



2025 TRAINING BROCHURE

www.aimstraining.org



Your Best Training Partner

DIRECTOR'S MESSAGE

Dr. Mamuda T. Seidu

DIRECTOR OF PROGRAMS



Reflecting on Our Milestones

For over 19 years, the African Institute of Management Science (AIMS) has been a leader in training and capacity development across West Africa and beyond. We have built a strong reputation as a regional powerhouse, setting industry benchmarks and delivering customized solutions designed to enhance organizational performance and empower professionals. Our journey has been characterized by innovation and an unwavering commitment to creating skill-based programs that drive success. We owe our achievements to our past and present clients and partners, and we extend our heartfelt gratitude to all stakeholders who have directly and indirectly been part of our shared success.

A Transformative Partnership with WARD

We are thrilled to announce a groundbreaking partnership with the World Academy for Research and Development (WARD), which grants us the mandate to issue ISO certification in collaborative certification in approved programs. By collaborating closely with WARD, we have developed cost-effective online courses to address the unique needs of our clients, thereby making high-quality education and skill development more accessible and flexible.

This strategic alliance underscores our unwavering commitment to advancing our clients' professional and academic goals by minimizing logistical and financial barriers, ultimately fostering both personal and organizational growth.

Our Commitment Moving Forward

As we look forward to 2025/2026 and beyond, our dedication is to represent you as your most reliable training partner. This remains the core of our vision. We invite you to join us as we embark on this exciting new chapter of growth and innovation. Together, we will reach new heights, equipping your team with essential skills and contributing to the individual Continuing Professional Development (CPD).

Thank you.



MISSION

Our focused mission is to provide Capacity building intervention, that seeks to enhance skills towards increased productivity and the realisation of organisational objectives. We work with you to achieve your organisational mission.

VISION

AIMS Training maintains its mission based on the following values:

- Quality of excellence in professionalism
- Promoting good human relations and shared values
- Priority to efficiency
- A team of expert trainers
- Respect for cultures on global openness
- Promoting the spirit of collaboration and sharing experiences
- Dedication to the satisfaction and respect of our clients.

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HUMAN RESOURCE MANAGEMENT

HRM

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|--|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| HRM | HUMAN RESOURCES MANAGEMENT | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| HRM001 | Social Insurance and Risk Management (Assurance for a fast Changing World) | 3 | Jan | | Mar | Apr | May | | | Aug | Sept | Oct | Nov | |
| HRM002 | Maximizing Retirement Benefits through Social Security | 2 | | Feb | Mar | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| HRM003 | Benchmarking: Comparing Your Performance with the Best | 3 | Jan | | Ma | | May | | Jul | Aug | Sept | | Nov | |
| HRM004 | Essentials of Human Resource Mangement | 2 | Jan | Feb | | Apr | | Jun | | Aug | | Oct | Nov | |
| HRM005 | Innovation in Workplace Planning and Organizational Development | 2 | Jan | Feb | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| HRM006 | Job Evaluation and Analysis (Understanding Reward Management) | 3 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| HRM007 | Developing Effective Performance Indicators | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| HRM008 | Human Resource and Performance Management | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| HRM009 | Human Resource Management and Payroll Administration | 3 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| HRM010 | Human Resource Management (Strategy & Policy) | 2 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| HRM011 | Corporate & Employee Best Practices | 3 | Jan | Feb | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| HRM012 | Human Resources Development & Personnel Management | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| HRM013 | Performance Management for Supervisors (Building an Effective High-performance Org.) | 3 | Jan | Feb | | Mar | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| HRM014 | Risk Management for Human Resources | 2 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| HRM015 | Retirement and Employee Investment Planning | 3 | Jan | Feb | | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| HRM016 | Policy Initiatives to transform HR | 2 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| HRM017 | Workplace Management & Recruitment | 2 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | | Dec |

Free Laptop or Tablet



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| DURATION | GHANA | UK | SOUTH AFRICA | DUBAI | ESWATINI |
|----------|---------|---------|--------------|---------|----------|
| 1 WEEK | \$2,550 | \$2,950 | \$2,550 | \$4,550 | \$2,550 |
| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

