



2024

# TRAINING BROCHURE

[www.aimstraining.org](http://www.aimstraining.org)







## OUR MISSION

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

## OUR 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

# DIRECTOR'S MESSAGE



**MAMUDA T. SEIDU**

DIRECTOR OF PROGRAMS

Greetings,

## MILESTONES IN RETROSPECT

For over 18 years, the *African Institute of Management Science (AIMS)* has been at the forefront of excellence in the field of training and capacity development in West Africa and beyond. We have forged a reputation as a regional powerhouse, setting industry standards, and delivering tailored solutions to elevate organizational performance and empower professionals. Our journey has been defined by innovation and a relentless commitment to designing skill-based programs that catalyze success. Our past and current clients and partners have been the bedrock of our achievements, and for that, we express our heartfelt gratitude.

## LEAPFROGGING WITH WARD

We are excited to unveil a transformative partnership with the World Academy for Research and Development (WARD) that extends our capacity to provide ISO certification, Postgraduate Diplomas (PGD), and master's degree certification courses through virtual online programs. Working closely with WARD, we have tailored these cost-effective online courses to meet the unique needs of our clients, making high-quality education and skill development more accessible and flexible.

This strategic partnership reflects our steadfast commitment to facilitating the advancement of our clients' professional and academic pursuits by eliminating logistical and financial obstacles, ultimately fostering personal and organizational growth.

## OUR COMMITMENT

As we journey into 2024 and beyond, our commitment to being your most dependable training partner is central to our vision. We invite you to join us on this exciting chapter of growth and innovation. Together, we will ascend to new heights, equipping your team with essential skills and contributing to regional development. We eagerly anticipate the boundless possibilities ahead as we embark on this enriching collaboration with the World Academy for Research and Development.

Warmest regards,

Mamuda T. Seidu  
(Director of Programmes)



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# C

# HUMAN RESOURCE MANAGEMENT

REF CODE	HUMAN RESOURCES MANAGEMENT	WKS	SCHEDULE A			SCHEDULE B			SCHEDULE C			SCHEDULE D		
			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		MAR		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

Participants in our training programmes also receive a FREE laptop computer or Samsung Galaxy Tablet as part of their training package - more convenient and more efficient than the traditional printed hand-outs.



DURATION	GHANA	SOUTH AFRICA	DUBAI	ESWATINI
1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550





# LOGISTICS, PROCUREMENT & SUPPLY CHAIN MANAGEMENT

REF CODE			SCHEDULE A			SCHEDULE B			SCHEDULE C			SCHEDULE D		
LPSCM	LOGISTICS, PROCUREMENT & SUPPLY CHAIN MANAGEMENT	WKS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
LPSCM 001	ADVANCED PROCUREMENT & STORES MANAGEMENT	3	JAN		MAR	APR		JUN	JUL		SEPT	OCT	NOV	
LPSCM 002	ADVANCED PURCHASING MANAGEMENT	2		FEB	MAR		MAY	JUN		AUG	SEPT		NOV	DEC
LPSCM 003	LOGISTICS, MATERIALS & PROCUREMENT MANAGEMENT	3	JAN	FEB		APR	MAY		JUL		SEPT	OCT	NOV	
LPSCM 004	ADVANCED TENDERING PROCEDURES AND BID EVALUATION	2	JAN		MAR	APR		JUN	JUL	AUG			NOV	DEC
LPSCM 005	ADVANCED TRANSPORT & LOGISTICS MANAGEMENT	2	JAN	FEB		APR	MAY		JUL	AUG		OCT	NOV	
LPSCM 006	PROCUREMENT FOR WORLD BANK FUNDED PROJECTS	2		FEB	MAR		MAY	JUN		AUG	SEPT		NOV	DEC
LPSCM 007	SUPPLY CHAIN MANAGEMENT IN PUBLIC PROCUREMENT	3	JAN		MAR	APR	MAY		JUL		SEPT	OCT	NOV	
LPSCM 008	MANAGEMENT OF STORES & INVENTORY	3	JAN	FEB		APR		JUN	JUL	AUG		OCT	NOV	
LPSCM 009	PROCUREMENT MANAGEMENT OF EQUIPMENT AND WORKS FOR WORLD BANK AIDED PROJECTS	3	JAN	FEB		APR	MAY		JUL	AUG		OCT	NOV	
LPSCM 010	NEGOTIATING AND MANAGING PPP CONTRACTS	2		FEB	MAR		MAY	JUN		AUG	SEPT		NOV	DEC
LPSCM 011	PURCHASING TECHNIQUES, NEGATING AND COST REDUCTION	2		FEB	MAR	APR	MAY		JUL	AUG		OCT	NOV	
LPSCM 012	STRATEGIC COST AND VALUE MANAGEMENT IN PROCUREMENT	3	JAN		MAR		MAY	JUN		AUG	SEPT	OCT	NOV	
LPSCM 013	SUPPLY CHAIN BEST PRACTICES: CONCEPT, APPLI. AND RISK MGT.	2		FEB	MAR	APR	MAY			AUG	SEPT		NOV	DEC
LPSCM 014	EFFECTIVE PROCUREMENT MANAGEMENT	2	JAN	FEB			MAY	JUN	JUL		SEPT		NOV	DEC
LPSCM 015	PROCUREMENT, FINANCE & ADMINISTRATION MANAGEMENT	3		FEB	MAR		MAY	JUN	JUL	AUG		OCT	NOV	
LPSCM 016	ADVANCE CERTIFICATE IN INTERNATIONAL PUBLIC PROCUREMENT	2	JAN		MAR	APR		JUN		AUG	SEPT		NOV	DEC
LPSCM 017	STRATEGIC & INNOVATIVE STORES MANAGEMENT	3	JAN	FEB		APR	MAY		JUL		SEPT	OCT	NOV	

