



TRAINING CALENDAR 2022

NO	DATE	COURSE	TARGET GROUP	FEES
1	12 -14 JAN	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
2	24 – 28 JAN	Corporate Governance and Directors Development Program	Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards	110,000/-
3	02 - 04 FEB	Budgeting, Planning and Internal Controls	Finance Directors & Managers, Audit Managers	69,000/-
4	23TH -25th FEB	Effective Audit Committee	Audit Committees, CEOs & Head of Audit & Finance	69,000/-
5	2nd-4th MAR	Strategic Planning Professional	CEOs, Planners, Finance Managers	69,000/-
6	17th – 19th MAR	Certified Customer Service Professional	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
7	23 – 25th MAR	Certified Marketing Professional	Marketing Staff, Account Managers, Marketing Managers	69,000/-
8	30 th mar – 1 st APRIL	CFO Strategy & Leadership	Chief Finance Officers & Managers	72,000/-
9	6 - 8TH APRIL	National & Global Counter Terrorism Strategy	CEOs, Security Managers, Security Chiefs, OSHA Champions	72,000/-
10	12 – 14th APR	Company Secretary Competency Program & Leadership	Company Secretaries & Head of Legal Department	72,000/-
11	27 – 29 th APRIL	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
12	4– 6 th MAY	Chain Supply Management, Leadership in Procurement & Best Practices	Head of Procurements, Chain Supply Managers & Procurement Officials	69,000/-
13	11 - 13 MAY	Anti Money Laundering & CFT	Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials	69,000/-

14	18 – 20 th MAY	Certified Office Professional	Office Managers, Executive Secretaries, Pas	69,000/-
15	25 - 27 MAY	Advanced Supervisory Course For Managers	Middle Level Managers & Supervisors	69,000/-
16	2 nd – 4 th JUNE	Performance Management	CEOs, Chairpersons, Managers, Departmental Heads, Directors	69,000/-
17	8– 10th JUNE	Senior Secretary/PA Development Course	Secretaries and PAs	69,000/-
18	15 -17 th JUNE	Governance Integrity and Combating Anti-Corruption	CEOs, Governance Champions, Compliance Officers	69,000/-
29	22 nd – 24 th JUNE	Comprehensive Legislative Drafting Course	Drafting Officers, Assembly Clerks, Lawyers, Hansard Officers	72,000/-
20	29 th JUNE – 1 st JULY	Bio Terrorism and Preparedness	CEOs, Security Managers, Security Chiefs, OSHA Champions, All Staff	72,000/-

NO	DATE	COURSE	TARGET GROUP	FEES
21	4 th - 8 th JULY	GLI Strategic Leadership Program (Corporate)	CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their leadership skills	129,000/-
22	13 - 15 JULY	OSHA Training Occupational Safety & Health Administration Standards	All Staff, Safety Teams, OSHA Champions, Departmental Heads	69,000/-
23	20 th – 22 JULY	Public Sector Management	CEOs, PSs, Directors, Board Chairpersons, Head of Departments, All Managers, all who want to hone their Management skills in Public Sector.	72,000/-
24	27 th – 29 th JULY	Occupation Health, Safety	All Staff, Safety Teams, OSHA Champions, Departmental Heads	69,000/-
25	3 rd -5 th AUG	Compliance Officers Leadership Program	Compliance Officers, Regulatory Officers	69,000/-
26	10 th – 12 th AUG	Anti-Money Laundering & CFT	Head of Compliance, Compliance officers, Regulatory Authority Staff, Bank Officials	69,000/-
27	17 – 19 th AUG	Certified Professional Manager	Middle Level Managers, Supervisors, Head of Departments	69,000/-
28	24 - 26 AUG	Finance For Non Finance Managers	All Non Finance Managers & Professionals	69,000/-
29	24 – 26 th AUG	Advanced Secretary/PA Course	Office Managers, Executive Secretaries, Pas	69,000/-
30	31 st Aug – 2 nd SEPT	Certified Marketing Professional	Marketing Staff, Account Managers, Marketing Managers	69,000/-
31	7 th – 9 th SEPT	Certified Customer Service Professional	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
32	14 th - 16 th SEPT	Finance & Planning Specialist Leadership Program	Finance & Planning Managers	69,000/-
33	21 – 23 rd SEPT	Certified Brand Specialists	Brand Managers, Marketing and Sales Managers	69,000/-

34	26 th -30 th SEPT	Corporate Governance Course	Board of Directors, CEOs, Regulatory Authorities Rep, County & Assembly Service Boards	110,000/-
35	5 th - 7 TH OCT	Advanced Supervisory Course For Managers	Middle Level Managers & Supervisors	69,000/-
36	13 -15 TH OCT	Fraud and Risk : Regulators Course	Regulatory Authorities	69,000/-
37	17 th -19 th OCT	Corporate Communication Mastery	Communication Officers, Sales Staff, PR officers, Front Office Staff	69,000/-
38	26 th - 28 th OCT	The Complete Course in Management	Managers, supervisors, aspiring mangers.	69,000/-
39	2 nd - 4 TH NOV	Certified Sales Manager	Sales Managers & Professionals	72,000/-
40	9 th - 11 th NOV	CFO Leadership Program	Chief Finance Officers & Finance Directors	72,000/-
41	16 th - 18 th NOV	Senior Human Resource Professional	HR Directors, Managers and HR Officers.	69,000/-
42	23 rd - 25 th NOV	OSHA Advanced Safety Leadership	Security Persons, OSHA Champions, safety professionals, Human resource professionals, office managers	69,000/-
43	30 th Nov– 2 nd DEC	Client Management Strategy & System	Customer Service Managers, Front Office Staff, Marketing Staff, Account Managers	69,000/-
44	9 th - 11 DEC	Public Sector Communication, Event & Protocol Management	PR Managers, Spokesperson, Communication Officers	69,000/-
45	14 – 16 th DEC	Strategic Planning- Forecasting & Setting Goals For New Year- CEOs & Managers Retreat	PSs, CEOS, Board Chairpersons,	89,000/-