| Ref Code | LPSCM | LOGISTICS, PROCUREMENT & SUPPLY CHAIN MANAGEV | WKS | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|-----------|-------|---|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| | | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| LPSCVD001 | | Advanced Procurement & Stores Management | 3 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| LPSCVD002 | | Advanced Purchasing Management | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| LPSCVD003 | | Logistics, Materials & Procurement Management | 3 | Jan | Feb | | Apr | May | | Jul | | Sept | Oct | Nov | |
| LPSCVD004 | | Advanced Tendering Procedures and Bid Evaluation | 2 | Jan | | Mar | Apr | | Jun | Jul | Aug | | | Nov | Dec |
| LPSCVD005 | | Advanced Transport & Logistics Management | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| LPSCVD006 | | Procurement for World Bank Funded Projects | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| LPSCVD007 | | Supply Chain Management in Public Procurement | 3 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | Nov | |
| LPSCVD008 | | Management of Stores & Inventory | 3 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| LPSCVD009 | | Procurement Management of Equipment and Works for World Bank Aided Projects | 3 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| LPSCVD010 | | Negotiating and Managing PPP Contracts | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| LPSCVD011 | | Purchasing Techniques, Negotiating and Cost Reduction | 2 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| LPSCVD012 | | Strategic Cost and Value Management in Procurement | 3 | Jan | | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| LPSCVD013 | | Supply Chain Best Practices: Concept, Appl. and Risk Mgt. | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| LPSCVD014 | | Effective Procurement Management | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| LPSCVD015 | | Procurement, Finance & Administration Management | 3 | | Feb | Mar | | May | Jun | Jul | Aug | | Oct | Nov | |
| LPSCVD016 | | Advance Certificate in International Public Procurement | 2 | Jan | | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| LPSCVD017 | | Strategic & Innovative Stores Management | 3 | Jan | Feb | | Apr | May | | Jul | | Sept | Oct | Nov | |

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|----------|---------|---------|--------------|---------|----------|
| 1 WEEK | \$2,550 | \$2,950 | \$2,550 | \$4,550 | \$2,550 |
| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

PROJECT MANAGEMENT

PM

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|--|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| PM | PROJECT MANAGEMENT | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| PM001 | Financial Reporting & Auditing of Projects | 2 | | Feb | Mar | | May | Jun | Jul | Aug | | Oct | Nov | |
| PM002 | Project Management for Donor Funded Projects | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| PM003 | Project Scheduling, Budgeting and Cost Mgt. | 2 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM004 | Project Planning, Monitoring & Evaluation | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| PM005 | Project Proposal Writing & Fundraising | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| PM006 | Project Appraisal: Identification, Policy Analysis & Selection | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM007 | Project Policy & Financial Appraisal | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM008 | Project and Contract Mangement | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| PM009 | Project Formu. & Feasibility Studies Analysis | 2 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM010 | Project Governance and Stage Gate Management | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM011 | Project Analysis: Tools & Techniques for Managing Risk & Uncertainty | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| PM012 | Project Risk Management & Compliance | 3 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM013 | Project Appraisal: Identification, Policy Analysis & Selection | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| PM014 | Monitoring & Evaluation of Educational Projects | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| PM015 | Managing Multiple Tasks, Priorities & Deadlines | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| PM016 | Project Appraisal & Development Projects | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| PM017 | Legal Drafting and Negotiation of Contract | 2 | Jan | | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| PM018 | Project Procurement Management | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| PM019 | Monitoring & Evaluation of Performance | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |

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|----------|---------|---------|--------------|---------|----------|
| 1 WEEK | \$2,550 | \$2,950 | \$2,550 | \$4,550 | \$2,550 |
| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |



ADMINISTRATION & MANAGEMENT

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|--|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| AM | ADMINISTRATION & MANAGEMENT | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| AM001 | Strategic Leadership & Modern Management | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| AM002 | Essential Management Skills for Administrators | 2 | Jan | Feb | | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| AM003 | Leading with Emotional Intelligence | 3 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| AM004 | Leading Through Resilience and Agility | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| AM005 | Developing Effective Public Policy & Policy Delivery | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| AM006 | Maximising Retirement Benefits through Social Security | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| AM007 | Advanced Planning & Strategic Management | 3 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| AM008 | Achieving Supervisory Excellence | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| AM009 | Leadership, Communications & Interpersonal Skills | 3 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | Nov | |
| AM010 | Essential Core Skills of a 21st century Leader | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| AM011 | Parliamentary Administration | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| AM012 | Strategic Leadership and Modern Mgt | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| AM013 | The Senior Secretary Development Programme | 3 | Jan | | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| AM014 | Developing Core Skills for Administrators & Secretaries | 3 | | Feb | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| AM015 | Strategic Management, Leadership & Risk Assessment Strategy | 3 | Jan | | Mar | Apr | | Jun | | Aug | Sept | Oct | Nov | |
| AM016 | Administrative Excellence for Secretaries and Administrators | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| AM017 | Professional Skills for Administrators & Secretaries | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |

