



RC: 644848  
CMD Certified

# CONFERENCE FOR AFRICA STUDIES LTD 2013



## CFA STUDIES International



### 2013 Training Directory

Brainstorming for a Better Tomorrow

# LOCATION AND DATE

## CANADA

1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25

## GAMBIA

1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18

## INDIA

1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25

## SINGAPORE

1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01

## GHANA

1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MARCH 25 - 29	MAR. 25 - APR. 05
APRIL 01 - 05	APRIL 01 - 12
JUNE 03 - 07	JUNE 03 - 14
JULY 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20

## UNITED ARAB EMIRATES

1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MARCH 11 - 15	MAR. 11 - 22
APRIL 18 - 22	APRIL 08 - 19
JUNE 17 - 21	JUNE 17 - 28
JULY 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13

## CHINA

1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29

## USA

1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29

## GERMANY

1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29

## HONGKONG

1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29

## SOUTH AFRICA

1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29

## UNITED KINGDOM

1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29

## FRANCE

1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13

## MALAYSIA

1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13

## JAMAICA

1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13

## SIERRA LEONE

1 WEEK	2 WEEKS
MAR. 11 - 15	MAR. 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13

# COURSE FEE SCHEDULE

COUNTRY	OPEN WORKSHOP		GROUP STUDY TOUR (ON REQUEST FOR NOT LESS THAN 10 PARTICIPANTS)
	1 - WEEK	2 - WEEKS	WEEK (\$)
CANADA	£2,500	£3,800	NEGOTIABLE
CHINA	£2,500	£3,800	NEGOTIABLE
FRANCE	£2,500	£3,800	NEGOTIABLE
GAMBIA	£1,500	£2,500	NEGOTIABLE
GERMANY	£2,500	£3,800	NEGOTIABLE
GHANA	£1,200	£2,000	NEGOTIABLE
HONGKONG	£2,500	£3,800	NEGOTIABLE
INDIA	£2,500	£3,800	NEGOTIABLE
JAMAICA	£2,500	£3,800	NEGOTIABLE
MALAYSIA	£2,500	£3,800	NEGOTIABLE
SIERRA LEONE	£1,500	£2,500	NEGOTIABLE
SOUTH AFRICA	£2,000	£3,500	NEGOTIABLE
SINGAPORE	£2,500	£3,800	NEGOTIABLE
U. S. A.	£2,500	£3,800	NEGOTIABLE
U. K	£2,500	£3,800	NEGOTIABLE
U. A. E. (DUBAI)	£2,500	£3,800	NEGOTIABLE

# STUDY CENTRES AND LOCATIONS



**DUBAI - UNITED ARAB EMIRATES**  
INTERNATIONAL ACADEMIC CITY, DUBAI.

## GAMBIA

KANNIFING, BANJUL.

## LONDON

ELIBANK ROAD (ADJACENT NO 45) ELTHAM,  
LONDON SE91Q5 UNITED KINGDOM

## ACCRA

CFA STUDIES RESOURCE CENTRE  
55, RING ROAD, EAST NYENABA ESTATE, ACCRA GHANA.

+233244718350

**CALL: 08055246151, 08037881118, 07040045001-10**



**PARTICIPANTS AT CFA STUDIES INTERNATIONAL TRAINING**

## PAGE GOVERNANCE, ECONOMY AND POLICY

1. Policy Drafting Analysis, Formulation, Implementation and Management
2. The Politics of Policy Making
3. The Economics for Public Policy
4. Professional Ethics, Values & Effective Administration/Governance Workshop
5. Economic Growth Issues for National Development Planning
6. New Courses on Demand

## PAGE LEADERSHIP & STRATEGIC MANAGEMENT

7. Public Service and Leadership
8. Essentials of Leadership and Team Building for Managerial Success
9. Strategic Thinking for Top Executives and Directors
10. Strategic Formulation and Implementation-Translating Strategy to result
11. Leadership and Management of Organizational Change
12. Strategic Planning Skills
13. Managing Successfully: Insights and Secrets of the Best Managers
14. Moving from Management to Leadership
15. Conflict Management and Resolution Workshop
16. Project Management Workshop for Public Officers
17. Leadership and Innovation Monitoring Skills Development - How to Improve Performance and Foster Growth
18. New Courses on Demand
19. New Courses on Demand

## PAGE HUMAN RESOURCES

20. Management of Pension Scheme
21. Advanced Human Resources Management
22. Human Resources Management for Education, Finance & Technical Senior Officers
23. Succession Planing Strategy Skills
24. Human Resources Management and Labour Relations Practices
25. Freedom of Information Act \; Its Challenges, Solutions and Management
26. Effective Training and Development Skills
27. Women in Management Workshop
28. Leadership and Empowerment Workshop for Women
29. Assertive Skills Workshop for Women Managers
30. New Courses on Demand
31. New Courses of Demand
32. New Courses on Demand

## PAGE FINANCE AND ACCOUNTING

33. Advanced Financial Management Practices
34. Public Financial Management: An International Perspective
35. Revenue Collection Management
36. Computerised Financial Accounting Course
37. Financial Risk Management in Banking and Other Financial Institutions
38. Fraud Prevention and Dynamics of Debt Collection
39. Credit Management and Administration Skills
40. Financial Policy Making and Analysis
41. Financial Analysis, Planning and Control
42. Mortgage Credit Analysis and Risk Management
43. Essential Skills for Managing Today's Mortgage Institutions
44. Internal Auditing - International Best Practices
45. Public Accountability and Internal Control
46. Structured Approach for Advanced Internal Auditing
47. Advanced Treasury Management Strategy
48. Forensic Auditing and Accounting: Guidelines for Financial Professionals
49. New Courses on Demand
50. New Courses on Demand

## PAGE PROCUREMENT

51. A Practical Approach to Proactive Procurement in the Public Sector Organisations
52. The Strategic Approach to Procurement
53. Contract Management Skills
54. International and Emerging Best Practices in Procurement and Contract Management
55. Management and Control of Stocks/Stores and Materials Handling
56. Store Organisation and Materials Management
57. New Courses on Demand

## PAGE LEGAL

58. Judicial Records Management Skills
59. Policy Development and Management Skills for Legal Officers
60. Professional Ethics, Values & Effective Administration/Governance Workshop
61. Link Analysis, Counter-terrorism and Security
62. Trends & Approaches in Parliamentary Administration & Oversight Functions in the 21st Century
63. Court Management and Judicial Administration
64. Freedom of Information Act: Its Challenges, Solutions and Management
65. Effective Management of Legal Services
66. New Courses on Demand

## PAGE HEALTH

67. Effective Health Management in Private and Public Organisations
68. Millennium Development Goals (MDG) in Maternal & Child Mortality Rate in Nigeria (Challenges & Solutions)
69. Industrial and Hospital Waste & Environmental Management
70. Performance Improvement Process Towards Health Quality Assurance
71. Primary Health Care Management Workshop
72. e-Medical Record Management Skills
73. Environmental Pollution, Flood & Solid Waste Management.
74. New Courses on Demand

## PAGE ADMINISTRATIVE SUPPORT/SECRETARIAL

75. Communicating with Diplomacy, Discretion, and Influence
76. Project Management for Administrative Professionals
77. Fundamentals of Finance and Accounting for Administrative Professionals
78. Smarter Decision Making and Critical Thinking for Administrative Professionals
79. Strategic Quality & Time Management, Planing and Organising
80. International Workshop for Executive Secretaries and Senior Personal Assistants
81. Management Development & Performance Improvement For Executive Secretaries, & Personal Assistants.
82. Research Methodology and Planning
83. New Courses on Demand

## PAGE GEOGRAPHIC INFORMATION SYSTEM

84. New Courses on Demand

## PAGE PROJECT MANAGEMENT

85. New Courses on Demand

## PAGE PROFESSIONAL MANAGEMENT

86. New Courses on Demand
87. New Courses on Demand

## PAGE COOPERATIVE, TRANSPORT, EDUCATION AND AVIATION MANAGEMENT

88. Cooperative Management
89. Transport Management
90. Education
91. Aviation

## PAGE AGRICULTURE

92. AGRICULTURAL BIOTECHNOLOGY FOR THE PUBLIC GOOD
93. New Courses on Demand

## PAGE MARITIME AND ENVIRONMENT

94. Maritime/Transport
95. Environment

## PAGE OIL AND GAS

96. Oil & Gas Industry, Development Planning and Rural Communities
97. New Courses on Demand

## PAGE WATER RESOURCES, MEDIA

98. Water Resources
99. Water Supply
100. Media

101. BOOKING, TERMS & CONDITION
102. COURSE NOMINATION FORM



I welcome you to CFA Studies International. We operate from 16 countries worldwide. Our range of courses for the year 2013 are tailored to meet the needs of various organisations from oil and Gas, Co-operative, Energy and Power to Government Sectors and Parastatals.

We promise to deliver the best in enhancing and developing potentials in individuals from the lowest cadre to the top managers of organisations.

While we appreciate your patronage in 2012, we look forward to enlarging our cooperation in 2013 towards further development in various areas for optimum growth in professionalism for better results.

Our research and development department have come up with a robust courses contents and calendar for 2013.

We invite your organisation to work with us in brainstorming for better results in satisfying your training needs.

With highest regards,

A handwritten signature in black ink, appearing to read "Bayo M. R. Ajijola".

