
DM13	Data Visualization	3 weeks	2500.00	3500.00
DM15	Infographics Design and Reporting	3 weeks	2500.00	3500.00

ELECTRICAL ENGINEERING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
EE01	Switchgear, Circuit Breakers and Power Transformers – Efficient Operation and Maintenance	3 weeks	4500.00	6000.00
EE02	Construction, Installation and Maintenance of a Transformer	3 weeks	4500.00	6000.00

EE03	Fundamentals of Electrical Substation and Switchyard Design, Safety and Maintenance	3 weeks	4500.00	6000.00
EE04	Electrical Power System Protection and Switchgear Training Course	3 weeks	4500.00	6000.00
EE05	Certificate in Electrical Power Distribution Management	3 weeks	4500.00	6000.00
EE06	Electrical Installation, Wiring and Maintenance Certification	3 weeks	4500.00	6000.00
EE07	Electrical Equipment Control & Monitoring System: Testing, Commissioning, Inspection, Preventive Maintenance and Repair	3 weeks	4500.00	6000.00
EE08	Electrical Power System Engineering: Design, Analysis, Fault Limiting, PFC, Harmonic Controls & Protection	3 weeks	4500.00	6000.00
EE09	Electric Power Transmission and Distribution Management Masterclass	3 weeks	4500.00	6000.00
EE10	Masterclass in Renewable Energy Engineering	3 weeks	4500.00	6000.00
EE11	Solar Energy System – Installation and Storage	3 weeks	4500.00	6000.00
EE12	Electrical Drawings and Schematics Course	3 weeks	4500.00	6000.00
EE13	Smart Metering Course	3 weeks	4500.00	6000.00
EE14	Electrical Engineering Certification Course	3 weeks	4500.00	6000.00
EE15	Design, Maintenance of High, Medium and Low Voltage Switchgears (HV, MV & LV)	3 weeks	4500.00	6000.00
EE16	Distributed Electricity Generation and Transmission	3 weeks	4500.00	6000.00
EE17	Installation, Maintenance and Safety of Electrical Equipment in Hazardous Areas	3 weeks	4500.00	6000.00
EE17	Installation, Maintenance and Safety of Electrical Equipment in Hazardous Areas	3 weeks	4500.00	6000.00
EE18	Modern Power System Analysis and Protective Relaying	3 weeks	4500.00	6000.00
EE19	Electrical Safety Procedures and Standards for Electrical Engineers	3 weeks	4500.00	6000.00
EE20	Electric Power System Planning and Reliability Calculation	3 weeks	4500.00	6000.00

EE21	Demand Side Management (DSM) of Electricity: Concepts, Methods, Techniques and Strategies	3 weeks	4500.00	6000.00
EE22	Power System Blackouts and Restoration	3 weeks	4500.00	6000.00
EE23	Electrical Engineering for Non-Electrical Engineers	3 weeks	4500.00	6000.00
EE24	Electrical Transient Analysis Program (ETAP) on Circuits	3 weeks	4500.00	6000.00
EE25	Certified Power Plant Operator	3 weeks	4500.00	6000.00
EE26	ARC Flash Electrical Safety, Protection and Hazard	3 weeks	4500.00	6000.00
EE27	Electrical Distribution Equipment Operation & Maintenance	3 weeks	4500.00	6000.00
EE28	Electrical Protection	3 weeks	4500.00	6000.00
EE29	Energy Isolation: Plan, Procedure and Checklist	3 weeks	4500.00	6000.00
EE30	Generator Excitation Systems	3 weeks	4500.00	6000.00
EE31	Grounding Systems Design & Application	3 weeks	4500.00	6000.00
EE32	Power Quality, Harmonics Mitigation & Reactive Power Management	3 weeks	4500.00	6000.00
EE33	Uninterruptible Power Supply Systems	3 weeks	4500.00	6000.00

MECHANICAL ENGINEERING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
ME01	Piping Design, System, Operation, Maintenance and Repair in Oil and Gas Plant	3 weeks	4500.00	6000.00
ME02	Steam Turbine & Centrifugal Compressor Design, Operation and Maintenance	3 weeks	4500.00	6000.00
ME03	Dry Gas Seal System, Installation, Working Principle, Operation & Troubleshooting	3 weeks	4500.00	6000.00
ME04	Pumps and Compressors, Performance Evaluation, Preventive Maintenance and Troubleshooting	3 weeks	4500.00	6000.00
ME05	Gas Turbine Operation, Performance, Maintenance and Repair	3 weeks	4500.00	6000.00



ME06	Couplings and Shaft Alignment	3 weeks	4500.00	6000.00
ME07	Bearing Lubrication and Vibration Analysis	3 weeks	4500.00	6000.00
ME08	Masterclass in Rotating Equipment Engineering	3 weeks	4500.00	6000.00
ME09	Mechanical Seals Installation and Repair	3 weeks	4500.00	6000.00
ME10	Gas Compressor System, Working Principle and Maintenance	3 weeks	4500.00	6000.00
ME11	Pressure Safety Valve, Actuators and Regulators – Inspection and Maintenance	3 weeks	4500.00	6000.00
ME12	Tank Farm and Storage Tank Design, Inspection Procedure, Operations, Repair and Maintenance	3 weeks	4500.00	6000.00
ME13	Mechanical Equipment Design, Testing, Installation, Inspection and Maintenance (Vessels, Pumps, Fans, Blowers and Compressors)	3 weeks	4500.00	6000.00
ME14	Heating, Ventilation and Air Conditioning (HVAC) Systems Certification	3 weeks	4500.00	6000.00
ME15	Piping Engineering and Pipe Stress Analysis Certification Course	3 weeks	4500.00	6000.00
ME16	Specialist in Piping Design	3 weeks	4500.00	6000.00
ME17	Marine Shipyard Welding and Fabrication Certification	3 weeks	4500.00	6000.00
ME18	Flange Management and Tightening Course	3 weeks	4500.00	6000.00
ME19	Flange Integrity Course	3 weeks	4500.00	6000.00
ME20	Certified Piping and Mechanical Quality Control (QC) Inspector	3 weeks	4500.00	6000.00
ME21	Certified Diesel Engine Mechanic Course	3 weeks	4500.00	6000.00
ME22	Electrical Submersible Pumps (ESP) Design, Installation, Operations and Maintenance	3 weeks	4500.00	6000.00
ME23	Heat Exchangers and Fired Heaters Design, Repair and Maintenance	3 weeks	4500.00	6000.00
ME24	Certified Fired Process Heater Operator	3 weeks	4500.00	6000.00
ME25	Heavy Duty Diesel Engine Treatment, Tools and Repair	3 weeks	4500.00	6000.00
ME26	Hydraulic System Course	3 weeks	4500.00	6000.00

ME27	Machinery Failure Analysis and Troubleshooting	3 weeks	4500.00	6000.00
ME28	Predictive Maintenance, Vibration Analysis and Condition Monitoring of Machines	3 weeks	4500.00	6000.00
ME29	Certified Condition Monitoring Engineer	3 weeks	4500.00	6000.00
ME30	Process Equipment Design and Controls for Operators & Engineers	3 weeks	4500.00	6000.00
ME31	Lifting Equipment Inspection Course	3 weeks	4500.00	6000.00
ME32	Certification in Lifting Equipment and Lifting Operations, Regulations & Maintenance	3 weeks	4500.00	6000.00
ME33	Pump and Valve Engineering	3 weeks	4500.00	6000.00
ME34	Process Plant Optimization Technology and Continual Improvement	3 weeks	4500.00	6000.00
ME35	Compressors, Pumps and Turbines	3 weeks	4500.00	6000.00
ME36	Process Plant Optimization, Revamping and Debottlenecking	3 weeks	4500.00	6000.00
ME37	Certification in Risk Based Inspection (RBI) Procedure and Methodology	3 weeks	4500.00	6000.00
ME38	Root Cause Failure Analysis (RCFA)	3 weeks	4500.00	6000.00
ME39	Industrial Steam Boiler System, Operation and Maintenance	3 weeks	4500.00	6000.00
ME40	Certified Process Operator	3 weeks	4500.00	6000.00

ACCOUNTING AND FINANCE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
AF01	Accounting Assistant Certification Course	3 weeks	4000.00	5000.00
AF02	Accounts Payable Certification Course	3 weeks	4000.00	5000.00
AF03	Accounts Receivable and Credit Policy in Receivable Management	3 weeks	4000.00	5000.00
AF04	Certificate in Advance Budgeting and Forecasting	3 weeks	4000.00	5000.00
AF05	Budget Analyst Certification Course	3 weeks	4000.00	5000.00
AF06	Budgeting and Forecasting Process, Tools and Techniques	3 weeks	4000.00	5000.00

AF07	Cost Management Certification Course	3 weeks	4000.00	5000.00
AF08	Cost Estimation, Budgeting and Cost Control Certification Course	3 weeks	4000.00	5000.00
AF09	Cash Flow and Working Capital Management Course	3 weeks	4000.00	5000.00
AF10	Certified Financial Analyst Course	3 weeks	4000.00	5000.00
AF11	Advanced Financial Statement Analysis Course	3 weeks	4000.00	5000.00
AF12	Financial Analysis Training Course: A Hands-On Approach	3 weeks	4000.00	5000.00
AF13	Financial Modelling Certification Course	3 weeks	4000.00	5000.00
AF14	Financial Risk Management Certification Course	3 weeks	4000.00	5000.00
AF15	Credit Management and Debt Collection Course	3 weeks	4000.00	5000.00
AF16	Oil and Gas Financial Modelling Course	3 weeks	4000.00	5000.00
AF17	Cash Flow Management, Analysis, Modelling and Forecasting Course	3 weeks	4000.00	5000.00
ACG18	Anti-Money Laundering (AML) Compliance Certification Course – Level I (Basics)	3 weeks	4000.00	5000.00
AF19	Masterclass in Corporate Finance Course	3 weeks	4000.00	5000.00
AF20	Fast Closing Month-End and Year-End Accounts	3 weeks	4000.00	5000.00
AF21	Finance for Non-Finance Managers Course	3 weeks	4000.00	5000.00
AF22	Certificate Course in Financial Accounting & Taxation	3 weeks	4000.00	5000.00
AF23	Financial Accounting and Reporting Course	3 weeks	4000.00	5000.00
AF24	Financial Planning and Analysis (FP&A) Certification Course	3 weeks	4000.00	5000.00
AF25	Mini MBA in Financial Management	3 weeks	4000.00	5000.00
AF26	Fixed Asset Accounting and Management Course	3 weeks	4000.00	5000.00
AF27	Fundamentals of Accounting Course	3 weeks	4000.00	5000.00
AF28	IFRS (International Financial Reporting Standards) Certification Course	3 weeks	4000.00	5000.00
AF29	Performance Based Budgeting for State and Local Government	3 weeks	4000.00	5000.00