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



# PROJECT MANAGEMENT



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 MANAGEMENT STRATEGY	3	JAN		MAR	APR		JUN	JUL	AUG		OCT	NOV	

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

# GENDER & PARTICIPATORY MANAGEMENT

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





# OIL & GAS

REF CODE	OG	OIL & GAS	WKS	SCHEDULE A			SCHEDULE B			SCHEDULE C			SCHEDULE D		
				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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1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550



# COMPUTERS & INFORMATION TECHNOLOGY

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 MANAGEMENT	3	JAN	FEB			MAY	JUN	JUL		SEPT	OCT	NOV	
CIT009	INFO-GRAPHICS: DATA ANALYSIS AND REPORTING TECHNIQUES	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	

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DURATION	GHANA	SOUTH AFRICA	DUBAI	ESWATINI
1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550





# 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 PROFESSIONALS	2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
EW002	THE LEADERSHIP CHALLENGE IN THE ENERGY INDUSTRY	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 PROFESSIONALS	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 ENERGIES	3			MAR	APR	MAY	JUN	JUL	AUG		OCT		
EW007	HEALTH & SAFETY AWARENESS IN THE ENERGY SECTOR	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	NETWORK 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		
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

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2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550



# DUBAI COURSES

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







# 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
FMAA 001	ADVANCED BUDGETING AND BUDGETARY CONTROL	2	JAN	FEB		APR	MAY		JUL	AUG		OCT	NOV	DEC
FMAA 002	FINTECH: INNOVATION, SUPERVISION AND REGULATION	3		FEB	MAR		MAY	JUN		AUG	SEPT	OCT	NOV	DEC
FMAA 003	ADVANCED PUBLIC SECTOR FINANCIAL MANAGEMENT	2	JAN	FEB-MAR		APR	MAY		JUL	AUG		OCT	NOV	
FMAA 004	AUDIT & CONTROL OF PUBLIC FINANCES	4	JAN		MAR-APR		MAY	JUN	JUL	AUG		OCT	NOV-DEC	
FMAA 005	CREDIT CONTROL AND FINANCIAL MGT	3	JAN	FEB-MAR		APR		JUN	JUL		SEPT	OCT	NOV	
FMAA 006	CORPORATE FINANCIAL PLANNING & DECISION-MAKING, COSTING SYSTEMS, AND FINANCIAL REPORTING	4	JAN		MAR-APR		MAY	JUN	JUL	AUG		OCT	NOV-DEC	
FMAA 007	ACCOUNTING AND BUDGETING FOR SOE'S	3	JAN	FEB-MAR		APR	MAY		JUL	AUG		OCT	NOV	
FMAA 008	ACCOUNTS RECEIVABLE AND CREDIT POLICIES MANAGEMENT	3	JAN	FEB-MAR		APR	MAY		JUL	AUG		OCT	NOV	DEC
FMAA 009	INTRODUCTION TO INTERNAL AUDITING	3	JAN	FEB-MAR		APR	MAY		JUL	AUG		OCT	NOV	
FMAA 010	STRATEGIC FINANCIAL MGT FOR DIRECTORS	2		FEB	MAR		MAY	JUN		AUG	SEPT	OCT	NOV	DEC
FMAA 011	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	3	JAN	FEB		APR	MAY		JUL	AUG		OCT	NOV	DEC
FMAA 012	PROJECT APPRAISAL: FINANCIAL AND ECONOMIC FACTORS	3		FEB	MAR		MAY	JUN		AUG	SEPT	OCT	NOV	DEC
FMAA 013	BUDGET PREPARATION, ALLOCATION AND COST CONTROL	2	JAN	FEB		APR	MAY		JUL	AUG		OCT	NOV	
FMAA 014	FINANCE FOR NON-FINANCIAL PROFESSIONALS	4	JAN		MAR- APR		MAY		JUL	AUG		OCT	NOV-DEC	
FMAA 015	FINANCE & PROJECT MANAGEMENT FOR NGOS	3	JAN		MAR	APR	MAY		JUL	AUG		OCT	NOV	
FMAA 016	FINANCIAL & PROJECT MANAGEMENT PROGRAMME	2	JAN		MAR	APR	MAY		JUL		SEPT	OCT	NOV	
FMAA 017	FINANCIAL MANAGEMENT FOR NGOS	4	JAN		MAR-APR		MAY		JUL	AUG		OCT	NOV-DEC	
FMAA 018	FINANCIAL MANAGEMENT FOR PUBLIC FUNDS	2	JAN		MAR	APR		JUN	JUL		SEPT	OCT	NOV	