**Bayo M. R. Ajijola**  
Chief Executive Officer  
CFA Studies International

## POLICY DRAFTING ANALYSIS, FORMULATION, IMPLEMENTATION & MANAGEMENT

### COURSE OBJECTIVES

#### BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Understand the characteristics of government policy and practices
- Master the system of pre-policy discipline before formal writing begins
- Sharpen the writing techniques for policy drafting
- Explore the various ways in presenting a policy paper
- Monitor policy implementation and review

### COURSE CONTENTS

#### IMPORTANCE OF UNDERSTANDING POLICY

Perspective: Scientific, Political and Practical

Definition of Public Policy

Definition of Policy Analysis

Policy Cycle

Stages of the Policy Cycle

#### CASE STUDY OF COUNTRY'S PUBLIC POLICY

Principles of Governance

Representatives Policy

Policy on Corporate Responsibility

#### POLICY ON STATE WELFAREISM

Policy on Morality

Policy on Accountability

#### PRINCIPLES OF POLICY DRAFTING, IMPLEMENTATION AND MANAGEMENT

State Value Purpose

Visualise Target Audience

Accountability & Due Process Formulation Strategies & Implementation

#### FRAMING A POLICY REPORT

Formulating a Research Plan

Lines of Argument

Chronology

Cause and Effect Sequence

Process Approach

Deductive Logic

Inductive Logic

Frame a Thesis Statement

#### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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+ (234) 8037881118, + (233) 244718350  
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cfaconsult@yahoo.com, info@cfastudies.com

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

CHINA · GERMANY · U. S. A. · HONGKONG · UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

FRANCE · MALAYSIA · JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## THE POLITICS OF POLICY MAKING

### COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Understand the political process, its impact on policy formulation and implementation, and the role the public officer
- Understand the policy considerations of leaders and be more alert to policy situations which are likely to be politically sensitive
- Design and implement policies in ways which address political considerations and achieve the desired objectives

### COURSE CONTENTS

- Distinguishing between Politics and Administration.
- How politicians Interact and should work with the Public Officer
- Policy Making - The Politics in it, and procedure
- How to think like & work with a Politician.
- Political Considerations and the Policy Cycle.
- Policy Leadership and Organisational Culture



### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
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1 WEEK	2 WEEKS
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MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500



# THE ECONOMICS FOR PUBLIC POLICY

## COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Explain economics fundamentals, and discuss the impact of economics in policy development
- Analyse the government's roles in achieving economic and non-economic objectives
- Evaluate government intervention in business through policy implementation

## COURSE CONTENTS

- The role of economic theory
- The economic way of thinking
- Marginal analysis and other optimization principles
- Economic role of government
- Economics of government
- Understand non-economic objectives
- Cost benefit analysis
- GDP as welfare measure
- Social costs/benefits
- Economics of social issues
- Economics of taxation
- Economics of charging /users prices
- Adjusting changes to externalities, merit good, equity.

## TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
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COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
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• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
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FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## PROFESSIONAL ETHICS, VALUES & EFFECTIVE ADMINISTRATION/GOVERNANCE WORKSHOP

### COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Have a clearer understanding of current issues in the crusade against corruption, good governance, and the administration of justice in Nigeria.
- Identify and analyse what should be the position of the sector in the crusade against corruption, and dispensation of justice.

### COURSE CONTENTS

- Corruption and administration of Justice in Nigeria. Prospects and challenges.
- The challenges of corruption and the court system in Nigeria.
- Overview and analysis of obstacles to good judicial governance in Nigeria.
- Immunity clause, effective administration of justice and good governance.
- Building integrity in the judicial sector, and national code of conduct for judicial officers.
- The crisis of leadership in the judiciary and the federal government transformation agenda



### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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+ (234) 8037881118, + (233) 244718350  
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cfaconsult@yahoo.com, info@cfastudies.com

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## ECONOMIC GROWTH: ISSUES FOR NATIONAL DEVELOPMENT PLANNING

### COURSE OBJECTIVES

#### THE WORKSHOP WILL PROVIDE PARTICIPANTS WITH AN OPPORTUNITY TO DISCUSS:

- The trend in regional economic cooperation and integration and their impact on economic growth resulting in entrepreneurial opportunities in sub-Regional West Africa Countries.
- Country action plans to promote effective economic growth.
- Best practices on SME development and management in West Africa Countries and Asia.

### COURSE CONTENTS

- MODELS OF THE ECONOMIC GROWTH OF DEVELOPED ECONOMIES
- DEMOGRAPHIC ANALYSIS AND FORECASTING  
interaction between economic forces and demographic changes will be considered as  
demographic composition and analysis, fertility, mortality and migration process and trends
- Public Policy and the use of basic microeconomic tools to discuss public issues including, war on drugs, global warming, natural resources, health care and safety regulation
- ECONOMICS OF THE ENVIRONMENT  
Environmental issues from an economic perspective. Relations of the environment to economic growth.  
Management of Natural resources e. g. Forest and fresh water.  
Policies on air water, and toxic waste such as ozone depletion and sustainable development
- URBAN ECONOMICS  
Economic Analysis of why and where cities develop problems.  
Analysis of causes and public policies to deal with these problems.  
Transportation and congestion in cities, zoning, poverty and housing, urban local government
- BEST PRACTICES IN SME DEVELOPMENT AND
- MANAGEMENT FOR FAST NATIONS ECONOMIC GROWTH

### TARGET AUDIENCE:

Economists, Law Makers, Policy Makers, National Development Planners, and Directors of Planning, Research & Statistics.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800



SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## GOVERNANCE, ECONOMY & POLICY

### NEW COURSES ON DEMAND

- 101 Fiscal Decentralization & Local Government Financial Management.
- 102 Governance, Ethics & Anti Corruption Reform.
- 103 Governance, gender & Change Management.
- 104 Good Governance for the Public Sector.
- 105 Journalism & Democracy.
- 106 Macro Economic Policy Management.
- 107 Strengthening the Fabric of Governance at the Local Government Level: Imperative of the Due-Process.
- 108 Workshop on the Complex Challenges & Issues of Fiscal Federalism & Revenue Allocation Formula.
- 109 Modernizing Government.
- 110 Efficient & Productive Local Government Council's Budget Implementation, Performance, Accountability & Communication for Accelerated & Sustainable Rural Development.

### DETAILS ON REQUEST

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
<b>£1,500</b>	<b>£2,500</b>

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
<b>£1,200</b>	<b>£2,000</b>

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
<b>£2,000</b>	<b>£3,500</b>

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
<b>£1,500</b>	<b>£2,500</b>

## PUBLIC SERVICE AND LEADERSHIP

### COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Describe the structure of Government and the relationship between various organs of state
- Appreciate and describe the principles of governance
- Align your work with the mission and goals of public service
- Explain the structure of public service and how various public agencies work together as one government
- Understand the PSR - 21st Century initiatives
- Recognize your role within the public service
- Conduct yourself appropriately according to the values and code of conduct for public officers
- Understand the principles of human resources and finance in the public service

### COURSE CONTENTS

- Structure of the Nigeria system of Government
- Principles of Governance
- Public service
  - Structure
  - History and Development
  - Corporate Statement
- Public Service for the 21st Century
  - Aim, fundamental Messages, Basic Objectives
  - Mission and Vision
  - Achievements
  - Focus areas
- Roles of a Public Officer
- Principles of Human Resources
- Principles of Finance

Through this guided learning experience including interactive presentations, case discussions, games, team quizzes, multimedia teaching aids and role-play activities, the new officer will be well equipped with the essential knowledge and value necessary to fit into their public officer role.

### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## ESSENTIALS OF LEADERSHIP AND TEAM DEVELOPMENT FOR MANAGERIAL SUCCESS

### ABOUT THE WORKSHOP

Managers, Officers and Supervisors who will be promoted are the ones who not only manage efficiently but also lead their teams successfully. Inspire and influence your people to achieve your goals as a team.

This workshop will enable you to:

- ◆ Learn how to assess your performance in your current leadership position.
- ◆ Diagnose and apply the most effective leadership style and develop the keys to a motivated work force.
- ◆ Build a high-performing team by understanding team dynamics, aligning vision and performance and applying a consistent theory in leading your team.

### COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Know when to manage and when to lead your team
- Assess your leadership behaviour and determine the best style to generate results
- Develop a high performance team - Use effective communicator to motivate and coach
- Distinguish between a leader who is a team player and a boss
- Respond appropriately to challenges

### COURSE CONTENTS

- Leadership role and functions
- Exploring the principles that make team works
- Communicating as part of policy management
- Effective delegation
- The role of officers in public policy management
- Managing change
- Achieving transparency and accountability
- Teams vs. work groups: learning to lead and build personal effectiveness
- Learn participative leadership skills and technology
- Examine executive Health problems and stress management using discipline, coaching, communication, motivating, problem solving and authority to better manage your people.

### TARGET AUDIENCE:

Senior Government Officials with Administrative, Finance and Human Resources Functions, Heads of Departments and Units.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## STRATEGIC THINKING FOR TOP EXECUTIVES AND DIRECTORS

### COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Learn concepts useful for strategic management
- Identify emerging trends and issues facing corporations and the public service in today's competitive global environment
- Analyse the impact of these trends and issues
- Apply a conceptual framework for developing and implementing strategic initiatives in your own public agency to deal with these impacts.