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| 1 WEEK | \$2,550 | \$2,950 | \$2,550 | \$4,550 | \$2,550 |
| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

GENDER & PARTICIPATORY MANAGEMENT

GPM

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|--|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| GPM | GENDER & PARTICIPATORY MANAGEMENT | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| GPM001 | Gender Issues in Management | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | | Nov | Dec |
| GPM002 | Women in Leadership (Unleashing the Power, Potential & Positivity of Women in the Workplace) | 2 | | Feb | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |
| GPM003 | Mainstreaming Gender in Water Management | 2 | Jan | | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| GPM004 | Gender Issues for Sustainable Development | 3 | Jan | Feb | | Apr | May | | Jul | | Sept | Oct | Nov | |
| GPM005 | Gender and Reproductive Health & Advocacy | 3 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| GPM006 | Gender and Women's Empowerment | 2 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| GPM007 | Gender & Analysis Planning Development | 3 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| GPM008 | Women in Sustainable Rural Development | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| GPM009 | Gender Issues for Sustainable Development | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| GPM010 | Gender and Development Action | 3 | Jan | | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| GPM011 | Gender and Diversity in Management | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | Nov | Dec |
| GPM012 | Advanced Communication Skills for the Professional Woman | | Jan | | Mar | | May | | Jul | | Sept | Oct | Nov | |
| GPM013 | Communication with Power and Impact for Women | | | Feb | Mar | Apr | | Jun | | Aug | Sept | Oct | Nov | Dec |
| GPM014 | Practical Strategies for Successful Women Leaders | | Jan | | | | May | | Jul | | Sept | Oct | Nov | Dec |
| GPM015 | Gender and Participatory Management | 2 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |

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| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |


OG
OIL & GAS

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|---|-----|------------|---------|---------|------------|-----|-----|------------|-----|------|------------|---------|-----|
| OG | OIL & GAS | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| OG001 | Subsea & Marine Design, Operation and Maintenance | 3 | | Feb | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| OG002 | Oil and Gas Logistics and Supply Chain Management | 3 | Jan | | Mar | Apr | | Jun | | Aug | Sept | Oct | Nov | |
| OG003 | Decommissioning of Offshore Installations | 3 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| OG004 | Enhanced Oil Recovery (EOR) | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | | | |
| OG005 | Oil & Gas Industry, Policy Dev. & Implementation | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| OG006 | Oil and Gas Operations and Project Financing | 4 | Jan | | | Apr | May | | Jul | Aug | Sept | | Nov-Dec | |
| OG007 | Oil and Gas Legal Regulatory Framework and Standards | 3 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| OG008 | Risk Management in the Oil and Gas Industry | 3 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| OG009 | Effective Government Relations for the Oil & Gas Sector | 3 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| OG010 | Strategic Talent Management in the Oil and Gas Industry | 3 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| OG011 | IFRS for the Oil & Gas and Petrochemical Sectors (Upstream, Midstream & Downstream) | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | | |
| OG012 | Energy Management System | 3 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| OG013 | Fundamentals of Offshore Pipeline Engineering | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| OG014 | Introduction to Oil Trading & Price Risk Management | 3 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| OG015 | Oil and Gas Project Analysis & Management | 4 | | Feb-Mar | | | May | | Jul | Aug | | Oct | Nov-Dec | |
| OG016 | Integrated (QHSE) Management in the Oil and Gas Sector | 4 | Jan | | Mar-Apr | | May | | Jul | Aug | | Oct | Nov-Dec | |
| OG017 | Production Allocation System for Oil and Gas and Data Validation | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| OG018 | Offshore Oil and Gas Development Projects, Concepts and Facilities | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |

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| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

COMPUTERS & INFORMATION TECHNOLOGY



CIT

| Ref Code | | | Schedule A | | | | Schedule B | | | Schedule C | | | Schedule D | |
|----------|---|-----|------------|-----|---------|-----|------------|-----|-----|------------|------|-----|------------|-----|
| CIT | COMPUTERS & INFORMATION TECHNOLOGY | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| CIT001 | Advanced IT Skills for Secretaries | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov-Dec | |
| CIT002 | Advanced Records and Data Management | 3 | | Feb | Mar-Apr | | May | Jun | | Aug | Sept | Oct | Nov | |
| CIT003 | IT Auditing | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov-Dec | |
| CIT004 | IT Systems & Network Security | 3 | Jan | Feb | | Apr | | | Jul | | Sept | Oct | Nov | |
| CIT005 | Management Information Systems for Managers | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov-Dec | |
| CIT006 | SQL Server Application Development | 3 | | Feb | Mar-Apr | | May | Jun | | Aug | Sept | Oct | Nov | |
| CIT007 | Advanced Electronic Data & Records Mgt. | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov-Dec | |
| CIT008 | Electronic, Digital Data and Records | 3 | Jan | Feb | | | May | Jun | Jul | | Sept | Oct | Nov | |
| CIT009 | Info-Graphics: Data Analysis and Reporting | 3 | | Feb | Mar-Apr | | May | Jun | | Aug | Sept | Oct | Nov | |
| CIT010 | Computerized Financial Management | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| CIT011 | ICT Application Management in Libraries | 2 | Jan | Feb | | | May | Jun | | Aug | Sept | | Nov | Dec |
| CIT012 | SQL Server Design and Implementation | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |

COURSE FEE INCLUSIONS

The course fees includes:

- Course facilitation and presentation
- Tea breaks and Lunch during training
- Course digital materials includes a standard laptop
- Study visits/Tours-subject to confirmed appointment
- End of course Dinner and certificate Presentation

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| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

EW

ENERGY & WATER

| Ref Code | | | Schedule A | | | | Schedule B | | | Schedule C | | | Schedule D | |
|----------|--|-----|------------|-----|---------|-----|------------|-----|-----|------------|------|-----|------------|-----|
| EW | ENERGY & WATER | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| EW001 | Leadership Essentials for Energy | 2 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| EW002 | The Leadership Challenge in the Energy | 2 | Jan | | Mar | | May | Jun | Jul | Aug | Sept | Oct | Nov | |
| EW003 | Renewable Energy Integration | 2 | | Feb | Mar | Apr | | Jun | Jul | | Sept | Oct | Nov | Dec |
| EW004 | Project Management for Energy | 3 | Jan | Feb | Mar | Apr | May | | Jul | Aug | Sept | Oct | Nov | Dec |
| EW005 | Renewable Energy and Sustainability | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | Dec |
| EW006 | Mastering Renewable & Alternative | 3 | | | Mar | Apr | May | Jun | Jul | Aug | | Oct | | Dec |
| EW007 | Health & Safety Awareness in the Energy | 3 | Jan | Feb | Mar | | May | | | | Sept | | Nov | |
| EW008 | Drought Management for Public Water Bodies | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |
| EW009 | Site, Hazards, Rules & Regulations in Energy Sector | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| EW010 | Environmental Auditing & Impact Assessment | 3 | Jan | | Mar-Apr | | May | Jun | | Aug | Sept | Oct | Nov-Dec | |
| EW011 | Strategic Marketing of Energy Resources | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| EW012 | Hydraulic Network Modelling & Water Distribution Systems | 2 | | Feb | Mar | Apr | May | Jun | | Aug | Sept | | Nov | Dec |
| EW013 | Utility Management and Operations | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| EW014 | Nework Maintenance Strategy | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| EW015 | Energy Information Mgt. Systems | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | Sept | Oct | | Dec |
| EW016 | Clean Energy Opportunities & Risk Analysis | 4 | Jan | | Mar-Apr | | May | | Jul | Aug | | Oct | Nov-Dec | |
| EW017 | Human Performance in the Energy Sector | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |

Free Laptop or Tablet



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| DURATION | GHANA | UK | SOUTH AFRICA | DUBAI | ESWATINI |
|----------|---------|---------|--------------|---------|----------|
| 1 WEEK | \$2,550 | \$2,950 | \$2,550 | \$4,550 | \$2,550 |
| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

DUBAI COURSES

UAE

| Ref Code | | | Schedule A | | | | Schedule B | | | Schedule C | | | Schedule D | |
|----------|---|-----|------------|-----|-----|-----|------------|-----|-----|------------|------|-----|------------|-----|
| DC | DUBAI COURSES | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| UAE001 | Electronic Government & E - Administrative Management | 2 | Jan | | Mar | | May | Jun | Jul | Aug | | Oct | Nov | |
| UAE002 | Methodologies in Participatory Project Planning | 2 | Jan | | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| UAE003 | Pension Administration & Management | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| UAE004 | Participatory Budgeting & Public Expenditure | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| UAE005 | Management Development Programme for Secretaries & PA's | 2 | Jan | Feb | | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| UAE006 | Strategic Management for Managers | 2 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| UAE007 | Environment & Climate Change Management | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| UAE008 | Environmental Risk Assessment | 2 | Jan | | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| UAE009 | Energy Economics | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| UAE010 | Organisational Financial Planning & Cost Control | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| UAE011 | Resource Mobilisation Skills & Techniques | 2 | Jan | | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| UAE012 | Women in Leadership | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| UAE013 | Environmental Impact Assessment & Management | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |

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| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

FMAA

FINANCIAL MANAGEMENT, AUDITING & ACCOUNTING

| Ref Code | | | Schedule A | | | | Schedule B | | | Schedule C | | | Schedule D | |
|----------|--|-----|------------|---------|----------|-----|------------|-----|-----|------------|------|-----|------------|-----|
| FMAA | FINANCIAL MANAGEMENT, AUDITING & ACCOUNTING | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| FMAA001 | Advanced Budgeting and Budgetary Control | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | Dec |
| FMAA002 | FINTECH: Innovation, Supervision And Regulation | 3 | | Feb | 7-25 | | May | Jun | | Aug | Sept | Oct | Nov | Dec |
| FMAA003 | Advanced Public Sector Financial Management | 2 | Jan | Feb-Mar | | Apr | May | | Jul | Aug | | Oct | Nov | |
| FMAA004 | Audit & Control of Public Finances | 4 | Jan | | Mar-Apr | | May | Jun | Jul | Aug | | Oct | Nov-Dec | |
| FMAA005 | Credit Control And Financial Mgt | 3 | Jan | Feb-Mar | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| FMAA006 | Corporate Financial Planning & Decision-Making, Costing Systems, and Financial Reporting | 4 | Jan | | Mar-Apr | | May | Jun | Jul | Aug | | Oct | Nov-Dec | |
| FMAA007 | Accounting and budgeting for SOE's | 3 | Jan | Feb-Mar | | Apr | May | | Jul | Aug | | Oct | Nov | |
| FMAA008 | Accounts Receivable and Credit Policies Management | 3 | Jan | Feb-Mar | | Apr | May | | Jul | Aug | | Oct | Nov | Dec |
| FMAA009 | Introduction to Internal Auditing | 3 | Jan | Feb-Mar | | Apr | May | | Jul | Aug | | Oct | Nov | |
| FMAA010 | Strategic Financial Mgt For Directors | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | Dec |
| FMAA011 | Budget Preparation, Allocation and Cost Control | 3 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | Dec |
| FMAA012 | Project Appraisal: Financial And Economic Factors | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | Dec |
| FMAA013 | Budget Preparation, Allocation and Cost Control | 2 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| FMAA014 | Finance For Non-Financial Professionals | 4 | Jan | | Mar- Apr | | May | | Jul | Aug | | Oct | Nov-Dec | |
| FMAA015 | Finance & Project Management for NGOs | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| FMAA016 | Financial & Project Management Programme | 2 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | Nov | |
| FMAA017 | Financial Management for NGOs | 4 | Jan | | Mar-Apr | | May | | Jul | Aug | | Oct | Nov-Dec | |
| FMAA018 | Financial Management for Public Funds | 2 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | Nov | Dec |

COURSE FEE INCLUSIONS

The course fees includes:

- Course facilitation and presentation
- Tea breaks and Lunch during training
- Course digital materials includes a standard laptop
- Study visits/Tours-subject to confirmed appointment
- End of course Dinner and certificate Presentation

ECONOMICS, GOVERNANCE & ACCOUNTABILITY

EGA

TAXES

| Ref Code EGA | ECONOMICS, GOVERNANCE & ACCOUNTABILITY | WKS | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|-----------------|--|-----|------------|---------|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| | | | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| EGA001 | Essentials of Corporate Finance | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| EGA002 | Governance & Organisational Development | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| EGA003 | Governance Issues in Finance Accounting | 3 | | Feb | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| EGA004 | Management of Domestic Debt Programme | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |
| EGA005 | Mediation, Conciliation & Conflict Resolution | 2 | | Feb | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| EGA006 | Auditing Corporate Governance | 2 | Jan | Feb | | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| EGA007 | Compliance Regulatory Professionals | 3 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | Nov | |
| EGA008 | Management for Local Government (District & Municipalities) | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| EGA009 | Revenue Generation for Local Government | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| EGA010 | National Population Statistics & Management Development | 2 | Jan | Feb-Mar | | | Apr | | Jun | Jul | | Sept | Oct | Dec |
| EGA011 | Improving Public Sector Performance in the 21st Century | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| EGA012 | Corporate Governance & Risk Management for State & Public Sector Organisations | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| EGA013 | Public Policy, Governance & Administration | 2 | Jan | Feb-Mar | | | Apr | | Jun | Jul | | Sept | Oct | Dec |
| EGA014 | Public Sector Management, Governance & Fiscal Sustainability Techniques | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| EGA015 | Performance Measurement in Government | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |
| EGA016 | Public Sector Management, Governance & Fiscal Sustainability Techniques | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| EGA017 | Developing Effective Public Policy & Policy Delivery | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| EGA018 | Regulations and Control in Corporate Governance | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| EGA019 | Government & Anti-Corruption in Project Design | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| EGA020 | Forensic Auditing for Internal Auditors | 3 | | | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| EGA021 | Strategic Tourism for National Development | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |


HM

HEALTH MANAGEMENT

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|--|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| HM | HEALTH MANAGEMENT | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| HM001 | Healthcare Hazard Control and Safety Management | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| HM002 | Health Information Systems & Communication | 2 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| HM003 | Safety in Process Equipment Design & Operation | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| HM004 | Occupational Health & Work Safety Management | 3 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | Nov | |
| HM005 | Health Management and Administration | 2 | Jan | Feb | | | May | Jun | | Aug | Sept | | Nov | Dec |
| HM006 | OSHA Training: Occupational Safety & Health Administration Standards | 2 | Jan | Feb | | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| HM007 | Accident and Injury Prevention for Petroleum Workers | 2 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| HM008 | Instrumentation in Hazardous Areas | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| HM009 | Road Safety Leadership and Management | 2 | Jan | | Mar | | May | Jun | | Aug | Sept | | Nov | Dec |
| HM010 | Safety Technology & Risk Management | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| HM011 | Road Safety Auditor Team Leader Certification | 2 | Jan | | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| HM012 | Developing and Sustaining an Effective Safety Culture | 3 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| HM013 | Behavioural Based Safety | 2 | Jan | | Mar | Apr | | Jun | Jul | Aug | | | Nov | Dec |
| HM014 | Advanced Accident Investigation & Reporting | 3 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| HM015 | Accident and Injury Prevention for Petroleum Workers | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| HM016 | Health care Financing | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |

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| DURATION | GHANA | UK | SOUTH AFRICA | DUBAI | ESWATINI |
|----------|---------|---------|--------------|---------|----------|
| 1 WEEK | \$2,550 | \$2,950 | \$2,550 | \$4,550 | \$2,550 |
| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

RURAL, AGRICULTURE & ENVIRONMENT

RAE

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|--|-----|------------|-----|-----------|------------|-----|---------|------------|-----|------|------------|---------|-----|
| RAE | RURAL, AGRICULTURE & ENVIRONMENT | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| RAE001 | Agricultural Project Analysis Management | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| RAE002 | Biodiversity & Sustainable Agriculture | 3 | | Feb | Mar | | May | Jun | Jul | Aug | Sept | Oct | Nov-Dec | |
| RAE003 | Understanding Agribusiness, Value Chains, and Consumers in Global Food Systems | 3 | Jan | | Mar | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| RAE004 | Coastal & Marine Environmental Pollution Prevention | 2 | Jan | | Mar | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| RAE005 | Conservation & Natural Resources Management | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| RAE006 | Desertification & Rural Agriculture Development | 3 | Jan | Feb | | Apr | May | | Jul | Aug | | Oct | Nov | |
| RAE007 | Drought & Food Security Management | 3 | | Feb | Mar | | May | Jun-Jul | | Aug | Sept | Oct | Nov | |
| RAE008 | Environmental Auditing & Impact Assessment | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| RAE009 | Environmental Management, Accounting & Audit | 4 | Jan | | Mar - Apr | | May | | Jul | Aug | | Oct | Nov-Dec | |
| RAE010 | Crops & Invasive Plants Management | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| RAE011 | Advanced Certificate in Management of Extension Services | 3 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| RAE012 | Ecosystem & Biodiversity Management | 2 | | Feb | Mar | Apr | May | Jun | | Aug | Sept | | Nov | Dec |
| RAE013 | Forest Sustainability & Land Use | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |

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| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |



MARITIME ADMINISTRATION

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|----------|---|-----|------------|-----|-----------|------------|-----|-----|------------|-----|------|------------|---------|-----|
| MA | MARITIME ADMINISTRATION | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| MA001 | Port Management and Administration | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| MA002 | Shipping Management and Administration | 3 | | Feb | Mar | | May | Jun | | Aug | Sept | Oct | Nov | |
| MA003 | Maritime Logistics and Supply Chain Management | 3 | Jan | Feb | | Apr | | Jun | Jul | Aug | Sept | Oct | Nov | |
| MA004 | Port Project Management | 2 | Jan | | Mar | | May | Jun | Jul | | Sept | Oct | | Dec |
| MA005 | Maritime Safety Standards and Regulation | 2 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | | Dec |
| MA006 | Maritime Transportation and Management | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| MA007 | Port Governance and Strategic Port Mgt. | 3 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | Nov | |
| MA008 | Maritime Pollution and Prevention | 3 | Jan | Feb | | Apr | | Jun | Jul | Aug | | Oct | Nov | |
| MA009 | Maritime Resources Management | 3 | Jan | | Mar | Apr | May | | Jul | Aug | | Oct | Nov | |
| MA010 | Maritime Law and Safety Regulations for Non- Maritime Personnel | 4 | Jan | | Mar - Apr | | May | Jun | Jul | Aug | | Oct | Nov-Dec | |
| MA011 | Maritime Business Management and Leadership | 3 | Jan | | Mar | Apr | | Jun | | Aug | Sept | Oct | Nov | |
| MA012 | Marine Economics and Business | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| MA013 | Maritime Labour and Personnel Management | 3 | Jan | | Mar | Apr | May | | | Aug | Sept | Oct | Nov | |
| MA014 | Shipping, Manning and Operations | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |
| MA015 | Trade and Transport Regulation | 3 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | Nov | |
| MA016 | Maritime Technology Management | 2 | Jan | Feb | | Apr | | Jun | Jul | | Sept | Oct | | Dec |
| MA017 | FPSO Operation and Maintenance | 3 | Jan | Feb | | | May | Jun | Jul | | Sept | | Nov | Dec |
| MA018 | Maritime Security Mgt. & Control as per ISPS Code | 2 | | Feb | Mar | Apr | May | | | Aug | Sept | | Nov | Dec |

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PECB ISO TRAINING & CERTIFICATION PROGRAMMES

ISO

| Ref Code | | | Schedule A | | | Schedule B | | | Schedule C | | | Schedule D | | |
|---------------|--|-----|------------|-----|-----|------------|-----|-----|------------|-----|------|------------|-----|-----|
| ISO | PECB ISO TRAINING & CERTIFICATION PROGRAMMES | WKS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| ISO 9001 | Quality Management | 2 | | Feb | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| ISO 14001 | Environmental Management | 1 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| ISO 45001 | (OHSAS 18001) Occupational Health and Safety | 2 | | Feb | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| ISO 22000 | Food Safety | 1 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | | Dec |
| ISO 21500 | Project Management | 2 | | Feb | Mar | Apr | | Jun | | Aug | Sept | | Nov | Dec |
| ISO 50001 | Energy Management | 2 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | | Dec |
| ISO/TS 29001 | Oil and Gas | 3 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |
| ISO 18788 | Security Operations Management | 1 | Jan | | Mar | Apr | May | | Jul | | Sept | Oct | | Dec |
| ISO/IEC 27001 | Information Security Management System | 1 | Jan | Feb | | | May | Jun | Jul | Aug | | Oct | Nov | |

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- Course digital materials includes a standard laptop
- Tea breaks and Lunch during training
- Study visits/Tours-subject to confirmed appointment
- End of course Dinner and certificate Presentation

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|----------|---------|---------|--------------|---------|----------|
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| 2 WEEK | \$3,450 | \$3,450 | \$3,450 | \$6,550 | \$3,450 |
| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |


WACP

WARD ACADEMY ISO TRAINING & CERTIFICATION

| Ref Code | | | Schedule A | | | | Schedule B | | | | Schedule C | | | Schedule D | |
|-----------|---|--------|------------|-----|-----|-----|------------|-----|-----|-----|------------|-----|-----|------------|--|
| WACP | WARD ACADEMY ISO TRAINING & CERTIFICATION PROGRAMMES (ONLINE) | MONTHS | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
| WACP 3022 | Certified Compensation and Benefit Professional | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | |
| WACP 3023 | Certified HR Generalist (GHRG) | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3024 | Certified Marketing and Sales Professionals | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3025 | Certified Financial Analyst Specialist (CFRS) | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3026 | Master's in Leadership & People Management (MLPM) | 12 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3027 | Master's in Strategy and Business Management | 12 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3028 | Diploma in Human Resource Management (DHRM) | 6 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3029 | Diploma in Logistics and Supply Chain Management | 6 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3030 | Post Graduate Diploma in Business Management (PGDBM) | 12 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3031 | Certified Organization Development Professional (CODP) | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3032 | Certified Professional Accounting (CPA) | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3033 | Certified Project Finance Analysts (CPFA) | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3034 | Certified Performance Management Professional | 4 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |
| WACP 3035 | Master of Science in Supply Chain Management (MSSCM) | 12 | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | |

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IMPORTANT INFORMATION



| | |
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FREE LAPTOP OR TABLET



The fees stated below do not include accommodation, meals, air travel cost, medical expenses and other incidents. The following course fees cover charges for presentation and lectures, training resources and materials, local study tours and other pedagogic support.

