



2023 TRAINING CALENDAR



YOUR BEST TRAINING PROVIDER

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

Greetings,

For over a decade, the African Institute of Management Science has established a strong brand in the training and capacity development industry in West Africa as a dominant regional institution. The institute has rolled out a variety of intervention training services that are geared towards addressing training needs assessment to scale up staff performance and productivity.

The concept of identifying and designing innovative skill-based programs has been one of our underpinning successes, which have set us on a differentiated strategy in the industry. We at AIMS do not share this success story alone, but with your support and joint partnership with our valued clients over the past seventeen years. You and your organization are an integral part of our landmark gains as a going concern.

As we forge strong alliances and partnerships with your organization, we hope to work hard with you to achieve, even greater heights with your staff. The COVID-19 pandemic, with its evolving mutations continues to undermine progress in citizens' livelihoods around the world. In our response, the African Institute of Management Science, since the inception of the unrelenting pandemic, AIMS has instituted pragmatic and compliance protocol measures to mitigate the effects of transmission as part of our contribution towards the collective effort in the common fight. This we do through the strict observance of all the necessary COVID-19 protocols prescriptions towards a safe, secure and ergonomic working environment.

As we jet in 2023, and beyond, we assure you of our unfettered effort and assurance to be your most reliable training partner. We look forward to a cordial working relationship with you.

Yours Sincerely,



MAMUDA T. SEIDU
Director of Programmes



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HUMAN RESOURCES MANAGEMENT

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	Essentials of Human Resource Mangement	3	Jan		Mar	Apr	May			Aug	Sept	Oct	Nov					
HRM002	Innovation in Workplace Planning and Organizational Development	2	Jan	Feb		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
HRM003	Job Evaluation and Analysis (Understanding Reward Management)	3	Jan		Mar		May	Jun	Jul		Sept	Oct	Nov					
HRM004	Developing Effective Performance Indicators	2	Jan	Feb		Apr		Jun	Jul	Aug		Oct		Dec				
HRM005	Human Resource and Performance Management	2		Feb	Mar	Apr	May			Aug	Sept		Nov	Dec				
HRM006	Human Resource Management and Payroll Administration	3	Jan		Mar		May	Jun	Jul		Sept	Oct	Nov					
HRM007	Human Resource and Staff Training	2	Jan	Feb			May	Jun		Aug	Sept		Nov	Dec				
HRM008	Human Resource Management (Strategy & Policy)	2	Jan		Mar	Apr		Jun	Jul		Sept	Oct	Nov					
HRM009	Corporate & Employee Best Practices	3	Jan	Feb		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
HRM010	Human Resources Development & Personnel Management	2	Jan		Mar		May	Jun	Jul		Sept	Oct	Nov					
HRM011	Performance Management for Supervisors (Building an Effective High-performance Org.)	3	Jan	Feb		Mar	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
HRM012	Risk Management for Human Resources	2	Jan		Mar	Apr		Jun	Jul		Sept	Oct	Nov					
HRM013	Retirement and Employee Investment Planning	3	Jan	Feb		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
HRM014	Policy Initiatives to transform HR	2	Jan	Feb			May	Jun	Jul	Aug		Oct	Nov					
HRM015	Workplace Management & Recruitment	2	Jan		Mar	Apr		Jun	Jul		Sept	Oct		Dec				
HRM016	Organisational Needs Assessment Programme	3	Jan		Mar	Apr	May		Jul	Aug		Oct	Nov					