### COURSE CONTENTS

- Introduction to Strategic management and Perspectives on Strategy in the Public Service
- Exploring Customer Value in the Public Service
- Customer Satisfaction Linking to strategic Choices and Creating New Market Place
- Exploring Emerging Patterns of Global Competition and International Competitiveness in Identifying Strategic Imperatives for the Public Service
- Managing and Effective Strategic Planning Process



### TARGET AUDIENCE:

Deputy Directors, Directors, Permanent Secretaries and Executives Secretaries

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## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## STRATEGIC FORMULATION AND IMPLEMENTATION - translating strategy to result

### COURSE OBJECTIVES

#### BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Understand the process of strategies formulation and implementation
- Identify and exploit critical insights for strategy formulation
- Perform competitive analysis of the external environment
- Perform critical analysis of internal competencies and capabilities
- Develop competitive and innovative strategies
- Translate strategy to actionable and measurable goals
- Identify and develop lead and lag measures and targets
- Apply these concepts and tools in the context of the public service

### COURSE CONTENTS

- UNDERSTANDING STRATEGY
  - What is strategy? Why do good strategies sometimes fail?
  - Is there a process to strategy formulation and implementation?
- STRATEGY PROCESS
  - Phases and key activities
- STRATEGY FORMULATION: CONCEPTS AND TOOLS
  - The "S" Curve - Critical Insights -Competitive analysis
  - external and internal -Competitive advantage
  - Core competencies - Growth strategies
- STRATEGY IMPLEMENTATION ROADMAP
  - Communicating the strategy to the organization
  - Developing the corporate Balanced Scorecard
  - Strategic choices and priorities
  - Project Management framework
  - Managing the change- stakeholders impact analysis
  - Risk analysis and scenario planning

### TARGET AUDIENCE:

This course is especially beneficial to managers and level 15 and above, who are responsible for the formulation and / or implementation of their organizational strategy and policies- either at the organisation level or at their departmental level.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500



# LEADERSHIP AND MANAGEMENT OF ORGANIZATIONAL CHANGE

## ABOUT THE WORKSHOP

How would you handle these leadership challenges? weathering reorganisation. Your organisation has undergone a significant reorganization. How do you communicate positive, motivating messages to a workforce still disheartened by change? ROAD BLOCKS. Your style clashes with the personalities of some of your key staff members. How will you gain their trust, counter their resistance and give corrective feedback in a way they'll respond to? In order to optimize your company's performance as well as your own career as an executive, you must be a visionary, a trailblazer, a strategist, a communicator, a coach, a diplomat and a politician. The world's most successful leaders are able to focus on the "big picture" and uphold high standards while wearing many hats. This intensive three-day program combines proven techniques with peer interaction and insights from the latest research to help you master the competencies of effective leadership. Discover how to use your power and influence to achieve goals, build alliances across departments, establish strong working relationships, and create passion in your department, your team and your organization.

## COURSE OBJECTIVES

### BY THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Build a leadership style that creates trust, sets a clear vision and guides your entire team toward greater performance and profit
- Gain insights into the key skills and techniques you need to create a winning strategy
- Learn what real "coaching" consists of, and how to build an extraordinary team that works together to deliver results
- Develop heightened "emotional intelligence" for greater professional achievement and satisfaction
- Identify the characteristics of effective leaders and the most common saboteurs
- Develop an executive leadership style that adapts to the person and situation.
- Improve performance through empowerment and delegation
- Clearly Communicate mission, vision and value statements
- Build a cohesive unit that performs well in all situations
- Continue your growth as a leader through a self-development plan

## COURSE CONTENTS

- Understanding today's Leadership Expectations
- Leadership with the Head: Exploring the Strategic Elements of Leadership
- Leadership with the Feet: Personal Values and Ethics at Work
- Leadership with the Heart: Practical Ways to Communicate
- Leadership with the Hands: Examining Situational Leadership
- Creating an Executive Leadership Development Plan

## TARGET AUDIENCE:

Middle-level managers or Executives who lead others with managerial responsibilities. It will benefit executives who require strong decision making skills and the ability to lead and motivate others

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

# STRATEGIC PLANNING SKILLS

## COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Learn concepts useful for strategic management
- Identify emerging trends and issues facing corporations and the public service in today's competitive global environment
- Analyse the impact of these trends and issues
- Apply a conceptual frameworks for developing and implementing strategic initiatives in their own public agency to deal with these impacts

## COURSE CONTENTS

- Introduction to Strategic Management and Perspectives on Strategy in the Public Service
- Exploring Emerging Patterns of Global Competition and International Competitiveness in Identifying Strategic Imperatives for the Public Service
- Managing for Effective Strategic Planning Process

## TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.



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## LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## MANAGING SUCCESSFULLY: INSIGHTS & SECRETS OF BEST MANAGERS

### COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand the similarities and differences in management and leadership
- Better navigate the transitions from one level to another in the hierarchy
- Reduce the chances of professional derailment
- Better motivate your subordinates

### COURSE CONTENTS

- UNDERSTANDING MANAGEMENT AND LEADERSHIP**
  - Fundamentals of Organisation and Management - concepts & principles of O&M
  - The Critical Role of Management Skills
  - Management Vs Leadership in Organisational Systems
- NAVIGATING TRANSITIONS**
  - Organisations as Stratified Systems
  - Leadership Transition
  - Types of Potential, and how to go about putting them into productive use
- FEEDFORWARD**
  - Introduction to Feedforward
  - Reasons for trying to Feedforward
  - Feedforward Steps
- PREVENTING DERAILMENT**
  - Why Managers Derail
  - Understanding Overused Strengths
  - Preventing Derailment
  - Motivating Your Direct Report
  - Motivating by Setting Goals
  - Motivating by Re-structuring Job
  - Fostering Self-Efficacy
- APPRECIATION AND RECOGNITION**
  - Introduction to Fish Cards
  - Giving & Receiving Fish Cards
  - Fish Cards with peers, supervisors, direct reports.

### TARGET AUDIENCE:

Senior Managers, Directors and Potential Managers who are desirous to improve their understanding of management skills

Senior Managers and Directors who would like to upgrade their present high performance the next level.

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### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## MOVING FROM MANAGEMENT TO LEADERSHIP

### COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Carry out self appraisal against the qualities people expect of a Leader
- Create time to be more effective as a manager and a leader at a various levels in the organisation
- Create a structure that allows empowerment to work effectively in an organisation
- Understand what is required of a future leader in order to survive their "new world"

### COURSE CONTENTS

- Identify the characteristics of successful leaders
- Get a chance to measure yourself against these qualities
- Differentiate between a manager and a leader
- Learn how to move from Managing to Leading
- Gain insights into how to let go and empower your staff effectively



### TARGET AUDIENCE:

For young leaders, with some supervisory or managerial experience and those who are newly promoted and also about to be saddled with additional leadership responsibility.

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### LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## CONFLICT MANAGEMENT AND RESOLUTION WORKSHOP

### COURSE OBJECTIVES

BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Explore basic conflict foundation concepts
- View conflict from the perspective of the needs, and stress the four main personality style groups
- Learn about the five conflict management position options
- Determine your own conflict management tendencies
- Learn how to plan for a conflict by determining nature of conflict and how best to deal with it.

### COURSE CONTENTS

- Defining Conflict
- Exploring myths of conflict management
- Identifying types of conflict
- Understanding the typical conflict cycle
- Understanding the hidden layers of conflict
- Tackling and scoring conflict.
- Conflict Assessment Instruments
- Identifying options for dealing with conflict and the importance of managing expectations
- Viewing conflict from the perspective of the needs, and understanding of the four main personality style groups
- Identifying an appropriate conflict resolution style to use
- Understanding the 4 Advanced Skills to handle competition and collaboration
- Understanding the role and nature of consequences in conflict management

### TARGET AUDIENCE:

Directors, Team Leaders, Labour Leaders and anyone who aspires to a leadership position or who are expected to provide leadership in a work place or formal setting



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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## PROJECT MANAGEMENT WORKSHOP FOR PUBLIC OFFICERS

### COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Successfully develop and communicate a project plan
- Identifying and negotiate for resources needed.
- Schedule resources and avoid resource allocation conflict
- Identifying and qualify the risks, and develop a risk response plan
- Monitor and control the project execution phase
- Manage the impact of changes on the project
- Perform real-time planning updates to respond to project changes and develop a deeper awareness and a critical understanding of:
  - ♦ Roles and challenges of project leadership
  - ♦ Project leadership competencies and styles
  - ♦ Influencing and motivating strategies
  - ♦ Team development cycle and team dynamics

### COURSE CONTENTS

#### PART 1: TECHNICAL SKILLS

- Project Initiation How to properly initiate a project
- Project Planning -10 step process, tools and best practices
- Project Execution Monitoring and control, how to cope with rapid changes during execution

#### PART 2: PEOPLE SKILLS

- Project Leadership Competencies and Styles, Roles and Challenges
- Project Team Team development cycle and team dynamics, personality types and cultural orientation, communication barriers and tools
- Influencing and motivating Strategies - Building high performing teams

### TARGET AUDIENCE:

Project, Investment, Finance officers and Accountants.

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+ (234) 8037881118, + (233) 244718350  
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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## LEADERSHIP AND INNOVATION MONITORING SKILLS DEVELOPMENT

-how to improve performance and foster growth

### ABOUT THE WORKSHOP

Do you wish you could try things at work that have never been done before? Do you doubt your own capacity for creativity and innovation? Do you have trouble getting creative solutions from your team?

Relying on yesterday's ideas, strategies and assumptions can spell failure for your company and be detrimental to your career. Now you can get proven techniques for generating new ideas, and a blueprint for establishing a climate of innovation in this lively, interactive and hands-on seminar. You will discover new ways to break through mental barriers -in order to improve performance and unleash the creative potential in yourself and your team.

