



INTERNATIONAL TRAINING INSTITUTE & CONSULTANCY (ITIC)

2026 JANUARY TO JULY

TRAINING CALENDAR

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WEBSITE: www.iticafrica.org

GENERAL MANAGEMENT AND ADMINISTRATION 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
GMA01	DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA02	ADVANCED OFFICE MANAGEMENT & EFFECTIVE ADMINISTRATION SKILLS		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria,

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA03	CLIENT MANAGEMENT STRATEGIES FOR RETENTION & GROWTH		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA04	SETTING PRIORITIES, TIME MANAGEMENT & STRESS REDUCTION		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone.

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	China, London, Durban, Senegal, Cameroon
GMA05	MANAGEMENT AND LEADERSHIP DEVELOPMENT PROGRAMME		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA06	ESSENTIAL MANAGEMENT SKILLS FOR ADMINISTRATORS		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA07	DATA MANAGEMENT, MANIPULATION AND ANALYSIS USING EXCEL		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA08	ADMINISTRATIVE OPERATIONS AND COORDINATION		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22- July 3,	
GMA09	IMPLEMENTATION OF MODERN RECORD MANAGEMENT THROUGH SHAREPOINT AND OFFICE 365		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone, China, London, Durban, Senegal, Cameroon
GMA10	STRATEGIC MANAGEMENT DEVELOPMENT PROGRAMME AND QUALITATIVE CUSTOMER CARE		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Manchester, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone, China, London, Durban, Senegal, Cameroon
GMA11	COMPUTER EXCEL FOR	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	EXECUTIVE ASSISTANT, PA'S & SENIOR SECRETARIES		06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA12	OPERATIONAL RISK MANAGEMENT AND MITIGATION		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA13	EFFECTIVE REPORT WRITING & COMPUTERIZED PRESENTATION SKILLS FOR EXECUTIVE ASSISTANTS, SECRETARIES, & PA'S	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA14	FINANCE & ACCOUNTING FOR OFFICE ADMINISTRATORS & SECRETARIES		Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	
GMA15	MANAGEMENT DEVELOPMENT & PERFORMANCE ENHANCEMENT SKILLS FOR EXECUTIVE ASSISTANTS, ADMINISTRATORS & PA'S	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA16	EFFECTIVE SERVICE DELIVERY, SPEECH WRITING AND SPEECH MAKING FOR PA'S & EXECUTIVE ASSISTANT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA17	SENIOR MANAGEMENT SKILLS WORKSHOP: ACHIEVING BEST PERFORMANCE IN THE PRIVATE AND PUBLIC SECTORS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA18	STRATEGIC PLANNING, BOARD RESOLUTION TRACKING & MANAGEMENT FOR COMPANY SECRETARIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA19	SENIOR MANAGEMENT DEVELOPMENT PROGRAMME: MODERN TECHNIQUES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22- July 3,	
GMA20	PUBLIC & PRIVATE SECTOR MANAGEMENT & ADMINISTRATION: MODERN TECHNIQUES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA21	ACCOUNTABILITY, TRANSPARENCY AND ETHICS: ANTI- CORRUPTION AND FRAUD PREVENTION MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA22	NEGOTIATION SKILLS AND INTERNATIONAL TRADE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	MANAGEMENT		06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA23	STRATEGIC MANAGEMENT AND CORPORATE GOVERNANCE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA24	CREATING AND MANAGING HIGH PERFORMANCE TEAMS IN THE PUBLIC AND PRIVATE SECTORS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA25	STRATEGIC LEADERSHIP DEVELOPMENT FOR WOMEN IN MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA26	IMPACT: IMPROVING MANAGEMENT AND CAPACITY IN THE PUBLIC & PRIVATE SECTOR	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA27	LEADING AND MANAGING CHANGE FOR ORGANISATIONAL TRANSFORMATION	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA28	SUPERVISORY AND OPERATIONS MANAGEMENT IN THE 21 ST CENTURY: MODERN TECHNIQUES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA29	EFFECTIVE NEGOTIATION, RECONCILIATION, ARBITRATION AND MEDIATION SKILLS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA30	CREATING AND MANAGING HIGH PERFORMANCE TEAMS IN THE PUBLIC & PRIVATE SECTORS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22- July 3,	
GMA31	CUSTOMER PROFILING TECHNIQUES AND PROCEDURES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA32	PENSION SCHEME MANAGEMENT AND GOVERNANCE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA33	MANAGING DIFFICULT PEOPLE THROUGH CHANGE:	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	ATTITUDE AND BEHAVIOR		06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA34	CITIZENS ENGAGEMENT & COMMUNITY DEVELOPMENT PROGRAMME	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA35	COMMUNITY DRIVEN DEVELOPMENT: BUILDING EFFECTIVE LOCAL SERVICE THROUGH COMMUNITY EMPOWERMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA36	EMERGENCY PLANNING, DISASTER PREPAREDNESS AND RECOVERY MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA37	OFFICE PRACTICE MANAGEMENT AND ADMINISTRATION IN THE PRIVATE & PUBLIC SECTOR	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA38	SUCCESSION, CONTINGENCY PLANNING AND TALENT MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA39	BRAINSTORMING, CREATIVE THINKING, INNOVATION AND PROBLEM SOLVING	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA40	MODERN SECURITY PROCEDURES AND MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA41	MANAGEMENT DEVELOPMENT PROGRAMME FOR PUBLIC OFFICERS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22- July 3,	