AF30	IPSAS (International Public Sector Accounting Standards) Training Course	3 weeks	4000.00	5000.00
AF31	Masterclass in Public Financial Management and Administration	3 weeks	4000.00	5000.00
AF32	Understanding Finance for Strategic Decision Making	3 weeks	4000.00	5000.00
AF33	Integrated Financial Management System (IFMS)	3 weeks	4000.00	5000.00
AF34	Debt Management Course	3 weeks	4000.00	5000.00
AF35	Infrastructure Project Finance	3 weeks	4000.00	5000.00
AF36	Balance Sheet Reconciliation Training	3 weeks	4000.00	5000.00
AF37	Bonds and Fixed Income Course	3 weeks	4000.00	5000.00
AF38	Cash Call in Joint Venture Accounting in Oil and Gas Industry	3 weeks	4000.00	5000.00
AF39	Oil and Gas Accounting Certification Course	3 weeks	4000.00	5000.00
AF40	Revenue Assurance and Fraud Management in Telecom	3 weeks	4000.00	5000.00
AF41	Corporate Actions Courses	3 weeks	4000.00	5000.00
AF42	Fintech Certification Course	3 weeks	4000.00	5000.00
AF43	Zero Based Budgeting (ZBB) Training Course	3 weeks	4000.00	5000.00
AF44	Forensic Accounting and Auditing Certification Course	3 weeks	4000.00	5000.00
AF45	Certificate in Treasury Management	3 weeks	4000.00	5000.00
AF46	Cash Management Certification Course	3 weeks	4000.00	5000.00
AF47	Forex Certification Course	3 weeks	4000.00	5000.00
AF48	Energy Finance Masterclass	3 weeks	4000.00	5000.00
AF49	Certificate in Financial Management for Oil and Gas Companies and Petrochemical Industries	3 weeks	4000.00	5000.00
AF50	Corporate Financial Planning and Analysis Certification	3 weeks	4000.00	5000.00
AF51	Cost and Management Accounting Course	3 weeks	4000.00	5000.00
AF52	Masterclass in Petroleum Economics	3 weeks	4000.00	5000.00
F53	IFRS for Oil and Gas Companies	3 weeks	4000.00	5000.00
AF54	Public Sector Accounting Course	3 weeks	4000.00	5000.00

AF55	Effective Revenue Collection Strategies	3 weeks	4000.00	5000.00
AF56	Treasury Risk Management Course	3 weeks	4000.00	5000.00
AF57	Value for Money Audit Training	3 weeks	4000.00	5000.00

AGRIBUSINESS SUSTAINABILITY TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
AS01	Agriculture Entrepreneurship, Business Plan and Innovation Course	3 weeks	3000.00	4000.00
AS02	Masterclass in Agribusiness Management Training Course	3 weeks	3000.00	4000.00
AS03	Certificate in Environmental Sustainability, Planning and Policy Training Course	3 weeks	3000.00	4000.00
AS04	Sustainable Agriculture and Farm Management Course	3 weeks	3000.00	4000.00
AS05	Mini MBA: Agriculture and Food Business Management Course	3 weeks	3000.00	4000.00
AS06	Food Security and Sustainability Training Course	3 weeks	3000.00	4000.00
AS07	Agricultural Project Analysis Management	3 weeks	3000.00	4000.00
AS08	Climate Change & International Cooperation	3 weeks	3000.00	4000.00
AS09	Desertification & Rural Agriculture Development	3 weeks	3000.00	4000.00
AS10	Forest Sustainability & Land Use	3 weeks	3000.00	4000.00
AS11	Ecosystem & Biodiversity Management	3 weeks	3000.00	4000.00
AS12	Environmental Auditing & Impact Assessment	3 weeks	3000.00	4000.00
AS13	Environmental Management, Accounting & Audit	3 weeks	3000.00	4000.00
AS14	Coastal & Marine Environmental Pollution Prevention	3 weeks	3000.00	4000.00
AS15	Conservation & Natural Resources Management	3 weeks	3000.00	4000.00
AS16	Crops & Invasive Plants Management	3 weeks	3000.00	4000.00
AS17	Management of Extension Services	3 weeks	3000.00	4000.00
AS18	Drought & Food Security Management	3 weeks	3000.00	4000.00

AS19	Forest Sustainability & Land Use	3 weeks	3000.00	4000.00
------	----------------------------------	---------	---------	---------

HEALTH, SAFETY AND ENVIRONMENT (HSE) TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
HSE01	Injury and Illness Prevention Program (IIPP) Training	2 weeks	3000.00	3500.00
HSE02	OHSAS 18001 Occupational Health and Safety Management Certification Training Course	2 weeks	3000.00	3500.00
HSE03	HAZOP and Process Hazard Analysis (PHA) Leader Certification Training Course	2 weeks	3000.00	3500.00
HSE04	Contractor Safety Management (CSM) Training Course	2 weeks	3000.00	3500.00
HSE05	ISO 14001 Environmental Management System (EMS) Training Course	2 weeks	3000.00	3500.00
HSE06	HAZMAT and HAZWOPER Training Course	2 weeks	3000.00	3500.00
HSE07	Hazardous Waste Management and Disposal Training Course	2 weeks	3000.00	3500.00
HSE08	Workplace Health and Safety Training Course	2 weeks	3000.00	3500.00
HSE09	Safety Leadership and Safety Culture Training Course	2 weeks	3000.00	3500.00
HSE10	QHSE Training Certification Course	2 weeks	3000.00	3500.00
HSE11	Radiation Safety Officer Certification Training Course	2 weeks	3000.00	3500.00
HSE12	Risk Assessment and Method Statement (RAMS) Training Course	2 weeks	3000.00	3500.00
HSE13	Safety Audit and Safety Inspection Certification Training Course	2 weeks	3000.00	3500.00
HSE14	Process Safety Management (PSM) Certification Training Course	2 weeks	3000.00	3500.00
HSE15	Safety Risk Management Certification Training Course	2 weeks	3000.00	3500.00
HSE16	Health, Safety and Environment (HSE) Training Course for Ports & Oil and Gas Industry	2 weeks	3000.00	3500.00
HSE17	Marine Navigation and IALA Maritime Buoyage System Training Course	2 weeks	3000.00	3500.00
HSE18	Marine Safety Training Course	2 weeks	3000.00	3500.00

HSE19	Certified Safety Professional Training Course	2 weeks	3000.00	3500.00
HSE20	Health and Safety Officer Training Course	2 weeks	3000.00	3500.00
HSE21	Behavior Based Safety Training Course	2 weeks	3000.00	3500.00
HSE22	Safety and Security Management Training Course	2 weeks	3000.00	3500.00
HSE23	Construction Safety Training Course	2 weeks	3000.00	3500.00
HSE24	Incident Investigation and Root Cause Analysis Training Course	2 weeks	3000.00	3500.00

HUMAN RESOURCE MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
HRM01	360 Degree Feedback Assessment Certification Training Course	3 weeks	4000.00	5000.00
HRM02	Employee Relations Specialist Training Course	3 weeks	4000.00	5000.00
HRM03	Recruitment, Interview and Selection Training Course	3 weeks	4000.00	5000.00
HRM04	HR Audit Certification Training Course	3 weeks	4000.00	5000.00
HRM05	Behavioral Based Interview Training for Hiring Managers	3 weeks	4000.00	5000.00
HRM06	Developing Corporate and Organisational Culture Training Program	3 weeks	4000.00	5000.00
HRM07	Certification in Compensation and Benefits Management Training Course	3 weeks	4000.00	5000.00
HRM08	Developing Competency Framework Training Course	3 weeks	4000.00	5000.00
HRM09	Competency Based Interviewing Skills Training Course	3 weeks	4000.00	5000.00
HRM10	Cultural Awareness and Sensitivity Training	3 weeks	4000.00	5000.00
HRM11	Training Needs Analysis (TNA) Course	3 weeks	4000.00	5000.00
HRM12	Employee Engagement Training Course	3 weeks	4000.00	5000.00
HRM13	Certificate in HR Policies and Procedures Course	3 weeks	4000.00	5000.00
HRM14	Certificate in HR Administration Course	3 weeks	4000.00	5000.00

HRM15	HR Analytics Certification Training Course	3 weeks	4000.00	5000.00
HRM16	HR for Non-HR Managers Training Course	3 weeks	4000.00	5000.00
HRM17	HR in the Public Sector Training Course	3 weeks	4000.00	5000.00
HRM18	HR Leadership Development Training Program	3 weeks	4000.00	5000.00
HRM19	Strategic Workforce Planning Training Course	3 weeks	4000.00	5000.00
HRM20	Certificate in Human Resource Development and Training Cours	3 weeks	4000.00	5000.00
HRM21	Career Development and Succession Planning Training Course	3 weeks	4000.00	5000.00
HRM22	Certificate in HR KPI and Metrics Training Course	3 weeks	4000.00	5000.00
HRM23	Certificate in Human Resources Management (HRM) Training Course	3 weeks	4000.00	5000.00
HRM24	Certified Human Resources Professional (CHRP) Training	3 weeks	4000.00	5000.00
HRM25	Interview Skills and Techniques Training Course	3 weeks	4000.00	5000.00
HRM26	Job Analysis and Job Evaluation Training Course	3 weeks	4000.00	5000.00
HRM27	Job Description Writing Training Course	3 weeks	4000.00	5000.00
HRM28	Knowledge Management Certification Training Course	3 weeks	4000.00	5000.00
HMR29	Workplace Management & Recruitment	3 weeks	4000.00	5000.00
HRM30	Strategic Human Capital Management Training Course	3 weeks	4000.00	5000.00
HRM31	NLP Practitioner Certification Training Course	3 weeks	4000.00	5000.00
HRM32	Masterclass in Organizational Behavior Management Course	3 weeks	4000.00	5000.00
HRM33	Performance Appraisal Training Course for Managers	3 weeks	4000.00	5000.00
HRM34	Effective Performance Management Training Course	3 weeks	4000.00	5000.00
HRM35	Professional Recruiter Certification Program	3 weeks	4000.00	5000.00
HRM36	Certified Recruitment Analyst Course	3 weeks	4000.00	5000.00
HRM37	Professional Training Coordinator Certification Course	3 weeks	4000.00	5000.00