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DURATION	GHANA	SOUTH AFRICA	DUBAI	ESWATINI
1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550

# ECONOMICS, GOVERNANCE & ACCOUNTABILITY

REF CODE		WKS	SCHEDULE A			SCHEDULE B			SCHEDULE C			SCHEDULE D		
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
EGA	<b>ECONOMICS, GOVERNANCE &amp; ACCOUNTABILITY</b>													
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





# 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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2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550



# RURAL, AGRICULTURE & ENVIRONMENT

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 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 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

## FREE LAPTOP OR TABLET

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DURATION	GHANA	SOUTH AFRICA	DUBAI	ESWATINI
1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550



# PECB ISO TRAINING & CERTIFICATION

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	

We offer seminars in Mississauga (Canada), Accra (Ghana), Kigali (Rwanda), Mbabane (Eswatini), Midrand (South Africa), Dubai (United Arab Emirates) and Nairobi (Kenya).

Please contact us by phone or whatsapp at +233501453666 , by email at [info@aimstraining.org](mailto:info@aimstraining.org) or visit our website at [www.aimstraining.org](http://www.aimstraining.org) for more information or to register

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DURATION	GHANA	SOUTH AFRICA	DUBAI	ESWATINI
1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550





# WARD ACADEMY ISO TRAINING & CERTIFICATION PROGRAMMES

REF CODE			SCHEDULE A			SCHEDULE B			SCHEDULE C			SCHEDULE D		
WACP	WARD ACADEMY ISO TRAINING & CERTIFICATION PROGRAMMES (ONLINE)	WKS	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 MANGEMENT	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 MANGEMENT (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

# FREE LAPTOP OR TABLET



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## COURSE FEES

DURATION	GHANA	SOUTH AFRICA	DUBAI	ESWATINI
1 WEEK	\$ 2,550	\$ 2,550	\$ 4,550	\$ 2,550
2 WEEKS	\$ 3,450	\$ 3,450	\$ 6,550	\$ 3,450
3 WEEKS	\$ 3,850	\$ 3,850		\$ 3,850
4 WEEKS	\$ 4,550	\$ 4,550		\$ 4,550

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





# PROCEDURES FOR APPLYING AND ATTENDING A PROGRAM

1

## CHOOSE A PROGRAM

Browse through our wide range of courses online or send an email or a WhatsApp message for information on any customized program.

2

## APPLY FOR A SELECTED PROGRAM

Contact us by calling or WhatsApp at +233501453666 or send an email to [aimstrainingprg@gmail.com](mailto:aimstrainingprg@gmail.com) or [info@aimstraining.org](mailto:info@aimstraining.org) for an easy application. Alternatively, apply online using the application form provided on [www.aimstraining.org](http://www.aimstraining.org)

3

## FINALIZE YOUR ADMINISTRATIVE FORMALITIES

Complete necessary administrative tasks such as payment, travel orders, tickets, visa, etc. Refer to the Registration fees on the course calendar for details.

4

## ACCOMMODATION

Select your accommodation from our range of options and secure your room. Alternatively, upon arrival, you can choose from a variety of nearby hotels. Our welfare officer will welcome you at the airport and assist you in reaching your selected hotel.

5

## STRENGTHEN YOUR SKILLS

- Take advantage of an ideal training environment:
- Engage in an interactive educational approach.
- Utilize an adapted educational package.
- Participate in 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.





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