



INTERNATIONAL TRAINING INSTITUTE & CONSULTANCY (ITIC)

2025 JANUARY TO JUNE TRAINING CALENDAR

EMAIL: director@iticafrica.org, iticghana@gmail.com

WEBSITE: www.iticafrica.org

HUMAN RESOURCES MANAGEMENT TRAINING COURSES

COURSE HIGHLIGHTS:

- All delegates will be given a brand new take home laptop or Samsung Galaxy Tablet and a pen drive at the first day of their training.
- There will be Benchmark / tour visit during our training programme.
- Our fees are also negotiable depending on the country chosen by trainee.
- In House Training for Groups of 7 or more delegates can be offered on request.
- Customized training / Courses with tailor made dates can also be arranged on request.

- We facilitate hotel reservation and airport pick and drop for all our clients on request.
- Training for longer duration are also available on request.
- Kindly note that training held in DUBAI, LONDON, CHINA, SOUTH AFRICA and any European country attract an additional administrative fee location cost on the tuition fees. Kindly contact our Administrative Office for this rate.

COURSE CODE	COURSE TITLE	COURSE DURATION	COURSE SCHEDULE DATE	COURSE VENUE
HRM01	HUMAN RESOURCE MANAGEMENT & STRATEGIC LEADERSHIP	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM02	COMPUTER EXCEL FOR HUMAN RESOURCE PERSONNELS	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria,

			10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM03	LEADING AND MANAGING CHANGE FOR ORGANIZATIONAL TRANSFORMATION: HR PERSONNEL	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
HRM04	HUMAN RESOURCE MANAGEMENT DEVELOPMENT & PERFORMANCE ENHANCEMENT SKILLS	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China,

			25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	London, Durban, Senegal, Cameroon, Jordan.
HRM05	ROLE AND FUTURE OF HUMAN RESOURCE IN DIGITALIZATION	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan
HRM06	HRM STRATEGY, LEARNING & DEVELOPMENT TRANSFORMATION	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30,	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.

			May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	
HRM07	ADVANCED HUMAN RESOURCES AND PERSONNEL MANAGEMENT IN THE PRIVATE & PUBLIC SECTOR	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM08	HRM: EFFECTIVE REPORT WRITING & COMPUTERIZED PRESENTATION SKILLS	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.

			30-Jul 11.	
HRM09	DEVELOPING CORE SKILLS FOR TRAINING CORDINATORS: HR PERSONNEL	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10- 21, Feb 17-28, Feb 24- Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14- 25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02- 13, Jun 09-20, Jun 16- 27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon. Jordan.
HRM10	MANAGING HR PROCESSES; CULTURE AND CHANGE	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10- 21, Feb 17-28, Feb 24- Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14- 25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02- 13, Jun 09-20, Jun 16- 27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM11	TOMORROWS HR DEPARTMENT-	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb	Dubai, Kenya, Accra-Ghana,

	TRANSFORM THE HR FUNCTION		03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM12	COACHING AND MENTORING: ENHANCING PRODUCTIVITY, ENGAGEMENT AND INNOVATION	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20-31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM13	EMPLOYEE RELATIONS BEST PRACTICES	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20-31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria,

			10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM14	INTERVIEWING, SELECTION AND RECRUITMENT SKILLS	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM15	OPTIMIZING LEARNING & DEVELOPMENT STRATEGY TO ENHANCE ORGANIZATIONAL PERFORMANCE	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China,

			25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	London, Durban, Senegal, Cameroon, Jordan.
HRM16	MANPOWER SUCCESSION & RETENTION SKILLS	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM17	EFFECTIVE JOB EVALUATION ANALYSIS: HR PERSONNEL	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30,	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.

			May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	
HRM18	HR - METHODOLOGY FOR DEVELOPING A JOB / COMPETENCY REPOSITORY - INITIATION	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM19	HR - CLASSIFICATION OF JOBS AND DEVELOPMENT OF A REMUNERATION POLICY	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.