HRM38	KPI (Key Performance Indicators) Training Certification Course	3 weeks	4000.00	5000.00
HRM39	Strategic Human Resource Management Certification Course	3 weeks	4000.00	5000.00
HRM40	Strategic Talent Management Certification Training Course	3 weeks	4000.00	5000.00
HRM41	Certificate in Coaching and Mentoring Skills Training Course	3 weeks	4000.00	5000.00
HRM42	Recruitment Skills Training Course	3 weeks	4000.00	5000.00
HRM43	The Professional Interviewer Training Course	3 weeks	4000.00	5000.00
HRM44	Certificate in HR Strategy Training Course	3 weeks	4000.00	5000.00
HRM45	Certified Human Resources Manager	3 weeks	4000.00	5000.00
HRM46	Certified Human Resources Professional	3 weeks	4000.00	5000.00
HRM47	HRIS Training in Data Management and Report Making Course	3 weeks	4000.00	5000.00
HRM48	Strategic Succession Planning Training Course	3 weeks	4000.00	5000.00
HRM49	HR Business Partner (HRBP) Certification Training Course	3 weeks	4000.00	5000.00
HRM50	Human Resource and Staff Training	3 weeks	4000.00	5000.00
HRM51	Industrial and Labour Relations & Labour and Trade Union Training Course	3 weeks	4000.00	5000.00
HRM52	People Analytics Training Course	3 weeks	4000.00	5000.00
HRM53	Certificate in Retirement Planning for Public and Civil Service Training Course	3 weeks	4000.00	5000.00
HRM54	HR Risk Management Certification Training	3 weeks	4000.00	5000.00
HRM55	Strategic & Policy Development	3 weeks	4000.00	5000.00
HRM56	MBTI Personality Assessment Certification Training	3 weeks	4000.00	5000.00
HMR57	Human Resource Management and Payroll Administration	3 weeks	4000.00	5000.00
HMR58	Computerized Human Resource Management	3 weeks	4000.00	5000.00
HMR59	Developing Effective Performance Indicators	3 weeks	4000.00	5000.00
HMR60	Organisational Needs Assessment Programme	3 weeks	4000.00	5000.00

PARLIAMENTARY BUSINESS, MANAGEMENT & ADMINISTRATION TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PB01	Parliamentary Administration	3 weeks	4500.00	5500.00
PB02	Advanced Skills for Executive Secretaries	3 weeks	4500.00	5500.00
PB03	Public Administration & Compliance Management	3 weeks	4500.00	5500.00
PB04	Writing Skills for Public Relations & Handling Media Interview	3 weeks	4500.00	5500.00
PB05	Advanced Planning & Strategic Management	3 weeks	4500.00	5500.00
PB06	NGO Leadership & Management	3 weeks	4500.00	5500.00
PB07	Corporate Intelligence Management	3 weeks	4500.00	5500.00
PB08	Strategic Leadership & Modern Management	3 weeks	4500.00	5500.00
PB09	Legislation & Stages of Bill through Parliament	3 weeks	4500.00	5500.00
PB10	Structure and Core Functions of Parliament	3 weeks	4500.00	5500.00
PB11	Scheduling Parliamentary Business	3 weeks	4500.00	5500.00
PB12	Support Services in Parliaments	3 weeks	4500.00	5500.00
PB13	Transparency, Participation and Outreach	3 weeks	4500.00	5500.00
PB14	Parliamentary Debates & Court	3 weeks	4500.00	5500.00
PB15	Parliamentary Scrutiny	3 weeks	4500.00	5500.00
PB16	Parliamentary Committees Organization	3 weeks	4500.00	5500.00
PB17	Setting up and conducting an inquiry	3 weeks	4500.00	5500.00
PB18	Legislative Committees	3 weeks	4500.00	5500.00
PB19	Criticisms & Impact of Parliamentary Committees	3 weeks	4500.00	5500.00
PB20	Work and Structure of Parliaments	3 weeks	4500.00	5500.00
PB21	Governance Regulation, Auditing and Accountability	3 weeks	4500.00	5500.00
PB22	Policy Design, Evaluation, Review and Continuous Improvement	3 weeks	4500.00	5500.00
PB23	Public Relations & Information Security Management	3 weeks	4500.00	5500.00
PB24	Public Administration & Compliance Management	3 weeks	4500.00	5500.00
PB25	Writing Skills for Public Relations & Handling Media Interview	3 weeks	4500.00	5500.00

PB26	Public Relations & Marketing Management Course	3 weeks	4500.00	5500.00
------	--	---------	---------	---------

INSTRUMENTATION AND PROCESS CONTROL TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
IPC01	Advanced PLC Programming Training Course	3 weeks	4000.00	5000.00
IPC02	Allen Bradley PLC Programming Certification Training Course	3 weeks	4000.00	5000.00
IPC03	Allen Bradley PLC Programming Certification Training Course	3 weeks	4000.00	5000.00
IPC04	Siemens SIMATIC S7-300/-400 PLC Automation Training Course	3 weeks	4000.00	5000.00
IPC05	Siemens WinCC SCADA System Training Course	3 weeks	4000.00	5000.00
IPC06	SCADA Training Certification Course	3 weeks	4000.00	5000.00
IPC07	Certified Automation Engineer in PLC and SCADA Training Course	3 weeks	4000.00	5000.00
IPC08	Distributed Control System (DCS) Training Course	3 weeks	4000.00	5000.00
IPC09	Instrumentation and Control Engineering Certification Training Course	3 weeks	4000.00	5000.00
IPC10	Instrumentation Course for Oil and Gas Industry	3 weeks	4000.00	5000.00
IPC11	P&ID Training Course	3 weeks	4000.00	5000.00
IPC12	PLC, HMI and SCADA Industrial Automation Training Course	3 weeks	4000.00	5000.00
IPC13	Certified Instrumentation and Process Control Technician Training Course	3 weeks	4000.00	5000.00
IPC14	Alarm Management System Training Course	3 weeks	4000.00	5000.00
IPC15	Process Control Valve – Sizing, Selection and Maintenance Training Course	3 weeks	4000.00	5000.00
IPC16	Foundation Fieldbus Training Course	3 weeks	4000.00	5000.00
IPC17	Custody Transfer, Flow Measurement and Meter Calibration Training Course	3 weeks	4000.00	5000.00
IPC18	Industrial Networking, Communication and Ethernet Training Course	3 weeks	4000.00	5000.00

IPC19	Process Control Certification Training Course	3 weeks	4000.00	5000.00
IPC20	Industrial Control System and Cyber Security Training Course	3 weeks	4000.00	5000.00
IPC21	Safety Instrumented Systems Certification Training Course	3 weeks	4000.00	5000.00

CONSTRUCTION MANAGEMENT & CIVIL ENGINEERING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
CE01	Lean Construction Certification Training Course	3 weeks	3500.00	4000.00
CE02	Construction Risk Management Certification Training Course	3 weeks	3500.00	4000.00
CE03	Structural Steel Design Training Course	3 weeks	3500.00	4000.00
CE04	Advanced Concrete Technology Training Course	3 weeks	3500.00	4000.00
CE05	Reinforced Concrete Design, Detailing and Works Training Course	3 weeks	3500.00	4000.00
CE06	Construction and Building Envelope Inspection Training Course	3 weeks	3500.00	4000.00
CE07	Construction Quality Control Certification Training Course	3 weeks	3500.00	4000.00
CE08	Construction Supervision Certification Training Course	3 weeks	3500.00	4000.00
CE09	Design of Blast Resistant Buildings in Petrochemical Facilities	3 weeks	3500.00	4000.00
CE10	Industrial Building Design and Renovation Certification Training Course	3 weeks	3500.00	4000.00
CE11	LEED Green Associate Exam Preparation Training Course	3 weeks	3500.00	4000.00
CE12	Construction Technology Management	3 weeks	3500.00	4000.00

PROCUREMENT, LOGISTICS AND SUPPLY CHAIN MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PLS01	Excellence in Warehouse Operations and Management Course	2 weeks	3000.00	4000.00
PLS02	Advanced Warehouse Management Certification Course	2 weeks	3000.00	4000.00
PLS03	Purchasing Strategies and Cost Reduction	2 weeks	3000.00	4000.00
PLS04	Warehouse Manager Certification Course	2 weeks	3000.00	4000.00
PLS05	Purchasing and Supply Management Course	2 weeks	3000.00	4000.00
PLS06	Effective Application of Electronic Identification Systems	2 weeks	3000.00	4000.00
PLS07	Supply Chain Management Certification Course	2 weeks	3000.00	4000.00
PLS08	Warehouse Management System and Safety	2 weeks	3000.00	4000.00
PLS09	Incoterms 2020 Course	2 weeks	3000.00	4000.00
PLS10	Inventory and Stock Control Specialist	2 weeks	3000.00	4000.00
PLS11	Logistics Management and Operations Certification Course	2 weeks	3000.00	4000.00
PLS12	Warehouse Supervisor Course	2 weeks	3000.00	4000.00
PLS13	Warehouse Logistics and Distribution Management Course	2 weeks	3000.00	4000.00
PLS14	Masterclass in Warehouse Design	2 weeks	3000.00	4000.00
PLS15	Mini MBA in Supply Chain Management and Logistics	2 weeks	3000.00	4000.00
PLS16	Material Management in Oil & Gas	2 weeks	3000.00	4000.00
PLS17	Negotiation Skills for Purchasing Professionals	2 weeks	3000.00	4000.00
PLS18	Certified Supply Chain Management Professional Course	2 weeks	3000.00	4000.00
PLS19	Production and Material Management	2 weeks	3000.00	4000.00
PLS20	Certified Purchasing Manager Course	2 weeks	3000.00	4000.00
PLS21	Certified Purchasing Professional Course	2 weeks	3000.00	4000.00
PLS22	Purchasing, Logistics Operations, Inventory & Supply Chain Management	2 weeks	3000.00	4000.00