COURSE FEES

| DURATION | GHANA | UK | SOUTH AFRICA | DUBAI | ESWATINI |
|----------|---------|---------|--------------|---------|----------|
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| 3 WEEK | \$3,850 | | \$3,850 | | \$3,850 |
| 4 WEEK | \$4,550 | | \$4,550 | | \$4,550 |

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OUR AFFILIATES AND ACCREDITED INSTITUTIONS



ESWATINI-SWAZILAND

Development Training International (Dti)

E-mail: dti@swazi.net, info@dtioffice.org
Website: www.dtioffice.org



CANADA

International Centre for Capacity Development - ICCD

www.iccdcanada.org
email: info@iccdcanada.org



PRETORIA-SA

Foundation For International Development (Africa)

E-mail: fida@realnet.co.sz
Website: www.fidafrica.org



CENTRE FOR CAPACITY
TRAINING AND DEVELOPMENT

US & UK

CENTRE FOR CAPACITY TRAINING DEVELOPMENT

Website: www.cctdev.co.uk
Email: info@cctdev.co.uk



NATIONAL TEACHING COUNCIL

www.ntc.gov.gh

Email: info@ntc.gov.gh



World Academy

for Research and Development

Website: www.worldacademy.uk

AFRICAN INSTITUTE OF MANAGEMENT SCIENCE

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+233 (0) 26 667 4996 / Fax: +27 86 597 2079

01

Choose a course



Browse through our wide range of course online or in the catalog and apply online using the application form provided on the Dtiwebsite.

Download the application form at www.aimstraining.org or contact us by email at info@aimstraining.org and we will send you your application form and quote.

02

Fill the application form



payment, travel order, tickets, visa, etc See Registration fees on the course calendar.

03

Finalise your administrative formalities



We offer a selection of accommodation choices and reserve your room. Upon arrival, you will be welcomed at the bus station or airport and guided to your hotel.

04

Benefit from personalized support



05

Strengthen your skills



And take advantage of an ideal training environment an interactive educational approach an adapted educational package a question and answer session

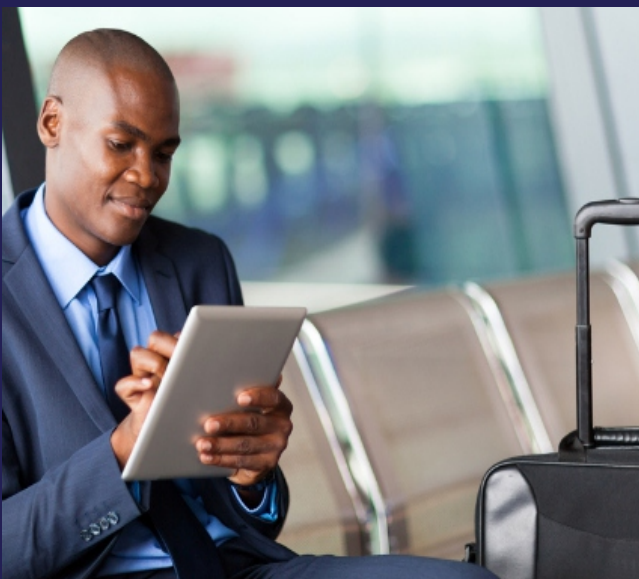
TRAVEL INFORMATION

Travel & Visa Information

The total cost for each course does not include international travel cost between the participant's home country and the course venue. All delegates are advised to budget appropriately for any medical contingency that may arise. Participants must ensure that they have a valid passport and appropriate Visas .

It is advised that participants arrive in Swaziland at least a day before the beginning of the course. It is important to start early preparations towards securing passports, applicable visas, travel health and accident insurance, as well as any clearances that you may need.

SADC member countries, as well as citizens of most of Commonwealth countries, do not require a visa prior to departure to Ghana. In most cases, visas are issued at the point of entry. If you are not sure whether or not you need a visa, please contact us for further clarifications and procedures.



Insurance

We strongly recommend that delegates purchase a health and accident insurance from their local travel agents, where they will be purchasing their return air ticket or from an appropriate insurance company.

AIMS TRAINING will NOT be responsible for health cover, loss of life, accident, illness or loss of property, theft or any other circumstantial eventuality at any venue.

TRAINING GALLERY



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