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

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
LPSCM001	Advanced Procurement & Stores Management	3	Jan		Mar	Apr		Jun	Jul		Sept	Oct	Nov	
LPSCM002	Advanced Purchasing Management	2		Feb	Mar		May	Jun		Aug	Sept		Nov	Dec
LPSCM003	Logistics, Materials & Procurement Management	3	Jan	Feb		Apr	May		Jul		Sept	Oct	Nov	
LPSCM004	Advanced Tendering Procedures and Bid Evaluation	2	Jan		Mar	Apr		Jun	Jul	Aug			Nov	Dec
LPSCM005	Advanced Transport & Logistics Management	2	Jan	Feb		Apr	May		Jul	Aug		Oct	Nov	
LPSCM006	Procurement for World Bank Funded Projects	2		Feb	Mar		May	Jun		Aug	Sept		Nov	Dec
LPSCM007	Supply Chain Management in Public Procurement	3	Jan		Mar	Apr	May		Jul		Sept	Oct	Nov	
LPSCM008	Management of Stores & Inventory	3	Jan	Feb		Apr		Jun	Jul	Aug		Oct	Nov	
LPSCM009	Procurement Management of Equipment and Works for World Bank Aided Projects	3	Jan	Feb		Apr	May		Jul	Aug		Oct	Nov	
LPSCM010	Negotiating and Managing PPP Contracts	2		Feb	Mar		May	Jun		Aug	Sept		Nov	Dec
LPSCM011	Purchasing Techniques, Negotiating and Cost Reduction	2		Feb	Mar	Apr	May		Jul	Aug		Oct	Nov	
LPSCM012	Strategic Cost and Value Management in Procurement	3	Jan		Mar		May	Jun		Aug	Sept	Oct	Nov	
LPSCM013	Supply Chain Best Practices: Concept, Appli. and Risk Mgt.	2		Feb	Mar	Apr	May			Aug	Sept		Nov	Dec
LPSCM014	Effective Procurement Management	2	Jan	Feb			May	Jun	Jul		Sept		Nov	Dec
LPSCM015	Procurement, Finance & Administration Management	3		Feb	Mar		May	Jun	Jul	Aug		Oct	Nov	
LPSCM016	Advance Certificate in International Public Procurement	2	Jan		Mar	Apr		Jun		Aug	Sept		Nov	Dec
LPSCM017	Strategic & Innovative Stores Management	3	Jan	Feb		Apr	May		Jul		Sept	Oct	Nov	

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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

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 Management	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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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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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			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	Jan	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	

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 +233 50 145 3666, by email at info@aimstraining.org or visit our website at www.aimstraining.org for more information or to register.

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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

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		Dec
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		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

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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
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				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	

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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			Schedule A				Schedule B			Schedule C			Schedule D	
EGA	ECONOMICS, GOVERNANCE & ACCOUNTABILITY	WKS	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 Organisation	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

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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

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	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



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

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 +233 50 145 3666, by email at info@aimstraining.org or visit our website at 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



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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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 PROGRAMMES

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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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

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

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

HOW TO APPLY FOR A COURSE

1.

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 Dti website.



2.

Fill the application form

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.



3.

Finalise your administrative formalities

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



4.

Benefit from personalized support

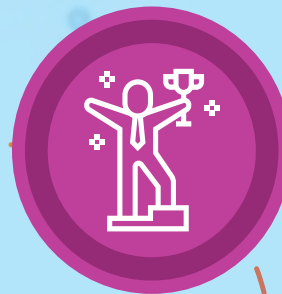
We offer a selection of accommodation choices and reserve your room. Upon arrival, you will be welcomed at the bus station or airport and guided to your hotel.



5.

Strengthen your skills

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





Travelling Information

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.

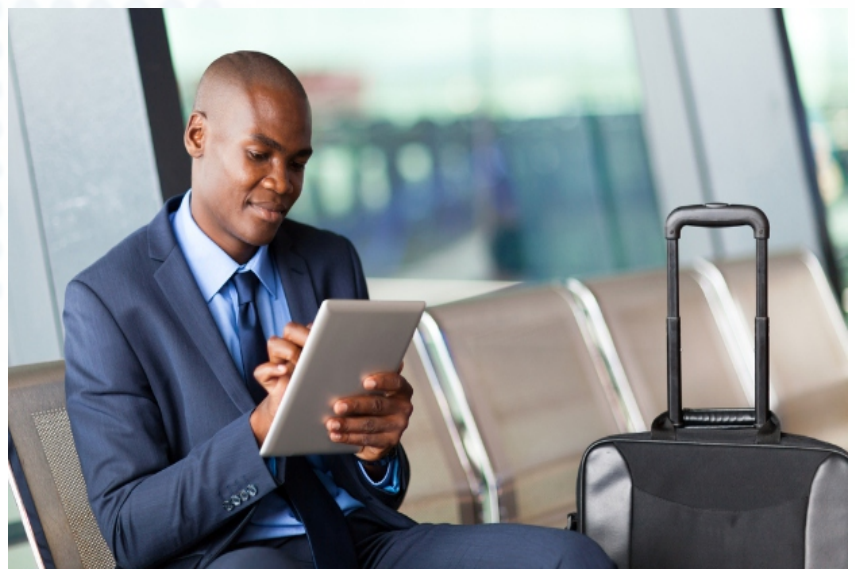
AIMS TRAINING will NOT be responsible for health cover, loss of life, accident, illness or loss of property, theft or any other circumstantial eventuality at any venue.

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.





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