PLS23	Successful Fleet and Transport Management	2 weeks	3000.00	4000.00
PLS24	Supplier Relationship Management Course	2 weeks	3000.00	4000.00
PLS25	Third Party Logistics (3PL), Warehouse, Transportation and Supply Chain Management	2 weeks	3000.00	4000.00
PLS26	Effective Purchasing, Tendering & Supplier Selection Process	2 weeks	3000.00	4000.00
PLS27	Certified Procurement Management Professional Course	2 weeks	3000.00	4000.00
PLS28	Procurement Planning Process and Bid Management	2 weeks	3000.00	4000.00
PLS29	Global Procurement and Supply Chain Management in Oil & Gas Industry	2 weeks	3000.00	4000.00
PLS30	Demand Planning and Forecasting Course	2 weeks	3000.00	4000.00
PLS31	Procurement of Goods and Services: Best Practices	2 weeks	3000.00	4000.00
PLS32	Procurement for Donor Funded Projects	2 weeks	3000.00	4000.00
PLS33	Port Management and Operations Course	2 weeks	3000.00	4000.00
PLS34	Masterclass in Port and Shipping Management	2 weeks	3000.00	4000.00
PLS35	Mini MBA in Maritime and Logistics Management	2 weeks	3000.00	4000.00
PLS36	Maritime Professional Training Certification Program	2 weeks	3000.00	4000.00
PLS37	Import Export Procedures and Documentation Training	2 weeks	3000.00	4000.00
PLS38	Oil and Gas Procurement Process and Strategies Masterclass	2 weeks	3000.00	4000.00
PLS39	Supply Chain Risk Management Course	2 weeks	3000.00	4000.00
PLS40	Humanitarian Logistics Course	2 weeks	3000.00	4000.00
PLS41	Certified Transport Manager	2 weeks	3000.00	4000.00
PLS42	Certified Logistics Engineer Course	2 weeks	3000.00	4000.00
PLS43	Certified Logistics Coordinator Course	2 weeks	3000.00	4000.00
PLS44	Defense Distribution Management Course	2 weeks	3000.00	4000.00
PLS45	Material Management Certification Course	2 weeks	3000.00	4000.00

PLS46	Public Sector Procurement Specialist Course	2 weeks	3000.00	4000.00
PLS47	Procurement Analytics Course	2 weeks	3000.00	4000.00
PLS48	Mini MBA in Government Procurement Course	2 weeks	3000.00	4000.00
PLS49	Masterclass in Demand Management	2 weeks	3000.00	4000.00
PLS50	Product Lifecycle Management Course	2 weeks	3000.00	4000.00
PLS51	Tendering Procedures and Bid Evaluation	2 weeks	3000.00	4000.00
PLS52	Simulation in Supply Chain Management	2 weeks	3000.00	4000.00
PLS53	Logistics Safety Course	2 weeks	3000.00	4000.00
PLS54	International Freight Management Course	2 weeks	3000.00	4000.00
PLS55	Local Content Management System	2 weeks	3000.00	4000.00
PLS56	Bid, Tender and Specification Writing	2 weeks	3000.00	4000.00
PLS57	Supplier Audit Training Course	2 weeks	3000.00	4000.00
PLS58	Vendor Qualification, Performance and Contract Management	2 weeks	3000.00	4000.00
PLS59	Strategic Sourcing Certification	2 weeks	3000.00	4000.00
PLS60	Operations Management Sustainability and Supply Chain Management in Oil and Gas Industry	2 weeks	3000.00	4000.00

MAINTENANCE ENGINEERING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
MA01	Advanced Maintenance Management Certification Course	2 weeks	3000.00	3500.00
MA02	Facilities Management and Maintenance Certification Course	2 weeks	3000.00	3500.00
MA03	Introduction to Asset Management	2 weeks	3000.00	3500.00
MA04	Asset, Asset Integrity and Maintenance Management Certification Course	2 weeks	3000.00	3500.00
MA05	Certified Maintenance Planner	2 weeks	3000.00	3500.00
MA06	Maintenance Planning, Scheduling and Control	2 weeks	3000.00	3500.00

MA07	Implementing Effective Preventive & Predictive Maintenance Programmes	2 weeks	3000.00	3500.00
MA08	Maintenance and Reliability Best Practices	2 weeks	3000.00	3500.00
MA09	Reliability Centered Maintenance Professional Certification	2 weeks	3000.00	3500.00
MA11	Optimizing Equipment Maintenance & Replacement Decisions	2 weeks	3000.00	3500.00
MA12	Reducing Costs through Spares Optimization and Rationalisation	2 weeks	3000.00	3500.00
MA13	Oil and Gas Predictive Maintenance and Reliability Centered Maintenance of Plant	2 weeks	3000.00	3500.00
MA14	Certified Oil and Gas Maintenance Engineer	2 weeks	3000.00	3500.00
MA15	Diesel Engine Maintenance and Repair Certification Course	2 weeks	3000.00	3500.00
MA16	Preventive Maintenance of HVAC	2 weeks	3000.00	3500.00
MA17	Risk Based Maintenance (RBM) Techniques, Strategy and Applications	2 weeks	3000.00	3500.00
MA18	Building Maintenance Management and Repair	2 weeks	3000.00	3500.00
MA19	Failure Mode Effect and Criticality Analysis (FMECA) & Risk Assessment for Maintenance Purposes	2 weeks	3000.00	3500.00
MA20	Maintenance Audit and Site Inspection	2 weeks	3000.00	3500.00
MA21	Maintenance Strategy for Plant and Equipment and Cost Effective Implementation	2 weeks	3000.00	3500.00
MA22	Predictive Maintenance Technologies	2 weeks	3000.00	3500.00
MA23	Writing Effective Maintenance Procedures	2 weeks	3000.00	3500.00

LEADERSHIP AND MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
LM01	Creative Problem Solving and Decision Making Training	2 weeks	2500.00	3200.00
LM02	Critical Thinking Training Course	2 weeks	2500.00	3200.00
LM03	Masterclass in Conflict Management and Resolution Training	2 weeks	2500.00	3200.00

LM04	Emotional Intelligence (EQ) Training Certification for Leaders and Managers	2 weeks	2500.00	3200.00
LM05	Leadership Essentials Training	2 weeks	2500.00	3200.00
LM06	Front Line Manager Training	2 weeks	2500.00	3200.00
LM07	Leadership Development Training Program	2 weeks	2500.00	3200.00
LM08	People Management Skills Training Course	2 weeks	2500.00	3200.00
LM09	Supervisory Management Skills Training Course	2 weeks	2500.00	3200.00
LM10	Team Leader Training Course	2 weeks	2500.00	3200.00
LM11	Leadership Excellence Training Program	2 weeks	2500.00	3200.00
LM12	New Manager Training Course	2 weeks	2500.00	3200.00
LM13	Values Based Leadership Training	2 weeks	2500.00	3200.00
LM14	Advanced Supervisory Management Skills Training Course	2 weeks	2500.00	3200.00
LM15	Difficult and Crucial Conversations Training Course	2 weeks	2500.00	3200.00
LM16	Change Management and Leadership Certification Training Course	2 weeks	2500.00	3200.00
LM17	Coaching Skills for Managers and Supervisors Training Course	2 weeks	2500.00	3200.00
LM18	Project Leadership Course	2 weeks	2500.00	3200.00
LM19	Management Development Training Program	2 weeks	2500.00	3200.00
LM20	Strategic Management and Leadership Training Course	2 weeks	2500.00	3200.00
LM21	Crisis Management and Contingency Plan Training Course	2 weeks	2500.00	3200.00
LM22	Supervisory Skills Development Training Course	2 weeks	2500.00	3200.00
LM23	Managing Virtual and Remote Employees and Teams Course	2 weeks	2500.00	3200.00
LM24	Executive Leadership Development Program	2 weeks	2500.00	3200.00
LM25	Leadership Training Program for Managers	2 weeks	2500.00	3200.00
LM26	Leadership and Management Training Course	2 weeks	2500.00	3200.00
LM27	Front Line Supervisor Training	2 weeks	2500.00	3200.00
LM28	IT Management Training Course	2 weeks	2500.00	3200.00
LM29	Giving and Receiving Feedback Training	2 weeks	2500.00	3200.00

LM30	Mentoring Skills Course	2 weeks	2500.00	3200.00
LM31	Introduction to Management Course	2 weeks	2500.00	3200.00
LM32	Leading High Performance Teams Course	2 weeks	2500.00	3200.00
LM33	Managing Cultural Diversity in the Workplace Training Program	2 weeks	2500.00	3200.00
LM34	Middle Management Development Program	2 weeks	2500.00	3200.00
LM35	Results Based Management Training Course	2 weeks	2500.00	3200.00
LM36	Situational Leadership Training Certification Course	2 weeks	2500.00	3200.00
LM37	Strength Based Leadership Training	2 weeks	2500.00	3200.00
LM38	Crisis Negotiation Training	2 weeks	2500.00	3200.00
LM39	Women Leadership Training Course	2 weeks	2500.00	3200.00
LM40	Senior Management Development Training Course	2 weeks	2500.00	3200.00
LM41	Strategic Leadership for Senior Managers Course	2 weeks	2500.00	3200.00
LM42	Authentic Leadership Training Course	2 weeks	2500.00	3200.00
LM43	Personal Leadership Development Training Course	2 weeks	2500.00	3200.00
LM44	Team Building and Team Development Training Course	2 weeks	2500.00	3200.00
LM45	Business Fundamentals Course	2 weeks	2500.00	3200.00
LM46	Competency Based Management Training	2 weeks	2500.00	3200.00
LM47	Certificate in Corporate Social Responsibility (CSR) Training Course	2 weeks	2500.00	3200.00
LM48	Developing Leadership Presence Training	2 weeks	2500.00	3200.00
LM49	Leadership and Strategic Thinking in the Oil, Gas and Petrochemicals Industry	2 weeks	2500.00	3200.00
LM50	Digital Leadership Training – Leading in the Digital Age	2 weeks	2500.00	3200.00
LM51	Leadership Mastery Course	2 weeks	2500.00	3200.00
LM52	Leadership, Communication and Interpersonal Skills Training Course for Managers	2 weeks	2500.00	3200.00
LM53	Executive Presentation Skills Training	2 weeks	2500.00	3200.00