### BENEFITS OF ATTENDING

- Practice creative thinking methods to generate ideas and solutions
- Turn existing problems into opportunities for growth
- Discover new techniques for securing enthusiasm form new initiatives
- Create an environment that encourages out-of-the-box thinking
- Apply innovation techniques to improve systems, products and process
- Enhance morale, group performance and collaboration

### COURSE CONTENTS

- Identify practices that help promote creativity and innovation
- The opportunity costs of focusing on result vs. focusing on good process
- Maximize the connection between courage and creativity
- Brainstorming tools and techniques for generating ideas and solutions
- Develop an effective leverage from your own creative strength
- Produce, evaluate and select new ideas- models for analyzing options
- Practices and guidelines that create an innovative work environment
- Real-world practice: opportunity spotting/solutions generating

### TARGET AUDIENCE:

Managers, team leaders, directors, project managers, supervisors and executive staff in private and public organisations, and anyone who has influence over the creation, adoption and implementation of new products, services and processes.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## LEADERSHIP AND STRATEGIC PLANNING

### NEW COURSES ON DEMAND

- 201 Advanced Strategic Selling and Business Development.
- 202 Advanced Management Programme: for Board/council Members & Top Managers.
- 203 Advanced Leadership Development Programme.
- 204 Building Coaching and Mentoring Capacity & change.
- 205 Corporate Governance & Ethical Management Practice.
- 206 Driving Strategic HR Agenda in an Organizational Design.
- 207 Due Process Workshop (Executives).
- 208 Economic Empowerment through Corporative Society.
- 209 General Management Programme: Enhancing Managerial Acumen For Managers & Executives.
- 210 Inspirational Leadership for Good Corporate Governance in Public Sector.
- 211 Leadership Development Programme.
- 212 Leadership Masters Class For top Managers & Senior Executives.
- 213 Leadership Training Skills for Managers and Executives.
- 214 Leadership skill: Building Success Through Teamwork.
- 215 Leadership Skills for Senior Women Executives

### DETAILS ON REQUEST

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cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

CHINA • GERMANY • U. S. A. • HONGKONG • UK		SOUTH AFRICA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,000	£3,500

FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500



## LEADERSHIP AND STRATEGIC PLANNING

### NEW COURSES ON DEMAND

- 216 Leadership Retreat on Change Management, Entrepreneurial Skills, Development, Corporate Governance & Project Management.
- 217 Management Competence Development Programme: Exploring Modern Management Skills for Middle Level Managers & executives.
- 218 Managing today's Technical Professionals.
- 219 Organizational Transformation and Change Management.
- 220 Performance Management & the Balance scorecard.
- 221 Reputation Management & Brand Management.
- 222 Strategic Management Skills Seminar for Senior Admin Assistant, Senior Secretaries & Personal Assistants.
- 223 Strategic Leadership.
- 224 Strategic Planning & Leadership Retreat for Accountants & Auditors.
- 225 Strategic Planning Skills.
- 226 Strategic Thinking & Strategic Direction for Change.
- 227 Supervisory Skills Development Area Managers/Supervisors & Field Officers.
- 228 Team Building & Strategic Leadership.
- 229 The Company Director's Role and Liabilities (executives).
- 230 Total Quality Management for Directors
- 231 The Successful PA (Executives).

### DETAILS ON REQUEST

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 + (234) 8037881118, + (233) 244718350  
 www.cfastudies.com  
 cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## MANAGEMENT OF PENSION SCHEME WORKSHOP

### ABOUT THE WORKSHOP

For obvious and of course good reasons, employees are increasingly becoming very concerned about their retirement. The pension benefit plans no longer guarantee a lifetime income; the effects of inflation on the pension payouts are quite worrisome. This programme is therefore designed to equip participants with initiatives, knowledge and skills essential for evolving and managing reliable and effective pension scheme that can create and sustain retirement life.

### BENEFITS OF ATTENDING

BY THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Evaluate various pension scheme
- Design reliable and effective various schemes
- Monitor the growth of pension funds; and
- Advise employers and employees on pension matters

### COURSE CONTENTS

- Overview of Pension Management
- Traditional Approach to Pension Scheme
- Public sector pension scheme management
- Private sector pension scheme management
- Contributing Pension Scheme Strategy
- Self-Directed Pension Scheme Management Strategy
- The role of Regulatory Agency in Pension
- Inflation Dilemma on Pension Schemes
- Pre-retirement training for employee
- Creating a Growing Retirement Income through Investment

### TARGET AUDIENCE:

Senior Officers and Managers, who handles pension management functions in private and public sectors. Pension Consultants, Investors of Pension, and mutual trust funds, Financial Analysts, Pension Regulatory Officers Trainers.



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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
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FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
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## ADVANCED HUMAN RESOURCES MANAGEMENT WORKSHOP

### ABOUT THE WORKSHOP

This intensive hands-on workshop is designed to give you a solid grasp of a rapidly- dynamic & evolving field. You will learn how to implement and apply legally defensible best practices in your organization, understand essentials of key HR functions and gain the confidence and the know-how you need to succeed on the job.

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Motivate and direct the employees they rely on even when they don't share their values
- Adjust their management style and personal style to the needs of different situations
- Get more done by using the appropriate delegation of techniques in any given situation
- Resolve conflicts more effectively in wide variety of situations
- Turn difficult people and poor performers into team players
- Win the cooperation and trust from everyone in their organization
- Increase their confidence, Leadership Skills and Professional satisfaction in their job.

### COURSE CONTENTS

- The Experience of Being a Manager
- Values, Personal Styles
- Motivation
- Listing, Body Language, giving Feedback and Dealing with Difficult People
- Conflict , Delegation
- Understanding Organization Culture and Sub-culture
- Emotional Intelligence
- Ethical Leadership
- Action Planning

### TARGET AUDIENCE:

Managers, Directors & Top executives and Individuals with Management Responsibilities whose success depends on managing people through clear & effective communication media, a cooperative attitude and commitment to share goals.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

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1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
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GHANA		U. A. E. (DUBAI)	
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FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
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COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## HUMAN RESOURCES MANAGEMENT FOR EDUCATION, FINANCE & TECHNICAL SENIOR OFFICERS

### ABOUT THE WORKSHOP

This intensive hands-on workshop is designed to give you a solid grasp of a rapidly- dynamic & evolving field. You will learn how to implement and apply legally defensible best practices in your organization, understand essentials of key HR functions and gain the confidence and the know-how you need to succeed on the job.

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Provide personnel Managers and Executives the forum for reviewing and exchanging knowledge and ideas on existing Human Resources policies, Procedures and Practices in the changing environment
- Discussing personnel function, its roles and relationship as well as its effectiveness in mediating and liaison roles between management and employees
- Discuss the effects of the environment on your organization and in particular the personnel department and how personnel can be in the vanguard for changing the attitudes of workers
- Look specifically at the processes which translate these policies into practices and the systems, procedures, working relationships, skills and techniques needed for effective implementation
- Develop analytical and problems-solving techniques that Help to identify and resolve key issues in managing people

### COURSE CONTENTS

- Overview of environmental/economic developments and its effect on the Personnel functions Human Resources Management in the changing business world
- Human Resources: Policy and Strategy
- Business Restructuring and Rationalisation Strategies
- Human Resources Communication
- Recruitment and Placement Strategy
- Training and Development Policy and Strategies
- Job Evaluation and Reward Strategies
- Effective Industrial Relations for Growth Strategy
- Strategies for Managing Industrial Relations
- Personnel Audit -Auditing the Personal Function.

### TARGET AUDIENCE:

Managers, Directors & Top executives and Individuals with Management Responsibilities whose success depends on managing people through clear & effective communication media, a cooperative attitude and commitment to share goals.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## SUCCESSION PLANNING STRATEGY SKILLS WORKSHOP

### ABOUT THE WORKSHOP

This intensive programme aims to equip participants with the skills and knowledge to establish and manage a process to recruit the right jobs, develop the skills and abilities of promising staff and prepare them for promotion, while retaining and motivating them to ensure returns on the organisation's investment. It is an essential programme for organisations wishing to take a more strategic and integrated approach to organisational resourcing promotion and development strategies through:

- Target recruitment, selection and promotional activities
- Development, Auditing and Effective Utilisation of organisational "talent pool"
- Active and focused development of promising and essential staff

The fostering of the desired organisational culture through the development of a group of people who share key beliefs, values and attitudes recognized as essential to future success and organisational longevity

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- Improve on retention of key staff
- Reduce time lag between vacancy of posts and appointment of appropriately skilled successors
- Target learning and development strategies that actively support organisational goals
- Gain a motivated, committed and appropriately skilled cadre of managers and professionals.

### COURSE CONTENTS

- Methods to identify critical posts, anticipated vacancies and possible successors
- Development of current and future competency sets for key posts
- How to create active assessment, selection and promotional tools
- Methods to identify gaps in current employee and candidate competencies
- How to audit the development needs of key staff and build appropriate and supportive learning and development strategies.

### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
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JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
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OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
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JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
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COURSE FEE	
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FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
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• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
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NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
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SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
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SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## HUMAN RESOURCES MANAGEMENT AND LABOUR RELATIONS PRACTICES

### ABOUT THE WORKSHOP

The current reforms in the public sector, have produced a new set of challenges for Human Resources Managers. This is due to the fact that the reforms have created pressure among a large majority of public servants as where the reforms are headed and their future prospects for the public service. The Human Resources officers are therefore faced with a very challenging scenario of effectively managing the workers for optimal return.

### COURSE OBJECTIVES

- This intensive hands-on workshop is design to give you a solid grasp of this rapidly evolving and dynamic field. You will learn the essential skills necessary under the reforms to manage men and materials and also the essentials of key HR function and gain the confidence and the know-how you need to succeed on the job.
- You will be able to analyse and discuss the environment of labour management relations.

### COURSE CONTENTS

- Attitudinal problems and change management
- Strategic Human Capital Development
- The work environment, the workers output and welfare
- Collective bargaining
- Human Resource Information System (HRIS) strengths, weakness, private and security issues.
- Establishing grievance procedures
- Health care choices, pension plans and ongoing benefits
- How to prepare definitive job descriptions.
- Design an effective new employee's orientation program.
- Concept of Industrial Relations.
- Machineries for negotiation and consultations.

### TARGET AUDIENCE:

Officers with responsibility for HRM., Officers responsible for the task of handling human and Industrial relations issues. Labour leaders and Administrative Officers will also benefit from the course.