			30-Jul 11.	
HRM20	HR - MASTERING THE DEVELOPMENT OF A TRAINING PLAN	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM21	HUMAN RESOURCES PROFESSIONAL: FROM TRADITIONAL HR ROLE TO BUSINESS PARTNER	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM22	WRITING AND MEASURING	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb	Dubai, Kenya, Accra-Ghana,

	HR STRATEGIES: MAXIMIZING ALIGNMENT WITH THE BUSINESS		03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM23	HR-BRAINSTORMING, CREATIVE THINKING, INNOVATION AND PROBLEM SOLVING	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20-31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM24	COMMUNITY DRIVEN DEVELOPMENT: BUILDING EFFECTIVE LOCAL SERVICE THROUGH COMMUNITY EMPOWERMENT	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20-31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria,

			10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM25	VISIONARY LEADERSHIP, IDENTITY & MOTIVATION: BECOME A MEANING MAKER	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM26	LEADING: HUMAN RESOURCE MANAGEMENT AND LEADERSHIP SPECIALIZATION	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China,

			25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	London, Durban, Senegal, Cameroon, Jordan.
HRM27	MANAGING EMPLOYEE COMPENSATION: RECRUITING, HIRING, AND ONBOARDING EMPLOYEES.	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HRM28	HR ANALYTICS: CONCEPTS AND TOOLS FOR EFFECTIVE DECISION- MAKING	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20- 31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30,	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.

			May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	
HRM29	HR: TRANSITIONING FROM TECHNICAL PROFESSIONAL TO MANAGER & MANAGING EXPERT.	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20-31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun 30-Jul 11.	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.
HEM30	HUMAN RESOURCE: PAYROL AND HELPING YOUR EMPLOYEES MEET RETIREMENT GOALS	1-2 Weeks	Jan 06-17, Jan 13-24, Jan 20-31, Jan 27-Feb 03, Feb 03-14, Feb 10-21, Feb 17-28, Feb 24-Mar 07, Mar 03-14, Mar 10-21, Mar 17-28, Mar 24-Apr 04, Mar 31-Apr 11, Apr 07-18, Apr 14-25, Apr 21-May 02, Apr 28-May 09, May 05-16, May 12-23, May 19-30, May 26-Jun 06, Jun 02-13, Jun 09-20, Jun 16-27, Jun 23-Jul 04, Jun	Dubai, Kenya, Accra-Ghana, Gambia, Tanzania, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon, Jordan.

COURSE DURATION: our courses are respectively from 1-3 weeks, monthly, quarterly and annually.

We also do in-house training, and go beyond the minimum duration depending on the trainee's institution. Quantity Discount is given for every group participation from any organization discount inclusive from 7 delegates and above.

On completion of our courses delegates will be assessed by the institution & Facilitators and also do a Presentation to prove his/her knowledge gained.

COURSE FEE

National Training: One week \$2000 & Two weeks \$3000 or its equivalent in Ghana cedis (Participant's Country of Residence)

<i>\$2000 (a week)</i>	<i>(Two weeks) \$3000</i>
<ul style="list-style-type: none"> <i>• A brand new Laptop or a Samsung Galaxy Tab</i> <i>• Branded T-shirt</i> <i>• Airport Transfers</i> <i>• Training materials</i> <i>• Lunch</i> <i>• Coffee Break</i> 	<ul style="list-style-type: none"> <i>• A brand new Laptop or a Samsung Galaxy Tab</i> <i>• Branded T-shirt</i> <i>• Airport Transfer</i> <i>• Training materials</i> <i>• Lunch</i> <i>• Coffee Break</i>

<ul style="list-style-type: none"> • <i>Memory stick (pen drive)</i> • <i>Tour Visit</i> 	<ul style="list-style-type: none"> • <i>Memory stick (pen drive)</i> • <i>Tour Visit</i>
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International Training: One week \$3800 & Two weeks \$5000

<p><i>One Week \$3800</i></p> <ul style="list-style-type: none"> • <i>Brand new Laptop or a Samsung Galaxy Tab</i> • <i>Airport pick and drop</i> • <i>Branded T-shirt</i> • <i>Training materials</i> • <i>Lunch</i> • <i>Coffee Break</i> • <i>Memory stick (pen drive)</i> • <i>Tour Visit</i> 	<p><i>Two Weeks \$5000</i></p> <ul style="list-style-type: none"> • <i>Brand new Laptop or a Samsung Galaxy Tab</i> • <i>Airport pick and drop</i> • <i>Branded T-shirt</i> • <i>Training materials</i> • <i>Lunch</i> • <i>Coffee Break</i> • <i>Memory stick (pen drive)</i> • <i>Tour Visit</i>
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