GMA42	PUBLIC ADMINISTRATION AND CORPORATE GOVERNANCE: MODERN TECHNIQUES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA43	OFFICE ADMINISTRATION & EFFECTIVE MANAGEMENT SKILLS DEVELOPMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA44	LEADERSHIP & MANAGEMENT SKILLS IN	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	THE 21 ST CENTURY		06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA45	BUSINESS DEVELOPMENT AND CUSTOMER SERVICE MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA46	EFFECTIVE SUPERVISORY SKILLS MANAGEMENT FOR MIDDLE LEVEL MANAGERS & SENIOR OFFICERS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA47	PUBLIC ENTERPRISE RESTRUCTURING, PRIVATIZATION AND CHANGE MANAGEMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA48	DEVELOPING CORE SKILLS FOR ADMINISTRATORS AND SECRETARIES: BETTER MEMORY, READING, COMMUNICATION AND THINKING SKILLS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA49	COMPUTER & INFORMATION MANAGEMENT SKILLS FOR EXECUTIVE SECRETARIES AND ADMINISTRATORS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA50	PUBLIC & PRIVATE SECTOR REFORMS: BUILDING CAPACITY AND PERFORMANCE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA51	ANNUAL CONFERENCE FOR SENIOR EXECUTIVE SECRETARIES AND ADMINISTRATIVE ASSISTANTS IN THE PUBLIC AND PRIVATE SECTORS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA52	PERFORMANCE AND RESULTS ORIENTED MANAGEMENT IN AFRICA'S REFORMING PUBLIC SECTOR	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22- July 3,	
GMA53	PROTOCOL OFFICERS ETIQUETTE AND CIVILITY COURSE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA54	MANAGING THE TRAINING AND DEVELOPMENT FUNCTION: STRATEGIES AND PRACTICES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA55	TOURISM AND ECO CULTURAL TOURISM:	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	MANAGEMENT AND DEVELOPMENT		06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA56	MANAGEMENT AND BUSINESS SKILLS FOR PA'S AND SENIOR SECRETARIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA57	LEADING & MANAGING HIGH PERFORMING TEAMS: SUPERVISORY DEVELOPMENT PROGRAM	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA58	THE 10-DAY ADVANCED EMOTIONAL INTELLIGENCE & LEADERSHIP STRATEGIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA59	STRATEGIC PLANNING, DEVELOPMENT & IMPLEMENTATION: STRATEGIC TOOLS FOR EFFECTIVE LEADERSHIP	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA60	LEADING WITH EMOTIONAL EXCELLENCE: PSYCHOLOGY OF LEADERSHIP & INNOVATION	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA61	MANAGING PUBLIC-PRIVATE PARTNERSHIPS & ALLIANCES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA62	SMART LEADERSHIP: ACHIEVING STRATEGY THROUGH LEADING THE FUNCTION	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA63	EXECUTIVE LEADERSHIP MASTERCLASS: LEADERSHIP DEVELOPMENT, SELF- AWARENESS SKILLS & STRATEGY	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22- July 3,	
GMA64	FRAUD & CORRUPTION IN THE WORKPLACE: DETECTION, MANAGEMENT & CONTROL	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA65	ELECTRONIC RECORDS MANAGEMENT SYSTEM (ERMS) FOR PUBLIC & PRIVATE SECTOR	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA66	ADVANCED OFFICE MANAGEMENT & EFFECTIVE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	ADMINISTRATION SKILLS		06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA67	FACILITIES MANAGEMENT & ADMINISTRATION STRATEGY FOR PRIVATE & PUBLIC SECTOR.	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA68	FINANCIAL MANAGEMENT SKILLS FOR OFFICE ADMINISTRATORS & SECRETARIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA69	PROFESSIONAL SKILLS ENHANCEMENT FOR ADMINISTRATORS & SECRETARIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA70	EFFECTIVE TEAM BUILDING IN MANAGEMENT AND ADMINISTRATION	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA71	PUBLIC RELATIONS & CORPORATE COMMUNICATIONS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA72	BUSINESS WRITING SKILLS FOR ADMINISTRATORS, SECRETARIES & PAS	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	
GMA73	EFFECTIVE BUSINESS WRITING SKILLS: MODERN TECHNIQUES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA74	ENHANCING CORE SKILLS FOR ADMINISTRATORS & SECRETARIES	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16- 27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21- May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1- 12, June 08-19, June	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon

			15-26, June 22 - July 3,	
GMA75	DEVELOPING WOMEN AS LEADERS: LIBERATING POWER, POTENTIAL & POSITIVITY OF WOMEN IN THE WORKPLACE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25 - June 5, June 1-12, June 08-19, June 15-26, June 22 - July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA76	THE 4 DIMENSIONAL LEADERSHIP DEVELOPMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25 - June 5, June 1-12, June 08-19, June 15-26, June 22 - July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA77	CULTURE & CHANGE MANAGEMENT LEADERSHIP	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb	Dubai, Kenya, Accra-Ghana,

	STRATEGIES		<i>06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,</i>	<i>Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon</i>
GMA78	EFFECTIVE BUSINESS RISK MANAGEMENT STRATEGIES	1-2 Weeks	<i>Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,</i>	<i>Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon</i>
GMA79	LEADERSHIP, CRITICAL THINKING & INNOVATION	1-2 Weeks	<i>Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23- Mar 06, Mar 02-Mar</i>	<i>Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South</i>

			13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA80	THE 10-DAY RESULT-BASED MANAGEMENT (RBM) FOR THE PUBLIC & PRIVATE SECTOR	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21-May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25-June 5, June 1-12, June 08-19, June 15-26, June 22-July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London, Durban, Senegal, Cameroon
GMA81	LEADERSHIP: ENHANCING CREATIVITY, TEAM PERFORMANCE & COMMITMENT	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23-Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone. China, London,

			April 14-25, April 21 - May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Durban, Senegal, Cameroon
GMA82	ESSENTIALS OF BUSINESS ANALYSIS: ENHANCE ORGANISATIONAL PERFORMANCE	1-2 Weeks	Jan 05-16, Jan 12-23, Jan 19-30, Jan 26-Feb 06, Feb 02-Feb 13, Feb 09-20, Feb 16-27, Feb 23 - Mar 06, Mar 02-Mar 13, Mar 09-20, Mar 16-27, Mar 23-April 03, Mar 30-April 10, April 06-17, April 14-25, April 21 - May 1, April 28-May 09, May 4-15, May 11-22, May 11-22, May 18-29, May 25- June 5, June 1-12, June 08-19, June 15-26, June 22- July 3,	Dubai, Kenya, Accra-Ghana, Gambia, Mauritius, Nigeria, Liberia, South Africa, Uganda, Sierra Leone, China, London, Durban, Senegal, Cameroon

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 \$2500 & Two weeks \$3200 or its equivalent in (Participant's Country of Residence)

\$2500 (a week)	(two weeks) \$3200
<ul style="list-style-type: none">• A brand new Laptop or a Samsung Galaxy Tab• Branded T-shirt• Airport Transfers• Training materials• Lunch• Coffee Break• Memory stick (pen drive)• Tour Visit	<ul style="list-style-type: none">• A brand new Laptop or a Samsung Galaxy Tab• Branded T-shirt• Airport Transfer• Training materials• Lunch• Coffee Break• Memory stick (pen drive)• Tour Visit

International Training: One week \$3800 & Two weeks \$5800

One Week \$3800	Two Weeks \$5800
<ul style="list-style-type: none">• Brand new Laptop or a Samsung Galaxy Tab	<ul style="list-style-type: none">• Brand new Laptop or a Samsung Galaxy Tab

<ul style="list-style-type: none">• Airport pick and drop• Branded T-shirt• Training materials• Lunch• Coffee Break• Memory stick (pen drive)• Tour Visit	<ul style="list-style-type: none">• Airport pick and drop• Branded T-shirt• Training materials• Lunch• Coffee Break• Memory stick (pen drive)• Tour Visit
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