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OCT. 07 - 11	OCT. 07 - 18
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INDIA	
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GHANA	
1 WEEK	2 WEEKS
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SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
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U. A. E. (DUBAI)	
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DEC 02 - 06	DEC 02 - 13
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SIERRA LEONE	
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DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## FREEDOM OF INFORMATION ACT. Its Challenges, Solutions & Management

### COURSE OBJECTIVES

- International dimensions on implementation process of FOI Act
- Acquainting participants with the cutting-edge issues and best implementation practices on the official secrecy and FOI

### COURSE CONTENTS

- General Understanding of the Freedom of Information Act
- Acceptable procedures & process in monitoring request for information
- Public interest test mechanism and access challenges
- The enforcement/legal action procedures in the Act
- The Process, Publication & the Act
- General Objectives of Freedom of Information Act and International Best Practices
- Penalties of infringement
- Dynamics between official Secrecy Act and Freedom of Information Act



### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chief of Security Service, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## EFFECTIVE TRAINING AND DEVELOPMENT SKILLS WORKSHOP

### ABOUT THE WORKSHOP

This interactive and skill based workshop will enable organisations to develop, implement and sustain good human resource training and development practices while assisting their staff to refresh and update their personal and team skills regularly.

### COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

Design, Develop, Implement and sustain good human resource training and development practices, while assisting staff to refresh and update their personal and team skills.

### COURSE CONTENTS

- Identify training needs, develop and cost a training plan
- Design and use a wide range of training methodologies
- Manage the training function effectively
- Design effective training using appropriate methods to meet identified training needs
- Use a range of training styles appropriate to the materials being delivered
- Apply learning theory to the management of effective training
- Design relevant training based on the training cycle
- Identify the key factors that undermine training design and evolve ways on how to turn them around positively for training efficiency
- Evaluate effectiveness of training and its impact on the business or organisation

### TARGET AUDIENCE:

HRD specialists, Managers and Training officers employed in the public and private sectors that are responsible for the design and delivery of cost-effective and efficient training within their organisations.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500



## WOMEN IN MANAGEMENT WORKSHOP

### AIM OF THE WORKSHOP

Gender balancing has been accepted as a means of achieving sustainable national development. In an environment where gender bias and discrimination among women has held sway for several years, there is need for a concerted effort to empower women for the attainment of gender balances.

This is more so, as many women occupy key management positions in both public and private sectors. To facilitate the upward mobility and to enable them cope with the challenges of their job positions, women need improved skills and competencies.

### COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Analyse key issues in management
- Identify leadership responsibilities of women in organizations
- Develop planning and decision making skills
- Improve their interpersonal relations skills
- Respond appropriately to challenges in the environment

### COURSE CONTENTS

- Management Process
- Gender Issues and Sustainable Development
- Leadership Roles and Functions of Women Managers
- Managing the Women Manager's Multiple Roles
- Planning and Organizing Work
- Managerial Decision Making
- Effective Delegation
- Team Building
- Effective Communication and Interpersonal Relations
- Time Management
- Conflict Management
- Assertive Skills for Women in Leadership

### TARGET AUDIENCE

This Workshop is designed for Women in Senior and Middle Level Management Positions in the Private Sector, Government and Public Enterprises. Those in the NGOs and Trainers will also find it highly beneficial.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE

CFA  
STUDIES

CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## LEADERSHIP AND EMPOWERMENT WORKSHOP FOR WOMEN

### AIM OF THE WORKSHOP

To ensure effective implementation of organizational policies and programmes, there is need to integrate women into the mainstream of every facet of our developmental process. Environmental challenges that usually constrain women capabilities as they aspire to leadership positions must be addressed if her desired integration of women into developmental efforts is to be achieved.

### COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- plan their career patterns and their impact on their lives as women managers
- identify the modalities for women empowerment
- communicate effectively
- apply influencing leadership skills
- identify gender problems
- use modern management techniques

### COURSE CONTENTS

- The women as a leader
- Effective leadership styles and skills
- Concept of Gender Analysis
- Women and Empowerment
- Managerial decision-making
- Effective Delegation
- Communication Skills
- Effective Team Building Skills
- Inter-personal Skills
- Influencing and Assertive Skills
- Personality profile of women leaders
- Motivation of Staff

### TARGET AUDIENCE

Senior & Top Level Women Managers, Trainers who are aspiring to move to top management levels in both public and private sector organizations.



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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## ASSERTIVE SKILLS WORKSHOP FOR WOMEN MANAGERS

### AIM OF THE WORKSHOP

In order to enhance fruitful gender interaction for the realization of organizational goal, women need to assert themselves. In appreciation of this, this workshop is designed to enable women to develop the confidence needed to play leadership roles and to assert themselves at work places.

### COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Develop the confidence needed by women managers to be assertive
- Apply appropriate leadership styles in the works situation
- Identify the qualities of effective and efficient women managers
- Develop basic management skills for problem solving and decision making
- Develop inter-personal and team building skills

### COURSE CONTENTS

- Assertive Skills in Management
- Qualities of Effective Women Managers
- Women & Leadership Styles
- Women and Confidence Building
- Effective Communication
- Problem Solving
- Decision Making
- Women & Carrier Development
- Personal Effectiveness
- Gender Issues in Management
- Achievement Motivation and Self Awareness Exercises
- Stress Management

### TARGET AUDIENCE

Women in Management Position in Local, State and Federal Government as well as in the Private and Public Sector Organisations.



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## LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## HUMAN RESOURCES

### NEW COURSES ON DEMAND

- 301 Advanced Speech/Report Writing Skills Development.
- 302 Advanced Human Resource & Personnel Management Course.
- 303 Advanced Role and skill of a valuable HR assistant.
- 304 Assertive Skills Workshop for Women Managers.
- 305 Best Practice in Human Resource Administration.
- 306 Building Effective Public Relations.
- 307 Communicating With Diplomacy Discretion and Influence.
- 308 Connecting Public Sector Goals to Quality Performance.
- 309 Continuing Professional Skill Development for Executive Secretaries and Senior Secretaries.
- 310 Creating first impressions that Last-A Professional image Course for Frontline Officers.
- 311 Effective Clerical Operations & Efficient Workflow.
- 312 Effective Communication & Human Relations workshop.
- 313 Effective Communication skills and Management for Managers.
- 314 Effective Conduct & Productivity Service delivery for Junior & Middle Level staff.

### DETAILS ON REQUEST

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## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## HUMAN RESOURCES

### NEW COURSES ON DEMAND

- 315 Effective Public Relations, Protocol, Communication & Report Writing Management Workshop.
- 316 Effective Work Ethics & Attitude change for Higher Performance.
- 317 Fatigue Risk management Systems.
- 318 Global Best Practices for Human resource Management, Planning and administration.
- 319 Industrial Relations: Management for Labour Union Leaders
- 320 Mainstreaming Gender Concerns In Development Planning & Project Management.
- 321 Management of Pension Scheme.
- 322 Managing the Human Resource for Sustained Result Workshop.
- 323 Mastering Power Presentation.
- 324 Mastering telephone Service skills.
- 325 Mastering the Act of Effective World Class Public Services: Issues, Techniques & Best Practices.
- 326 Performance Improvement Course for Executive Officers of Public sector.
- 327 Personnel Effectiveness & Dynamic Skills Development for office Administration & Management.
- 328 Pre-Retirement Planning Training
- 329 Public Relations, Meeting, Events for Management: Protocol & Administrative Secretary.

### DETAILS ON REQUEST

+ (234) 7040045001-10, + (234) 8055246151,  
 + (234) 8037881118, + (233) 244718350  
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 cfaconsult@yahoo.com, info@cfastudies.com

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## HUMAN RESOURCES

### NEW COURSES ON DEMAND

- 330 Protocol & Public Relation Planning Seminar.
- 331 Research Instrument Design and Administration workshop.
- 332 Strategic Outsourcing for HR: Creating Value from HR Outsourcing Relationships.
- 333 Strategic Human Resource Management & Development Programme.
- 334 Team Building Techniques and Leadership Skill for Higher Productivity.
- 335 The Art of Human resource Management: Creating & Developing & Effective Personnel function.
- 336 Management of Training Need Analysis.
- 337 Women's Capacity Building Programme for Effective Management & Leadership.

### DETAILS ON REQUEST

+ (234) 704 004 5001-10, + (234) 805 524 6151,  
+ (234) 803 788 1118, + (233) 244 718 350  
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cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## ADVANCED FINANCIAL MANAGEMENT PRACTICES

### ABOUT THE WORKSHOP

The demand for improved accountability and greater transparency in government has resulted in a call for more information about government programmes and services. This workshop will provide you with an understanding of how to apply modern budgeting techniques in your organization and effectively demonstrate the benefit of planning for the achievement of longer-term goals. This programme will show participants the concepts, tools and techniques that help them to learn how to 'think Finance' and translate performance into financial terms. So, attend this workshop and examine the current issues, techniques and technologies vital to the improved management of critical treasury activities. Learn a structured approach for conducting internal audits that get results! Go beyond the boundaries of accounting and gain real insight into the managerial, political and technical dynamics of internal auditing.

### COURSE OBJECTIVES

#### AT THE END OF THE COURSE, PARTICIPANTS WOULD BE ABLE TO:

- To give Accounting Executives updates on Modern Procedure and Accounting Information Systems
- To teach Account Executives modern trends in Strategic Management, Operational Management and Total Quality Management
- To sensitize Account Executives on Financial Public Relations
- To equip participants on the nature, purpose and types of Audit in a n Organisation.
- To acquaint them with the activities of both the internal and external auditing and the day to day audit check of an organisation's assets and liabilities
- Enhance knowledge of participants, so that they can use the skills in financial analysis & Evaluation, to evaluate companies' performance and take investment decisions.
- Enhance their ability to make sound financial decisions

### COURSE CONTENTS

- Management Functions for Auditors and Accountants
- Organisational Financial Analysis and Financial Reports
- Budgeting and Budgetary Control
- Financial Forecasting and Analysis
- Analysis and Evaluation
- Advanced Auditing Skills
- Understanding of Monetary & Fiscal Policies and its application in public organisations

### TARGET AUDIENCE:

Senior Officers in Government Ministries, Agencies and other Parastatals bodies and Organisations responsible for carrying out internal financial audit practice and management.

### LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## PUBLIC FINANCIAL MANAGEMENT: AN INTERNATIONAL PERSPECTIVE

### COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Acquire an understanding of the principles, conventions and frame work governing financial management and accountability in the public service
- Appreciate how public expenditure management operates and impacts in different countries
- Have a greater awareness of how public expenditure management has evolved in different countries
- Gain an insight into various international perspectives, their issues, challenges and success
- Identify best practices and useful tools

### COURSE CONTENTS

#### GENERAL

- Key Internal Organisations and Practices
- Introduction to government financial management
- Presidential powers and financial safeguards
- Principles of Accountability
- Government Accounting Policies and Practices
- Government Budgetary System
- Strategies for Managing Financial aspect of Industrial Relations
- Personnel Audit -Auditing the Personnel Function.
- Duties and responsibilities of Accounting, Authorising and Certifying Officers
- Collection of Public Money
- Payments and Internal Control
- Loss of Public Money and Stocks

#### INTERNATIONAL PERSPECTIVE

- Law and Rules
- Budget Coverage and Structure
- Budget Policy and Planning
- Budget Preparation
- Budget Execution
- Aid Management
- Accounting Subsystem
- Auditing System
- Integrating Financial Management Information System
- Performance Measurement

### TARGET AUDIENCE:

Directors of Finance, Financial Managers, Treasurers, Senior Accountants and Senior Financial Analysts

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	



# REVENUE COLLECTION MANAGEMENT

## COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand key public financial management policies
- Understand the importance and value of competence in revenue collection management
- Identify non-compliance and its implications
- Understand their role in public financial management

## COURSE CONTENTS

### ACCOUNTABILITY AND STEWARDSHIP

Public Finance Framework  
Transparency  
Legislative Reporting & Budget Documents  
Regulatory Auditing  
Internal Control

### PLANNING & RESOURCES ALLOCATION

Budget Management Framework (Including Resources Budgeting)  
Resources Management Initiatives  
Cost Benefit Analysis

### FINANCIAL OPERATIONS

Revenue & Collection Management  
Payment  
Procurement  
Revenue Contracting  
Contract Management  
Fixes Asset Management  
Inventory Management  
Treasury

### REPORTING AND MONITORING

Accounting (Cash/Accrual/Resource)  
Value Management  
Key Performance Indicators (KPIs) /Outcome Indicators

### PERFORMANCE AND VALUE CREATION

Net Economic Value (NEV)  
Economy Drive (ED)  
Best Sourcing  
Procurement  
Revenue Contracting

## TARGET AUDIENCE:

Senior Managers, Directors of Finance Auditors, Financial Managers, Credit Managers in charge of debt recovery (Bad debts) and Government Treasuries

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+ (234) 8037881118, + (233) 244718350  
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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## COMPUTERIZED FINANCIAL ACCOUNTING COURSE

### ABOUT THE WORKSHOP

This workshop will highlight the various problems and proffer proven solutions associated with computerized financial accounting systems. It will enhance the skills of the participants, a pre-requisite to ensuring that the full benefits of computerized financial accounting systems are derived. Practical and best practices experience of successful organizations will be shared.

### COURSE CONTENTS

- CORPORATE ACCOUNTING SYSTEM MODELS**  
Various accounting functions  
Relationship between accounting models of accounting functions  
Establishing the need for computerization of organisation financial operations  
Personnel Requirement
- COMPUTER SYSTEMS REQUIREMENTS**  
Hardware systems overview  
Hardware configuration for different corporate structures: Mainframe, Minicomputer configurations, Networks systems and multi-user configurations, Systems software for each configuration  
Installing computer systems for organization-wide systems
- DEVELOPMENT APPROACHES OF A WORKING SYSTEM**  
End-user computing and prototyping Defining accounting system problems  
Determining output specifications Designing various components of a system  
Hardware and software and software acquisition Testing needs before using a system
- ACCOUNTING SOFTWARE PACKAGES**  
Use of Spreadsheet Use of integrated software packages Use of different packages modules  
Data preparation for input Users involvement in the different packages Use of reports and handing Practical demonstration
- SECURITY, ACCURACY & CONFIDENTIALITY OF OPERATIONS**  
Internal control in a computer environment Electronic access control procedures Physical security information systems and record management Detection & prevention of frauds  
Computer virus control
- FINANCIAL IMPLICATIONS OF COMPUTER ACCOUNTING SYSTEMS**  
To make or buy decision Cost justification for computerization Benefits derivable Sourcing of funds The leasing option
- CONTINGENCY PLANNING AND DISASTER RECOVERY METHODS**  
Overview of contingency planning disaster recovery methods Control of computer related hazards Disaster avoidance techniques Steps in disaster planning process Aggressive approach to disaster recovery  
Back up requirements Virus and anti-virus techniques Security issues in computer disaster management emerging challenges

### TARGET AUDIENCE:

Accountants, Auditors, System Development Managers, Computer Managers, Relevant Information Technology Committee Managers, Consultants and others who perform related function in both the public and private organisations.

+ (234) 7040045001-10, + (234) 8055246151,  
+ (234) 8037881118, + (233) 244718350  
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cfaconsult@yahoo.com, info@cfastudies.com

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## FINANCIAL RISK MANAGEMENT IN BANKING & OTHER FINANCIAL INSTITUTIONS

### ABOUT THE WORKSHOP

Good lending decisions are based on application of sound techniques and common sense, to ensure high quality assessment and thus, low loan losses. This training program is designed to provide staff of lending banks (i.e mortgage, micro-credits) etc with an understanding of the framework for basic credit analysis and risks in lending business. The technical skills to be acquired in this program are critical, in empowering lenders and business development officers / managers to make sound lending decisions which minimize credit risks and loan losses.

### BENEFITS OF ATTENDING

- To acquire analytical skills for sound lending decisions
- To understand the techniques and primacy of loan structuring to minimize risks
- To learn the basic principles of mortgage, lending/ loan appraisals and administration

### COURSE CONTENTS

- Overview of risk assets creation & management
- The credit cycle & principles of lending and types of credit/mortgage products
- Risk identification and appraisal of mortgage loans assignment
- Financial analysis: cash flow for lending
- Legal issues and collaterals for bank lending
- Principles of mortgage loan structuring & mitigation
- Financial mathematics and rating in mortgage lending
- Mortgage loan documentation, valuation and appraisal
- Exposure management & problem loan management
- Debt Recovery Strategies
- Case studies and practical examples

### TARGET AUDIENCE:

Commercial, mortgage loan/credit officers, credit analysts, risk management officers, Debt/loan recovery officers, head of departments and group heads of financial institutions.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500
INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800
GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
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SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,000	£3,500
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## FRAUD DETECTION AND DYNAMICS OF DEBT COLLECTION

### ABOUT THE WORKSHOP

The fast growing economic environment makes business transactions more demanding, versatile but volatile. The workshop is designed to expose participants to current practices in internal fraud detection, prevention and control. Understanding and mastery of various fraudulent practices made through the use of computer, form an important aspect of this workshop. Receivables or debts arise on daily basis in most transactions in both the public and the private organisations as goods and services are provided and received. It is also common knowledge that debtors are usually not willing or able to pay their due debts. The debtor comes up with all excuses in this world and in a while, the debt becomes sticky. This workshop is designed to equip you on issues involved with collecting overdue money.

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify various types of frauds and their causes
- Identify and analyse methods and approaches to perpetuating fraud in organisations in Nigeria
- Carry out effective investigation and audit report writing
- Use control tools for preventing and detection of fraud

### COURSE CONTENTS

- Globalisation and challenges for auditors, Operations of Internal Auditing
- Managing an Internal Audit Department, Classification and types of Fraud
- Basic Detection and Prevention Methods in Fraud Audit programmes and Working Papers Fraud Investigations Procedures, Internal Audit Reports
- Fraud Theft Laws and Decrees, Reporting Frauds, Fraud Cases
- Computer in Auditing, Identify and perverting potential bad debtors from start of business
- Get accounts current while still maintaining goodwill with valued customers
- Overcoming debtor's excuses, lies and complaints
- Result oriented techniques for soothing irate and irrational customers
- Keep your organisation out of legal hot water by knowing exactly what your legal right and limit are, Bring in more money with your collection letters
- Deal with abusive, angry customers without losing your cool & comportsment
- Use instant rapport builders to win debtors over to your way of thinking
- Make your job easier and less stressful with dozens of practical tips

### TARGET AUDIENCE:

Credit Managers, Sales Managers, Marketing Managers, Customers Service Managers, Public Relations Managers, Heads of Profit Centres and Managers who Performs related functions in the Public and Private Sectors



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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## CREDIT MANAGEMENT & ADMINISTRATION SKILLS

### ABOUT THE WORKSHOP

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### BENEFITS OF ATTENDING

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- To learn the basic principles of mortgage, lending/ loan appraisals and administration

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- Financial analysis: cash flow for lending
- Legal issues and collaterals for bank lending
- Principles of mortgage loan structuring & mitigation
- Financial mathematics and rating in mortgage lending
- Mortgage loan documentation, valuation and appraisal
- Exposure management & problem loan management
- Debt Recovery Strategies
- Case studies and practical examples

### TARGET AUDIENCE:

Commercial, mortgage loan/credit officers, credit analysts, risk management officers, Debt/loan recovery officers, head of departments and group heads of financial institutions.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

# FINANCIAL POLICY MAKING AND ANALYSIS

## BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand key public financial management policies
- Understand the importance and value of competence in financial policy making and business analysis
- Identify non-compliance and its implications
- Understand their role within public financial management

## COURSE CONTENTS

### ACCOUNTABILITY AND STEWARDSHIP

- Public Finance Framework & Transparency
- Legislative Reporting & Budget Documents
- Regulatory Auditing
- Internal Auditing & Control

### PLANNING & RESOURCES ALLOCATION

- Budget Management Framework (Including Resources Budgeting)
- Resources Management Initiatives
- Cost Benefit Analysis - Principles & Application

### FINANCIAL OPERATIONS

- Revenue & Collection Management
- Payment & Procurement Cycle
- Revenue Contracting
- Contract Management
- Fixed Asset Management
- Inventory Management
- Treasury Management

### REPORTING AND MONITORING

- Accounting (Cash/Accrual/Resource)
- Value Management
- Key Performance Indicators (KPIs) / Outcome Indicators

### PERFORMANCE AND VALUE CREATION

- Net Economic Value (NEV) Economy Drive (ED)  Best Sourcing  Procurement
- Revenue Contracting  Procurement  Revenue Contracting



## TARGET AUDIENCE:

Directors, Accountants, Personnel and Admin Managers and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies and Organisations.