LM54	Creative Leadership Course	2 weeks	2500.00	3200.00
LM55	VUCA (Volatility, Uncertainty, Complexity and Ambiguity) Leadership Training	2 weeks	2500.00	3200.00
LM56	Management Masterclass	2 weeks	2500.00	3200.00
LM57	Motivational Leadership Training	2 weeks	2500.00	3200.00
LM58	Leadership Effectiveness Training	2 weeks	2500.00	3200.00
LM59	Next Generation Leadership Program	2 weeks	2500.00	3200.00
LM60	Operational Excellence Certification Training Course	2 weeks	2500.00	3200.00
LM61	Risk Based Decision Making Training	2 weeks	2500.00	3200.00
LM62	Stakeholder Management and Engagement Training Course	2 weeks	2500.00	3200.00
LM63	Min-MBA in Oil and Gas Management	2 weeks	2500.00	3200.00
LM64	Advanced Leadership Program	2 weeks	2500.00	3200.00
LM65	Advanced Management Program	2 weeks	2500.00	3200.00
LM66	Global Leaders Program	2 weeks	2500.00	3200.00
LM67	Thought Leadership Training	2 weeks	2500.00	3200.00
LM68	Management and Leadership Development Program	2 weeks	2500.00	3200.00

NATIONAL SECURITY MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
NSM01	Counter Terrorism Training for Law Enforcement Course	3 weeks	3500.00	4000.00
NSM02	Anti-Terrorism Officer (ATO) Training Course	3 weeks	3500.00	4000.00
NSM03	Security Risk Assessment and Management Certification Training Course	3 weeks	3500.00	4000.00
NSM04	Antiterrorism Awareness Training Course	3 weeks	3500.00	4000.00
NSM05	Hostile Environment Awareness Training (HEAT) Course	3 weeks	3500.00	4000.00
NSM06	Security Threat, Risk and Vulnerability Assessment Certification Training Course	3 weeks	3500.00	4000.00

NSM07	Port Facility Security Officer (PFSO) Training Course	3 weeks	3500.00	4000.00
NSM08	Facility Security Officer (FSO) Certification Training Course	3 weeks	3500.00	4000.00
NSM09	Preventing and Countering Violent Extremism (PVE & CVE) Program	3 weeks	3500.00	4000.00
NSM10	Workplace Violence Prevention and Threat Assessment Training Course	3 weeks	3500.00	4000.00
NSM11	Certified Security Management Professional Training Course	3 weeks	3500.00	4000.00
NSM12	Oil and Gas Security Training Course	3 weeks	3500.00	4000.00
NSM13	Security Management and Asset Protection Training Course			

PETROLEUM (OIL & GAS) ENGINEERING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
OG01	Marine Loading Arm, Terminal Operating and Management System	3 weeks	5000.00	5500.00
OG02	Marine Accident and Incident Investigation and Reporting	3 weeks	5000.00	5500.00
OG03	ILO Maritime Labour Convention (MLC), Regulations, Compliance and Seafarers Employment Agreement	3 weeks	5000.00	5500.00
OG04	Oil and Gas Marine Tank Terminal & Jetty Operations	3 weeks	5000.00	5500.00
OG05	Oil Spill Response, Management and Safety (On Scene Commander Level)	3 weeks	5000.00	5500.00
OG06	Oil Spill Clean-up Methods, Response and Models (Supervisory Level)	3 weeks	5000.00	5500.00
OG07	Permit to Work System Procedure in Oil and Gas Industry	3 weeks	5000.00	5500.00
OG08	Oil and Gas Industry Risk Assessment, Accident and Incident Investigation Program	3 weeks	5000.00	5500.00
OG09	Safety Maintenance of LPG Tanker and Jetty Operations	3 weeks	5000.00	5500.00
OG10	Vetting Inspection for Oil Tankers, Ships, Vessels & Offshore Marine Units	3 weeks	5000.00	5500.00
OG11	Mini MBA: Oil and Gas Management	3 weeks	5000.00	5500.00

OG12	Energy Economics and Policy Masterclass	3 weeks	5000.00	5500.00
OG13	Petroleum Economics, Project Evaluation, Risk and Decision Analysis Masterclass	3 weeks	5000.00	5500.00
OG14	Masterclass in International Oil and Gas Business Management	3 weeks	5000.00	5500.00
OG15	Global Upstream Oil and Gas Operations Certification	3 weeks	5000.00	5500.00
OG16	Global Downstream Oil and Gas Operations Certification	3 weeks	5000.00	5500.00
OG17	Fundamentals of Exploration and Production (E&P) of Oil and Gas	3 weeks	5000.00	5500.00
OG18	Petroleum Refining Engineering: Process, Production Planning, Scheduling, Yield Optimisation and Economics	3 weeks	5000.00	5500.00
OG19	FPSO Vessel, Ship & Tanker: Design, Engineering and Operators in Oil and Gas	3 weeks	5000.00	5500.00
OG20	Oil and Gas Value Chain – Upstream, Midstream and Downstream	3 weeks	5000.00	5500.00
OG21	Liquefied Natural Gas (LNG) Value Chain	3 weeks	5000.00	5500.00
OG22	LNG Plant Operator Certification	3 weeks	5000.00	5500.00
OG23	LNG Terminal and Terminal Process Operations	3 weeks	5000.00	5500.00
OG24	Global LNG Production, Markets, Demand, Prices, Technology and Economics	3 weeks	5000.00	5500.00
OG25	Mini MBA: LNG Plant and Terminal Operations	3 weeks	5000.00	5500.00
OG26	LNG Plant Safety	3 weeks	5000.00	5500.00
OG27	LNG Fleet and Transportation Management – Liquefied Natural Gas Carrier, Vessel, Tanker, Ship & Bunkering Facilities	3 weeks	5000.00	5500.00
OG28	LNG Industry: Gas Production, Plant Process and Engineering	3 weeks	5000.00	5500.00
OG29	Offshore Oil and Gas Engineering Certification Program	3 weeks	5000.00	5500.00
OG30	Oil and Gas Industry Overview	3 weeks	5000.00	5500.00
OG31	Offshore Oil Rig Training	3 weeks	5000.00	5500.00

OG32	Petroleum Geology and Petroleum Geoscience Masterclass	3 weeks	5000.00	5500.00
OG33	Petroleum Engineering: Applied Drilling and Reservoir Management	3 weeks	5000.00	5500.00
OG34	Petroleum Exploration and Energy Production Process and Technology	3 weeks	5000.00	5500.00
OG35	Certified Crude Oil Trading Analyst (Sampling, Testing and Evaluation)	3 weeks	5000.00	5500.00
OG36	Masterclass in Petroleum Engineering	3 weeks	5000.00	5500.00
OG37	Petroleum Engineering Principles, Calculations and Workflows	3 weeks	5000.00	5500.00
OG38	Energy Insurance Certification	3 weeks	5000.00	5500.00
OG39	LPG Terminal Design and Plant Operations Safety	3 weeks	5000.00	5500.00
OG40	Petroleum Engineering for Non-Engineers	3 weeks	5000.00	5500.00
OG41	Digital Transformation in Downstream Oil and Gas	3 weeks	5000.00	5500.00
OG42	Certification in Petrochemical Engineering	3 weeks	5000.00	5500.00
OG43	Advanced Reservoir Evaluation, Management and Engineering	3 weeks	5000.00	5500.00
OG44	Practical Petroleum Geochemistry & Geology for Exploration, Drilling and Production	3 weeks	5000.00	5500.00
OG45	Crude Oil and Chemical Tanker Familiarization & Cargo Operations	3 weeks	5000.00	5500.00
OG46	Oil and Gas Field Operations, Supply and Safety	3 weeks	5000.00	5500.00
OG47	Certificate in Oil and Gas Operational Safety	3 weeks	5000.00	5500.00
OG48	Advanced Casing and Tubing Design Calculations	3 weeks	5000.00	5500.00
OG49	Oil and Gas Drilling Technology, Tools, Methods and Process	3 weeks	5000.00	5500.00
OG50	Advanced Well Integrity Management System	3 weeks	5000.00	5500.00
OG51	Fundamentals of Well Log Interpretation Analysis and Formation Evaluation	3 weeks	5000.00	5500.00
OG52	Biostratigraphy and Sequence Stratigraphy in Oil and Petroleum Exploration	3 weeks	5000.00	5500.00
OG53	Asset Integrity Management in Oil and Gas	3 weeks	5000.00	5500.00

OG54	Certificate in Oil and Gas Surface Production Operations Facilities	3 weeks	5000.00	5500.00
OG55	Clean Fuel Project, Standard and Technology	3 weeks	5000.00	5500.00
OG56	Mini MBA: Oil Refinery Operations	3 weeks	5000.00	5500.00
OG57	Coring and Conventional Core Analysis Best Practices	3 weeks	5000.00	5500.00
OG58	Oil Well Plug and Abandonment (P&A) Engineering, Procedures, Guidelines and Management	3 weeks	5000.00	5500.00
OG59	Oil Well Cementing Calculations, Process, Equipment and Technologies	3 weeks	5000.00	5500.00
OG60	Crude Oil Refined Products Trading, Market, Sales and Risk Management	3 weeks	5000.00	5500.00
OG61	Crude Oil Treatment Plant and Process Certification	3 weeks	5000.00	5500.00
OG62	Decommissioning an Oil Tank, Wells and Offshore Platforms	3 weeks	5000.00	5500.00
OG63	Best Practices in Petroleum Storage Depot Operations	3 weeks	5000.00	5500.00
OG64	Certificate in Enhanced Oil Recovery (EOR)	3 weeks	5000.00	5500.00
OG65	FLNG Plant, Vessel, Ship and Stock	3 weeks	5000.00	5500.00
OG66	Deepwater Drilling Riser and Flowline Engineering Certification	3 weeks	5000.00	5500.00
OG67	Fundamentals of Gas Chromatography Instrumentation and Application	3 weeks	5000.00	5500.00
OG68	Gas Conditioning and Processing	3 weeks	5000.00	5500.00
OG69	Masterclass in Energy Market Analysis, Deregulation, Price, Intelligence and Liberalisation	3 weeks	5000.00	5500.00
OG70	Hot Tapping Gas Pipeline and Plugging Procedure in Petroleum Industry	3 weeks	5000.00	5500.00
OG71	Oil and Gas Fiscal Flow Metering System and Standards	3 weeks	5000.00	5500.00
OG72	Hydrotreating and Hydrocracking Petroleum Refining Process	3 weeks	5000.00	5500.00
OG73	Hydrocarbon Exploration and Production Process & Techniques	3 weeks	5000.00	5500.00
OG74	Integrated Field Development Planning	3 weeks	5000.00	5500.00

OG75	International Oil and Gas Supply, Transportation, Regulations, Logistics and Storage	3 weeks	5000.00	5500.00
OG76	Global Petroleum Business Management, Trading and Marketing	3 weeks	5000.00	5500.00
OG77	Certificate in Commercial Energy Management	3 weeks	5000.00	5500.00
OG78	Loading Master Certification for Oil, Gas and Petrochemicals	3 weeks	5000.00	5500.00
OG79	Offshore Gas Field Development Planning Program	3 weeks	5000.00	5500.00
OG80	Mini MBA: Energy Management	3 weeks	5000.00	5500.00
OG81	Mini MBA: Fundamentals and Dynamics of Petrochemicals Industry	3 weeks	5000.00	5500.00
OG82	Mini MBA: Fundamentals and Dynamics of the LNG Industry	3 weeks	5000.00	5500.00
OG83	Masterclass in Offshore Petroleum Engineering	3 weeks	5000.00	5500.00
OG84	Offshore Structures Design, Construction and Maintenance	3 weeks	5000.00	5500.00
OG84	Offshore Structures Design, Construction and Maintenance	3 weeks	5000.00	5500.00
OG85	Oil and Gas Field and Platform Supervisory Program	3 weeks	5000.00	5500.00
OG86	Oil & Gas Marine Terminals: Operation, Management and Safety in accordance with International Standards	3 weeks	5000.00	5500.00
OG87	Oil Refinery & Petrochemical Industry Wastewater Treatment Plant, Process, Stages, Methods and Technology	3 weeks	5000.00	5500.00
OG88	Crude Oil Refinery Plant Cost Estimation and Management	3 weeks	5000.00	5500.00
OG89	Oil and Gas Wellheads and Christmas Trees	3 weeks	5000.00	5500.00
OG90	Petroleum Geology for Non-Geologists	3 weeks	5000.00	5500.00
OG91	Petroleum Refining & Petrochemicals for Nontechnical Personnel	3 weeks	5000.00	5500.00
OG92	Certified Petroleum Pump System and Refinery Plant Operator	3 weeks	5000.00	5500.00
OG93	Certified Oil and Gas Production Operator	3 weeks	5000.00	5500.00

OG94	Petrophysical Properties, Modeling, Journal, Analysis of Well Logs and Interpretation	3 weeks	5000.00	5500.00
OG95	Refinery Process Yield Optimization	3 weeks	5000.00	5500.00
OG96	PVT (Pressure-Volume-Temperature) Properties Analysis of Gas Reservoir Fluids	3 weeks	5000.00	5500.00
OG97	Plant Shutdown Turnaround and Outages (STO) Management and Best Practices	3 weeks	5000.00	5500.00
OG98	Seismic Interpretation & Basin Analysis, Principles and Applications in Rift Basin	3 weeks	5000.00	5500.00
OG99	SIMOPS (Simultaneous Operations) Procedure in Oil and Gas Safety, Hazards and Risk Assessment at Onshore and Offshore	3 weeks	5000.00	5500.00
OG100	Oil and Gas SIPROD (Simultaneous Drilling and Production) for Offshore Facilities	3 weeks	5000.00	5500.00
OG101	Oil Well Stimulation Techniques, Methods and Vessel Specification	3 weeks	5000.00	5500.00
OG102	Stratigraphy Sequence: Principles, Geological Correlation and Seismic Stratigraphy Analysis	3 weeks	5000.00	5500.00
OG103	Certificate in Directional Drilling	3 weeks	5000.00	5500.00
OG104	Stuck Pipe Prevention, Fishing in Drilling – Tools and Operation	3 weeks	5000.00	5500.00
OG105	Certificate in Well Control	3 weeks	5000.00	5500.00
OG106	Masterclass in Subsea and Pipeline Engineering	3 weeks	5000.00	5500.00
OG107	Subsurface Production Engineering and Artificial Lift System	3 weeks	5000.00	5500.00
OG108	International Gas Business Management	3 weeks	5000.00	5500.00
OG109	Dynamics of Olefins and Polyolefins Business for Petrochemical Industries	3 weeks	5000.00	5500.00
OG110	Waterflooding in Oil and Gas	3 weeks	5000.00	5500.00
OG111	Well, Reservoir and Facility Management – Process, Practice and Impact	3 weeks	5000.00	5500.00

PERSONAL & PROFESSIONAL DEVELOPMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PD01	Assertiveness Skills and Confidence Training Course	2 weeks	2000.00	1750.00
PD02	Body Language Training and Nonverbal Communication Course	2 weeks	2000.00	1750.00
PD03	Professional Business and Corporate Etiquette Training Course	2 weeks	2000.00	1750.00
PD04	Creativity and Innovation Training Course	2 weeks	2000.00	1750.00
PD05	Effective Delegation Skills Training Course	2 weeks	2000.00	1750.00
PD06	Creative Thinking Training Course	2 weeks	2000.00	1750.00
PD07	Entrepreneurship Skills Training Course	2 weeks	2000.00	1750.00
PD08	Interpersonal Communication and People Skills Training Course	2 weeks	2000.00	1750.00
PD09	Personal Development and Productivity Training Course	2 weeks	2000.00	1750.00
PD10	Effective Presentation Skills Training Course	2 weeks	2000.00	1750.00
PD11	Advanced Presentation Skills Training	2 weeks	2000.00	1750.00
PD12	Stress Management and Stress Reduction Training Course	2 weeks	2000.00	1750.00
PD13	Positive Thinking and Mindset Training Course	2 weeks	2000.00	1750.00
PD14	Time Management Skills Training Course	2 weeks	2000.00	1750.00
PD15	Work-Life Balance Training Program	2 weeks	2000.00	1750.00
PD16	Influencing Skills Training	2 weeks	2000.00	1750.00
PD17	Goal Setting Training	2 weeks	2000.00	1750.00
PD18	Advanced Negotiation Skills Course	2 weeks	2000.00	1750.00
PD19	Negotiation Skills Training Course	2 weeks	2000.00	1750.00
PD20	Personal Effectiveness Training Course	2 weeks	2000.00	1750.00
PD21	Priority Management Training Course	2 weeks	2000.00	1750.00

HUMANITARIAN DEVELOPMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
HD01	Child Protection in Emergencies (CPIE) Training Course	2 weeks	3500.00	4000.00
HD02	Masterclass in International Human Rights and Humanitarian Law Course	2 weeks	3500.00	4000.00
HD03	Certificate in Fundraising and Grants Management Training Course	2 weeks	3500.00	4000.00
HD04	Impact Evaluation of Projects and Programmes Training Course	2 weeks	3500.00	4000.00
HD05	Monitoring and Evaluation of Humanitarian Programme and Projects Training Course	2 weeks	3500.00	4000.00
HD06	Grant and Proposal Writing Certification Training Course	2 weeks	3500.00	4000.00
HD07	Role of Civil Society Organizations (CSOs) in Achieving Sustainable Development	2 weeks	3500.00	4000.00
HD08	Certificate in Grants Management Training Course	2 weeks	3500.00	4000.00
HD09	Certificate in Fundraising Training Course	2 weeks	3500.00	4000.00

MEDIA AND TELECOM TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
MT01	LTE Planning and Optimization Training Certification Course	3 weeks	3400.00	4200.00
MT02	Citizen Broadband Radio Services (CBRS)	3 weeks	3400.00	4200.00
MT03	Public Safety LTE Network Architecture	3 weeks	3400.00	4200.00
MT04	LTE EPC Architecture Training	3 weeks	3400.00	4200.00
MT05	LTE Broadcast (eMBMS/CMAS/ETWS/SIB)	3 weeks	3400.00	4200.00
MT06	Tetra over LTE	3 weeks	3400.00	4200.00
MT07	Mission-Critical Push-to-Talk (MCPTT)	3 weeks	3400.00	4200.00
MT08	5G Technology	3 weeks	3400.00	4200.00
MT09	5G New Radio Access Technology	3 weeks	3400.00	4200.00

MT10	Telecom CDR (Call Detail Record) Decoding and Analysis	3 weeks	3400.00	4200.00
MT11	Distributed Antenna System (DAS) Certification	3 weeks	3400.00	4200.00
MT12	RFID Technology and Applications	3 weeks	3400.00	4200.00
MT13	Certified Fiber Optic Cable Network Engineering Course	3 weeks	3400.00	4200.00
MT14	Network Operations Center (NOC) & Wireless 2G, 3G, 4G RAN, CORE & Digital Radio Operations	3 weeks	3400.00	4200.00
MT15	Geographic Information Systems (GIS) Certification	3 weeks	3400.00	4200.00
MT16	5G NR EN-DC NSA	3 weeks	3400.00	4200.00
MT17	4G LTE Training Certification	3 weeks	3400.00	4200.00
MT18	Digital Signal Processing (DSP) Course	3 weeks	3400.00	4200.00
MT19	5G NR Physical Layer Overview and Simulations	3 weeks	3400.00	4200.00
MT20	LTE-Advanced Technologies	3 weeks	3400.00	4200.00
MT21	Software Defined Radio (SDR) Course	3 weeks	3400.00	4200.00
MT22	Smart City Infrastructure Planning and Development	3 weeks	3400.00	4200.00

STRATEGY AND STRATEGIC PLANNING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
SP01	Business Continuity Management Certification	3 weeks	3500.00	5000.00
SP02	Corporate Strategy and Value Innovation Training Course	3 weeks	3500.00	5000.00
SP03	The Complete Business Plan Writing and Development Training Course	3 weeks	3500.00	5000.00
SP04	Enterprise Resource Planning (ERP) Training Certification Course	3 weeks	3500.00	5000.00
SP05	Feasibility Study Course: Preparation, Analysis and Evaluation	3 weeks	3500.00	5000.00
SP06	Strategic Thinking and Planning Training Course	3 weeks	3500.00	5000.00
SP07	Balanced Scorecard (BSC) Training Certification Course	3 weeks	3500.00	5000.00
SP08	Certified Strategist	3 weeks	3500.00	5000.00
SP09	Process Management Certification	3 weeks	3500.00	5000.00