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## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

# FINANCIAL ANALYSIS, PLANNING AND CONTROL

## BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand key public financial management policies
- Understand the importance and value of competence in financial policy making and business analysis
- Identify non-compliance and its implications
- Understand their role within public financial management

## COURSE CONTENTS

### ACCOUNTABILITY AND STEWARDSHIP

- Public Finance Framework & Transparency
- Legislative Reporting & Budget Documents
- Regulatory Auditing
- Internal Auditing & Control

### PLANNING & RESOURCES ALLOCATION

- Budget Management Framework (Including Resources Budgeting)
- Resources Management Initiatives
- Cost Benefit Analysis - Principles & Application

### FINANCIAL OPERATIONS

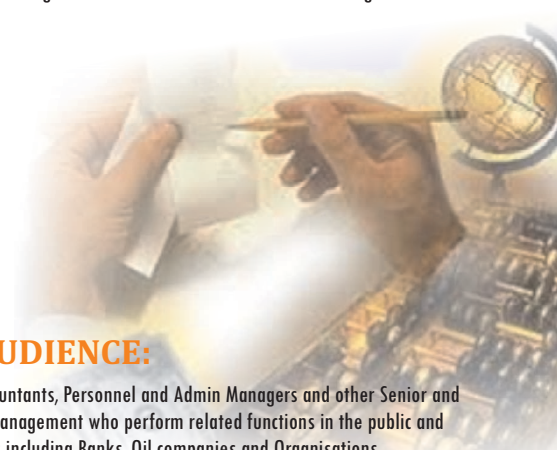
- Revenue & Collection Management
- Payment & Procurement Cycle
- Revenue Contracting
- Contract Management
- Fixed Asset Management
- Inventory Management
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### REPORTING AND MONITORING

- Accounting (Cash/Accrual/Resource)
- Value Management
- Key Performance Indicators (KPIs) / Outcome Indicators

### PERFORMANCE AND VALUE CREATION

- Net Economic Value (NEV) Economy Drive (ED)  Best Sourcing  Procurement
- Revenue Contracting  Procurement  Revenue Contracting



## TARGET AUDIENCE:

Directors, Accountants, Personnel and Admin Managers and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies and Organisations.

+ (234) 7040045001-10, + (234) 8055246151,  
+ (234) 8037881118, + (233) 244718350  
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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## MORTGAGE CREDIT ANALYSIS AND RISK MANAGEMENT

### ABOUT THE WORKSHOP

Good lending decisions are based on application of sound techniques and common sense, to ensure high quality assessment and thus, low loan losses. This training program is designed to provide staff of lending banks (i.e mortgage, micro-credits) etc with an understanding of the framework for basic credit analysis and risks in lending business. The technical skills to be acquired in this program are critical, in empowering lenders and business development officers / managers to make sound lending decisions which minimize credit risks and loan losses.

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- To acquire analytical skills for sound lending decisions
- To understand the techniques and primacy of loan structuring to minimize risks
- To learn the basic principles of mortgage, lending/ loan appraisals and administration

### COURSE CONTENTS

- Overview of risk assets creation & management
- The credit cycle & principles of lending and types of credit/mortgage products
- Risk identification and appraisal of mortgage loans assignment
- Financial analysis: cash flow for lending
- Legal issues and collaterals for bank lending
- Principles of mortgage loan structuring & mitigation
- Financial mathematics and rating in mortgage lending
- Mortgage loan documentation, valuation and appraisal
- Exposure management & problem loan management
- Debt Recovery Strategies
- Case studies and practical examples

### TARGET AUDIENCE:

Commercial, mortgage loan/credit officers, credit analysts, risk management officers, Debt/loan recovery officers, head of departments and group heads of financial institutions.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500



## ESSENTIAL SKILLS FOR MANAGING TODAY'S MORTGAGE INSTITUTIONS

### ABOUT THE WORKSHOP

You already have the experience and the technical skills. Now add the management know-how to achieve results. Managing Mortgage Institutions demand a whole new set of skills.

### BENEFITS OF ATTENDING

#### IN THIS WORKSHOP, PARTICIPANTS WILL LEARN HOW TO:

- Understands and explain the commercial context and processes of mortgage institutions
- Build awareness for the organisations strategy as far as Financial target and risk guidelines are concerned and be able to operates within these parameters
- Organize and manage resources (most especially financial resources)
- Demonstrate analytical skills in delivering customised solutions to achieve positive and quality result for your clients
- Deal with uncertainties and diversity in social, cultural and geopolitical settings in order to achieve successful outcome for the organization.

### COURSE CONTENTS

- Effective Management of Information system in the mortgage industry
- Distress Management in mortgage institutions
- Essential considerations for mortgage financing
- Modern motivation techniques for mortgage personnel
- Risk management and mortgage institutions operations
- Confidence Building Towards Total Quality Management in Mortgage Financing
- Constructive & Persuasive Communication for Effective Management
- Team work and Confidence Building for Effective Management

### TARGET AUDIENCE:

Directors, Senior Managers and Officers of Financial & Mortgage Institutions and Mortgage Insurance Institutions

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## INTERNAL AUDITING - INTERNATIONAL BEST PRACTICES

### ABOUT THE WORKSHOP

The workshop will highlight current trends and best practices in corporate internal auditing.

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Plan an audit assignment on financial accounts and related systems
- Conduct the audit using informed and practical techniques
- Documentation of finished jobs (manual and computerised)
- Present a report on audit findings for management consideration & decision

### COURSE CONTENTS

- Public Sector Auditing
- Internal Auditing in the public Sector
- Characteristics of an effective auditor - the internal auditor
- Different types of audits
- Types of controls: materiality and risk assessment
- E-dimension impact on audit
- Working papers and audit evidence
- Different phases of an audit assignment (Pre, During & Post)
- Auditing of transactions and account balances
- The wider scope of roles and responsibilities of modern internal auditor
- Systems documentations review and upgrading
- How to write an effective audit report
- How an Internal Auditor should relate to managers in other departments as well as external Auditors
- Financial Investigations
- The vexed issue of corporate fraud: Types, Causes, Detention and Management.
- Challenges of the future in the audit work

### TARGET AUDIENCE:

Officers who are involved in auditing. (both internal & external) most especially the internal (audit) controller in public organizations.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## PUBLIC ACCOUNTABILITY AND INTERNAL CONTROL

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand the process of accountability
- Understand the scope and nature of Government Auditing
- Operate on with good knowledge of internal controls
- Identify control weaknesses, and turn it improvement strategies

### COURSE CONTENTS

- Principles of Accountability
- Controls at Parliamentary Level
- Levels of Control in treasury
- Controls at departmental level
- Government Audit
- Nature of Internal controls
- Internal Control Standard
- Internal Control System Reviews
- Internal control of financial systems relating to:
  - expenditure on manpower
  - other operating expenditures
  - development expenditure
- Revenue - overview & current trends
- Current liabilities
- Awareness of fraud indicators
- The different types of Audits
- Conducting surprise cash checks

### TARGET AUDIENCE:

Officers who are involved in auditing. (both internal & external) most especially the internal (audit) controller in public organizations.



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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## STRUCTURED APPROACH FOR ADVANCED INTERNAL AUDITING

### ABOUT THE WORKSHOP

The demand for improved accountability and greater transparency within government has resulted in a call for more information about government programmes and services. Go beyond the boundaries of accounting and gain real insight into the managerial, political and technical dynamics of internal auditing. Against this background, it is imperative to learn a structured approach for conducting result oriented internal audits.

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify "high-risk" processes and build control systems that mitigate the risk.
- Develop control based audit recommendations that truly help management meet tactical and strategic objectives.
- Encourage and assist in proper reportage and informed management of public debt.
- Appreciate Audit department as the custodian of rules, regulations and procedures in any establishment. The watch-dog of the financial system of the organisation
- Appreciate their roles in ensuring due process as well as standards compliance

### COURSE CONTENTS

- Internal auditing guidelines & standards
- System Based Audit (SBA)
- Computer based audit and the use of the computer as an audit tool.
- Investigation of fraud and corruption.
- Audit Administration and management.
- Audit reporting, communication and quality control.
- The importance of corporate governance and the role of the audit committee
- "Selling" your audit recommendation to management.
- The importance of the relationship between internal and external audit.
- Overview of the internal audit functions
- Value added audit methodologies
- Risk Assessment, response and control activities
- Delegation and monitoring field work

### TARGET AUDIENCE:

Internal Auditors supervisory level or management level and above. Those involved in the audit and computer based accounting and other financial system will also benefit from the course

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### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## ADVANCED TREASURY MANAGEMENT STRATEGY

### ABOUT THE WORKSHOP

Attend this course and examine the current issues, techniques and technologies vital to the improved management of critical treasury activities.