SP10	Business Process Reengineering (BPR) Certification Course	3 weeks	3500.00	5000.00
SP11	Corporate Resilience Training for Managers and Organisations	3 weeks	3500.00	5000.00
SP12	Business Transformation Training Course	3 weeks	3500.00	5000.00
SP13	Benchmarking Training Courses	3 weeks	3500.00	5000.00
SP14	Business Process Improvement Certification Training Course	3 weeks	3500.00	5000.00
SP15	Business Process Analysis and Modelling Training Course	3 weeks	3500.00	5000.00
SP16	Disruptive Innovation Course	3 weeks	3500.00	5000.00
SP17	Workflow Management Training Course	3 weeks	3500.00	5000.00
SP18	Board of Directors and Members Training Certification Course	3 weeks	3500.00	5000.00
SP19	Improving Board Effectiveness Training	3 weeks	3500.00	5000.00
SP20	Certificate in Strategy	3 weeks	3500.00	5000.00
SP21	Strategic Partnerships, Joint Venture and Consortia Development Course	3 weeks	3500.00	5000.00
SP22	Due Diligence Training Course	3 weeks	3500.00	5000.00
SP10	Business Process Reengineering (BPR) Certification Course	3 weeks	3500.00	5000.00
SP24	Mergers and Acquisitions (M&A) Training Course	3 weeks	3500.00	5000.00
SP25	Strategic Awareness and Business Acumen Training Course	3 weeks	3500.00	5000.00
SP26	Strategic Planning Certification Training Course	3 weeks	3500.00	5000.00
SP27	Strategic Thinking and Business Planning Course	3 weeks	3500.00	5000.00
SP28	Strategy Masterclass	3 weeks	3500.00	5000.00

PROJECT MANAGEMENT COURSE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PM01	Advanced Project Management Certification	3 weeks	2500.00	3600.00
PM02	Advanced Negotiation Skills for Project Managers	3 weeks	2500.00	3600.00
PM03	Project Management Office (PMO) : Setting up, Structure, Roles and Responsibilities	3 weeks	2500.00	3600.00
PM04	Project Management Course for Beginners	3 weeks	2500.00	3600.00
PM05	Information Technology Project Management Course	3 weeks	2500.00	3600.00
PM06	Oil and Gas Project Management Course	3 weeks	2500.00	3600.00
PM07	Microsoft Project (MS Project) Course	3 weeks	2500.00	3600.00
PM08	PRINCE2 Practitioner Course	3 weeks	2500.00	3600.00
PM09	Project Management Professional (PMP)	3 weeks	2500.00	3600.00
PM10	Project Management Certification Course	3 weeks	2500.00	3600.00
PM11	Project Risk Management Certification	3 weeks	2500.00	3600.00
PM12	Project Management Certification (PMBOK)	3 weeks	2500.00	3600.00
PM13	PMP Exam Preparation Course	3 weeks	2500.00	3600.00
PM14	Organizational Project Management Maturity Model (OPM3)	3 weeks	2500.00	3600.00
PM15	Project Planning and Control	3 weeks	2500.00	3600.00
PM16	Primavera P6 Basic Certification Course	3 weeks	2500.00	3600.00
PM17	Primavera P6 Advanced Certification Course	3 weeks	2500.00	3600.00
PM18	Primavera Risk Analysis Course	3 weeks	2500.00	3600.00
PM19	Primavera Contract Management Training	3 weeks	2500.00	3600.00
PM20	Earned Value Management (EVM) in Primavera	3 weeks	2500.00	3600.00
PM21	Asta Powerproject Training	3 weeks	2500.00	3600.00
PM22	TILOS Software Training	3 weeks	2500.00	3600.00

PM23	P3M3 Certification (Portfolio, Programme and Project Management Maturity Model)	3 weeks	2500.00	3600.00
PM24	Benefits Realisation Management Masterclass	3 weeks	2500.00	3600.00
PM25	Business Analysis and Project Management Certification	3 weeks	2500.00	3600.00
PM26	Portfolio Management Certification Course	3 weeks	2500.00	3600.00
PM27	Agile Scrum Master Certification	3 weeks	2500.00	3600.00
PM28	Construction Delay Analysis Masterclass	3 weeks	2500.00	3600.00
PM29	Economic and Technical Evaluation of Projects	3 weeks	2500.00	3600.00
PM30	Monitoring and Evaluation (M&E) Certification Course	3 weeks	2500.00	3600.00
PM31	Mini MBA in Project Management	3 weeks	2500.00	3600.00
PM32	Construction Project Management Masterclass	3 weeks	2500.00	3600.00
PM33	Project Management Course for Engineers	3 weeks	2500.00	3600.00
PM34	Project Finance Certification Course	3 weeks	2500.00	3600.00
PM35	Certified Project Coordinator Course	3 weeks	2500.00	3600.00
PM36	Certified Project Planner Course	3 weeks	2500.00	3600.00
PM37	Project Administration Course	3 weeks	2500.00	3600.00
PM38	Project Management Course for Architects	3 weeks	2500.00	3600.00
PM39	Project Control Course	3 weeks	2500.00	3600.00
PM40	Project Assessment and Evaluation Course	3 weeks	2500.00	3600.00
PM41	Certified Project Analyst Course	3 weeks	2500.00	3600.00
PM42	Agile Project Management Certification Course	3 weeks	2500.00	3600.00
PM43	Agile Coach Certification Course	3 weeks	2500.00	3600.00
PM44	Decision Making in Project Management	3 weeks	2500.00	3600.00
PM45	Lean Project Management Certification	3 weeks	2500.00	3600.00
PM46	Project Commissioning Masterclass	3 weeks	2500.00	3600.00
PM47	Project Quality Management	3 weeks	2500.00	3600.00

PM48	Technical Project Management Certification	3 weeks	2500.00	3600.00
------	--	---------	---------	---------

PUBLIC SECTOR MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PSM01	Corporate Governance, Business Ethics and Social Responsibility in the Public Services	3 weeks	5000.00	4400.00
PSM02	E-Government and E-Governance: Digital Government in Public Service Course	3 weeks	5000.00	4400.00
PSM03	Implementing Ethics, Anti-Bribery & Anti-Corruption Compliance Training Course	3 weeks	5000.00	4400.00
PSM04	Governance and Leadership in Public Sector Management Course	3 weeks	5000.00	4400.00
PSM05	Performance Management System in Government and Accountability of Public Officers	3 weeks	5000.00	4400.00
PSM06	Certificate in Public Service Management	3 weeks	5000.00	4400.00
PSM07	Public Administration, Policy Analysis and Governance Course	3 weeks	5000.00	4400.00
PSM08	Masterclass in Public Sector Management	3 weeks	5000.00	4400.00
PSM09	Good Governance in Public Service	3 weeks	5000.00	4400.00
PSM10	Parliamentary Procedure Training for Elected Officials, Civic Leaders, Board Members and Organization Leaders	3 weeks	5000.00	4400.00
PSM11	Alternative Dispute Resolution (ADR), Legal Mediation and Arbitration Certificate Course	3 weeks	5000.00	4400.00
PSM12	Masterclass in Public Relations Management	3 weeks	5000.00	4400.00
PSM13	International Best Practices in Commercial Arbitration and Adjudication	3 weeks	5000.00	4400.00
PSM14	Market Competition and Rates (Tariffs and Subsidies)	3 weeks	5000.00	4400.00
PSM15	Economic Regulation and Pricing	3 weeks	5000.00	4400.00
PSM16	Economic Analysis and Data Analytics	3 weeks	5000.00	4400.00

PSM17	Policy Development and Analysis in Public Sector	3 weeks	5000.00	4400.00
PSM18	Masterclass in Corporate Affairs and Governance	3 weeks	5000.00	4400.00
PSM19	Masterclass in Public Policy and Administration	3 weeks	5000.00	4400.00
PSM20	Masterclass in Government Relations, Public Policy and Public Affairs	3 weeks	5000.00	4400.00
PSM21	Government and Organizational Transparency in Information, Communication and Business	3 weeks	5000.00	4400.00
PSM22	Digital Government Transformation	3 weeks	5000.00	4400.00
PSM23	Freedom of Information and Privacy Protection Certification Program	3 weeks	5000.00	4400.00

PUBLIC PRIVATE PARTNERSHIPS (PPP) TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PPP01	PPP Model and Program Development	2 weeks	5000.00	4500.00
PPP02	International PPP Projects and Infrastructure Management	2 weeks	5000.00	4500.00
PPP03	Masterclass in Public Private Partnership (PPP) Contract and Agreement	2 weeks	5000.00	4500.00
PPP04	PPP PFI, Economics, Contracts and Private Sector Finance	2 weeks	5000.00	4500.00
PPP05	PPP Project Finance Model Certification Program	2 weeks	5000.00	4500.00
PPP06	Public Private Partnerships (PPP) Basis, Index, Formula, Methods and Types	2 weeks	5000.00	4500.00
PPP07	Public Sector Reform: Impact of Private Investment	2 weeks	5000.00	4500.00
PPP08	Certificate in PPP Regulation	2 weeks	5000.00	4500.00
PPP09	Project Aspect of PPP (Project Planning, Cost Control, Risks, Implementation)	2 weeks	5000.00	4500.00
PPP10	Financial & Commercial aspect of PPP (Funding, How To Attract Investors, Project Finance, ROI)	2 weeks	5000.00	4500.00
PSM11	Legal aspect of PPP (Contract, Regulation, Dispute Resolution)	2 weeks	5000.00	4500.00

PPP12	Sector-by-Sector Analysis of PPP Models and Structures	2 weeks	5000.00	4500.00
PPP13	Building a real PPP model using Excel	2 weeks	5000.00	4500.00
PPP14	PPP Policies, Strategies, Laws & Units for Implementing Successful PPP Transactions	2 weeks	5000.00	4500.00
PPP15	Identifying & Selecting Appropriate Projects for PPPs	2 weeks	5000.00	4500.00
PPP16	Financing Techniques For PPP To Ensure Long-Term PPP bankability and Affordability	2 weeks	5000.00	4500.00
PPP17	Models for Analyzing PPP Projects	2 weeks	5000.00	4500.00
PPP18	Managing and Overseeing PPP Procurements & Achieving Transaction Closure	2 weeks	5000.00	4500.00
PPP19	PPP Stakeholder Management & Sustainability Techniques	2 weeks	5000.00	4500.00
PPP20	Managing Long-Term PPP Contracts For Ensuring Service Delivery, Price Regulation, and Dispute Resolution	2 weeks	5000.00	4500.00
PPP21	Negotiating and Managing PPP Contracts	2 weeks	5000.00	4500.00
PPP22	Public – Private Partnership in the Road Sector	2 weeks	5000.00	4500.00
PPP23	PPP Project Negotiation, Mobilizations and Fundraising	2 weeks	5000.00	4500.00
PPP24	Structuring Financial Agreements for PPPs	2 weeks	5000.00	4500.00

PUBLIC RELATIONS TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
PR01	Protocol and Etiquette Certification Course	2 weeks	3500.00	4000.00
PR02	Public Relations Strategy and Tactics	2 weeks	3500.00	4000.00
PR03	Crisis Management in Public Relations	2 weeks	3500.00	4000.00
PR04	Event and Conference Management Certification	2 weeks	3500.00	4000.00
PR05	International Protocol and Diplomacy Certification	2 weeks	3500.00	4000.00
PR06	Public Affairs and Media Relations Course	2 weeks	3500.00	4000.00

PR07	Public Relations (PR) and Communication Course	2 weeks	3500.00	4000.00
PR08	Public Relations (PR) Campaign: Plan, Strategies and Evaluation	2 weeks	3500.00	4000.00
PR09	Public Relations Officer Certification Course	2 weeks	3500.00	4000.00

QUALITY CONTROL & RISK MANAGEMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
QCRM1	5S Training Certification Course	2 weeks	5000.00	4500.00
QCRM2	HACCP Food Safety Training Certification Course	2 weeks	5000.00	4500.00
QCRM3	Quality Improvement Certification	2 weeks	5000.00	4500.00
QCRM4	Lean Practitioner Certification Course	2 weeks	5000.00	4500.00
QCRM5	Lean Six Sigma Black Belt Certification Course	2 weeks	5000.00	4500.00
QCRM6	Lean Six Sigma Green Belt Certification Course	2 weeks	5000.00	4500.00
QCRM7	Lean Six Sigma Yellow Belt Certification Course	2 weeks	5000.00	4500.00
QCRM18	Food Safety Handlers Course	2 weeks	5000.00	4500.00
QCRM9	Certified Quality Management Professional	2 weeks	5000.00	4500.00
QCRM10	Root Cause Analysis Training Certification Course	2 weeks	5000.00	4500.00
QCRM11	Work Simplification	2 weeks	5000.00	4500.00
QCRM12	Six Sigma Certification Course	2 weeks	5000.00	4500.00
QCRM13	Internal Consulting Skills Course	2 weeks	5000.00	4500.00
QCRM14	Continuous Improvement in TQM Certification Course	2 weeks	5000.00	4500.00
QCRM15	Total Quality Management (TQM) Certification Course	2 weeks	5000.00	4500.00
QCRM16	External Quality Assurance (EQA)	2 weeks	5000.00	4500.00
QCRM17	Basic Food Hygiene Certification Course	2 weeks	5000.00	4500.00
QCRM18	Food Safety Handlers Course	2 weeks	5000.00	4500.00
QCRM19	Lean Manufacturing Course	2 weeks	5000.00	4500.00
QCRM20	Certified Quality Engineer	2 weeks	5000.00	4500.00
QCRM21	Quality Control Certification	2 weeks	5000.00	4500.00
QCRM22	Risk Management Certification	2 weeks	5000.00	4500.00
QCRM23	Certified Quality Inspector (CQI)	2 weeks	5000.00	4500.00

QCRM24	Enterprise Risk Management Certification	2 weeks	5000.00	4500.00
QCRM25	Professional Risk Manager Certification	2 weeks	5000.00	4500.00
QCRM26	Quality Risk Management Training	2 weeks	5000.00	4500.00
QCRM27	Insurance Risk Management Certification	2 weeks	5000.00	4500.00
QCRM28	ISO 9001 Lead Auditor Certification Course	2 weeks	5000.00	4500.00

SALES AND MARKETING TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
QCRM1		2 weeks	3000.00	2500.00
SM02	Business Development Manager Certification Training Course	2 weeks	3000.00	2500.00
SM03	Key Account Management Training Course	2 weeks	3000.00	2500.00
SM04	Strategic Account Management Training Course	2 weeks	3000.00	2500.00
SM05	Business Networking Training Course	2 weeks	3000.00	2500.00
SM06	Consultative Selling Skills Training Course	2 weeks	3000.00	2500.00
SM07	Retail Sales and Visual Merchandising Certificate Training Course	2 weeks	3000.00	2500.00
SM08	Distribution Channel Marketing Management Training Course	2 weeks	3000.00	2500.00
SM09	Brand Management Certification Training Course	2 weeks	3000.00	2500.00
SM10	Marketing Strategy and Planning Training Course	2 weeks	3000.00	2500.00
SM11	FMCG Sales Training	2 weeks	3000.00	2500.00
SM12	Internet and Social Media Marketing Certification Training Course	2 weeks	3000.00	2500.00
SM13	Certified Marketing Professional Training Course	2 weeks	3000.00	2500.00
SM14	Product Management Certification Training Course	2 weeks	3000.00	2500.00
SM15	Professional Selling Skills Training Course	2 weeks	3000.00	2500.00
SM16	Certificate in Retail Management Training Course	2 weeks	3000.00	2500.00

SM17	Certificate in Digital Marketing Training Course	2 weeks	3000.00	2500.00
SM18	Certified Digital Marketing Professional Training Course	2 weeks	3000.00	2500.00
SM19	Pricing Strategy and Tactics Training Course	2 weeks	3000.00	2500.00
SM20	Certificate in Marketing Communications and Media Planning Training Course	2 weeks	3000.00	2500.00
SM21	Design Thinking Certification Training Course	2 weeks	3000.00	2500.00
SM22	Upselling and Cross selling Training Course	2 weeks	3000.00	2500.00
SM23	Fundamentals of Marketing Course	2 weeks	3000.00	2500.00
SM24	Marketing Leadership Development Program	2 weeks	3000.00	2500.00
SM25	Market Research and Intelligence Training Course	2 weeks	3000.00	2500.00
SM26	Certified Sales Manager Training Course	2 weeks	3000.00	2500.00
SM27	Certificate in Sales and Marketing Management Training Course	2 weeks	3000.00	2500.00

LEARNING AND DEVELOPMENT TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
LND01	Certified Training and Development Professional Course	2 weeks	3500.00	4000.00
LND02	e-learning Instructional Design and Developer Certification Course	2 weeks	3500.00	4000.00
LND03	Effective Facilitator Training Course	2 weeks	3500.00	4000.00
LND04	Training Needs Analysis and Training Evaluation Course	2 weeks	3500.00	4000.00
LND05	Training Coordinator and Administration Certification Course	2 weeks	3500.00	4000.00
LND06	Master Trainer Certification Program	2 weeks	3500.00	4000.00
LND07	Measuring ROI and Evaluating Training Effectiveness	2 weeks	3500.00	4000.00
LND08	Train the Trainer Certification Course	2 weeks	3500.00	4000.00
LND09	Competency Based Training Program	2 weeks	3500.00	4000.00
LND10	Gamification Training and Development Course	2 weeks	3500.00	4000.00

LND11	Organizational Development Certification Course	2 weeks	3500.00	4000.00
LND12	Corporate Trainer Certification Course	2 weeks	3500.00	4000.00
LND13	Certified Learning and Development Manager Program	2 weeks	3500.00	4000.00
LND14	Training and Development Specialist Certification	2 weeks	3500.00	4000.00

BANKING, INVESTMENT & INSURANCE TRAINING COURSES

CODE	COURSE TITLE	DURATION	FEES PER DELEGATES PER PROGRAMME	
			GHANAIAN DELEGATES (¢)	INTERNATIONAL DELEGATES (US\$)
BII01	Masterclass in Currency Management (Risk, Strategy & Asset Management)	3 weeks	3700.00	4000.00
BII02	Cash Transfer Programming (CTP) – Cash and Voucher Based	3 weeks	3700.00	4000.00
BII03	Specialist in Banking Operations Certification Course	3 weeks	3700.00	4000.00
BII04	Fraud and Risk Management System in Banking Sector	3 weeks	3700.00	4000.00
BII05	Agency Banking Model, Strategy and Solutions	3 weeks	3700.00	4000.00
BII06	LBO Model, Loan Structuring, Pricing and Leveraged Acquisition Finance	3 weeks	3700.00	4000.00
BII07	Certified Islamic Banking and Finance Professional	3 weeks	3700.00	4000.00
BII08	Sukuk Funds and Bonds: Types, Issuance, Investment, Structure and Financing	3 weeks	3700.00	4000.00
BII09	Certified Banking Finance Professional	3 weeks	3700.00	4000.00
BII10	Certified Chartered Banker Course	3 weeks	3700.00	4000.00
BII11	Bank Modelling and Valuation Certification Program	3 weeks	3700.00	4000.00
BII12	Bank Teller Certification Program	3 weeks	3700.00	4000.00
BII13	Certified Bank Operations and Financial Analyst	3 weeks	3700.00	4000.00
BII14	Certified Expert in Banking Arbitration, Disputes Resolution and Contracts	3 weeks	3700.00	4000.00
BII15	Specialist in Credit Risk Evaluation, Modelling and Management	3 weeks	3700.00	4000.00

BII16	Anti-Money Laundering Regulations, Compliance, Process and Policy	3 weeks	3700.00	4000.00
BII17	Debt Collection, Recovery, Negotiation and Credit Control Management	3 weeks	3700.00	4000.00
BII18	Certified Basel III Expert	3 weeks	3700.00	4000.00
BII19	Investment Banking Certification Course	3 weeks	3700.00	4000.00
BII20	International Central Banking Models and Legal Framework	3 weeks	3700.00	4000.00
BII21	Global Investment Performance Standards (GIPS)	3 weeks	3700.00	4000.00
BII22	Certified Pension Plan and Fund Administrator	3 weeks	3700.00	4000.00
BII23	Pension Fund Risk Management and Risk Associated with Pension Schemes	3 weeks	3700.00	4000.00
BII24	Risk Based Supervision of Pension Funds	3 weeks	3700.00	4000.00
BII25	Certified Pension Trustee of Scheme, Fund and Liability Insurance	3 weeks	3700.00	4000.00
BII26	Certificate in Pension Fund Law & Regulation Act	3 weeks	3700.00	4000.00
BII27	International Social Security Association (ISSA) Guidelines	3 weeks	3700.00	4000.00
BII28	Certificate in Pension Fund Governance, Regulations and Best Practices	3 weeks	3700.00	4000.00
BII29	Investment Portfolio Management Certification Course	3 weeks	3700.00	4000.00
BII30	Certified Investment Analyst Course	3 weeks	3700.00	4000.00
BII31	Masterclass in Investment Management: Property, Stock, Financial & Funds	3 weeks	3700.00	4000.00