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify the organizational treasury functions
- Identify the main problems associated with treasury, management and proffer appropriate solutions
- Apply appropriate treasury management techniques
- Outline the roles and the relationship of the internal Audit in treasury management
- Have an up-to-date knowledge of treasury challenges
- Have an overview of corporate treasury management
- Know the various investment Management Techniques
- Be in a position to advise Management on sources of fund
- Know the current trends and practice in the Nigeria money and capital market
- Get updated on the current trends in the Nigeria Financial Markets
- Have an in-depth knowledge of various policies and how they affect treasury management
- Have clear understanding of corporate risks management and Various treasury investments

### COURSE CONTENTS

- An overview of treasury management
- Features of a treasury management system
- The role & relationship of organization treasury and internal control functions
- Imprest Accounting and treasury management
- Fraud detection, prevention and control measures
- Budgeting and budgetary control
- Cash Budgeting And Cash Flow Management
- Impact of a country economy on corporate treasury management
- Treasury and Financial Services
- Corporate Treasury Investments and Analysis
- Treasury problems and solutions
- Current issues in treasury technology

### TARGET AUDIENCE:

Senior & Middle Level Financial Officers, Treasurers, Controllers & their Assistants, Directors and Officers of Treasury Operations.

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## FORENSIC AUDITING AND ACCOUNTING: GUIDELINES FOR FINANCIAL PROFESSIONALS

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Gain the knowledge, behaviours, confidence and analytical skills required to meet the challenges of today's difficult economy with CFA Studies forensic auditing and accounting training & seminars
- Benefit from the latest forensic auditing and accounting strategies and techniques that will keep participants forensic accounting acumen strong and focused
- Calculate damages caused as a result of negligence or deliberate misconduct  
conduct forensic audit used to assess living and care cost
- Do forensic audits in anticipation of litigation or as part of a trial process

### COURSE CONTENTS

- Introduction to Forensic Accounting and Auditing
- Presidential/Board/Management Powers and Financial Statements Management
- Duties and responsibilities of Forensic Accountants and Auditors
- Understanding litigation Support in Forensic Auditing
- Concepts of Operational and Transactional Risk Analysis in a Forensic Investigation
- Criminology & Ethics
- Applied Statistics
- Fraud Investigation Techniques
- Fraudulent Statement and Reporting Fraud
- Computer Forensics

### TARGET AUDIENCE:

Accountants, Auditors, System Development Managers, Computer Managers, Relevant Information Technology Committee Managers, Consultants and others who perform related function in both the public and private sectors

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## FINANCE AND ACCOUNTING

### NEW COURSES ON DEMAND

- 401 Account/Audit Course for Executive/Personal officers.
- 402 Advanced Cost Management for the Competitive Business Environment.
- 403 Auditing for Internal auditors.
- 404 Budget Implementation, Monitoring & Evaluation (IME).
- 405 Cash & Treasury Management.
- 406 Computer Applications in Accounting, Auditing and Financial Management.
- 407 Effective Budget Tracking Techniques, Expenditure Control & Internal audit Report writing skills.
- 408 Effective Data Management, Record Keeping & Financial System for Pension Scheme under the Pension Reform Act 2004.
- 409 Emerging Issues in Final Accounts, Preparation, Salaries & Wages Management & Effective Cash Handling System.
- 410 Finance & Accounting for Non Financial Managers: Improving Financial Literacy.
- 411 Financial Management & Expenditure Control.
- 412 Financial Management of Donor Funded Project.
- 413 Financial Policy Making, Analysis and Risk Management
- 414 Forensic Accounting, fraud control in Government Accounting, Quality Audit Assurance system.
- 415 Fraud Auditing and Forensic Accounting.

### DETAILS ON REQUEST



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## FINANCE AND ACCOUNTING

### NEW COURSES ON DEMAND

- 416 Fraud Detection & Prevention in an Organization & the Role of Auditors.
- 417 Global Best Practice for Effective Pension Management & Administration.
- 418 Global Best Practices for International Reporting Standards, Fraud control in Government, Accounting, Project management.
- 419 Integrated Financial Management & Payroll system.
- 420 Internal Auditing-International Best Practices.
- 421 International Financial Reporting Standards: Convergence Options Methods and Issues.
- 422 International Public Sector Accounting Standards (IPSAS).
- 423 Investment Analysis & Management.
- 424 Mortgage Credit Analysis and Risk Management.
- 425 Prudent Financial Management & Accountability in Public & Private Institution.
- 426 Public Sector Treasury Management Workshop.
- 427 Store Management, Stock Control Audit & Inventory Training.
- 428 Strategic Financial Management & Accounting course.

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# A PRACTICAL APPROACH TO PROACTIVE PROCUREMENT IN THE PUBLIC SECTOR ORGANIZATIONS

## BENEFITS OF ATTENDING

### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- This course is designed to provide the participating officers with information on key issues that they face. It provides techniques, the "how-tos" and sharing of the latest procurement trends from both the public and private sectors of our economy
- Pick up useful procurement tips and learn from practitioners through learning activities and research articles.
- This course is a complement to your understanding of public sector procurement policies (IM3B) and related IM3B courses conducted by IPAM

## COURSE CONTENTS

### PROCUREMENT- THE KEY TO SUCCESS IN AN ORGANISATION

- Unlocking the truths of purchasing  Changing roles and responsibilities of procurement officers  Obtaining value for money  Fundamental principles of procurement
- Understanding value for money  Effective procurement techniques

### PLANNING THE PROCUREMENT PROCESS

- Importance of distinguishing goods from services
- Overview of the different stages of procurement process

### GOODS SOURCING TECHNIQUES

- Suppliers and their evolving distribution channels  Successful networking
- Procuring quality product & services  Sourcing the right supplier through supplier assessment

### WRITING PRECISE AND CLEAR SPECIFICATIONS

- Purpose of specifications  Principles needed to write good specifications
- Ensuring appropriate terms & conditions

### PERFORMANCE AND VALUE CREATION

- Contract management  Performance-based contracting  Elements for a successful contract  Successful monitoring and control  Communicating with suppliers
- Ensuring good supplier relations

### LATEST DEVELOPMENTS IN PROCUREMENT

- Demand aggregation  Reverse auctioning  Strategic supplier alliances
- Virtual supply chain  Controlling procurement officer  Use of past performance evaluation

### PROACTIVE PROCUREMENT

- Measuring procurement performance  Negotiation  Ethics in procurement

## TARGET AUDIENCE:

Senior officers involved in the procurement, store and contract management

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# THE STRATEGIC APPROACH TO PROCUREMENT

## COURSE OBJECTIVES

AT THE END OF THE COURSE, PARTICIPANTS WILL GAIN GREATER UNDERSTANDING OF THE KEY PROCESSES OF STRATEGIC SOURCING AND LEARN HOW TO

- Draw up a sourcing strategy map
- Analyse purchasing related data
- Select the right supplier
- Manage total cost

## COURSE CONTENTS

- Tactical vs. Strategic procurement
- Formulation of sourcing teams
- Taxonomy spend
- Supply positioning matrix
- Porter's five forces model
- Understanding total cost of ownership
- Developing supplier performance scorecards
- Implementation phase



## TARGET AUDIENCE:

Directors and experienced Senior officers involved in the procurement, store and contract management

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 + (234) 8037881118, + (233) 244718350  
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[cfaconsult@yahoo.com](mailto:cfaconsult@yahoo.com), [info@cfastudies.com](mailto:info@cfastudies.com)

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
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COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
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COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
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- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
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COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

# CONTRACT MANAGEMENT SKILLS

## BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Manage an overview of the process of contract management
- Have a greater in-depth understanding of the specific terms and conditions as used in typical government procurement contracts
- Have a more in-depth understanding of the entire process of contract management
- Better manage procurement through utilizing pointers, learnt during the course
- Understand how the contract activities fit under the policies and procedures of The Procurement Act.

## COURSE CONTENTS

- What is contract Management**
  - What is contract?
  - Overview of Contract Management Broad Process
  - How it fits into the overall Government procurement Process
  - Relationship between contract management and project management
  - Different types of Procurement Contract
- Typical Terms & Conditions (T&C) of Government Procurement Contract**
  - Applicable instructions
  - Relationship with ITT/ITQ
  - T&Cs under the different types of contract (eg. services, goods, turnkey system)
- Understanding the Terms and Conditions through a Learning Activity**
  - Applicable instructions
  - Relationship with ITT/ITQ
  - T&Cs under the different types of contract (eg. services, goods, turnkey system)
- Key Contract Management Process**
  - Contract management process
  - Roles and Responsibilities
  - Contract Analysis
  - Monitoring of Performance and Progress in Contract Management
  - Change Management
  - Resolving Claims and Disputes
  - Records, Files and Documentation
  - Communication
  - Withdrawal of Contracts
  - Variation/extension of Contracts
  - Performance-based management of Contract
  - Contract Completion and Termination

## TARGET AUDIENCE:

Director, Accountants, Personnel and Admin Managers, members of tenders' board / committee and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies, Trading Organisations, Government ministries, Parastatals, Agencies.

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APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
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DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
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AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
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COURSE FEE		COURSE FEE	
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## INTERNATIONAL & EMERGING BEST PRACTICES IN PROCUREMENT AND CONTRACT MANAGEMENT SKILLS

### ABOUT THE WORKSHOP

This programme aims to provide you and your organisation with a full understanding of contracting, procurement and award of tender

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Improve their ability to understand each contract and develop a comprehensive brief
- Understand Output and Input-based specifications and use these new skills to optimise their performance
- Manage approved contractors and select tenders' lists more effectively
- Develop improved methods of legally seeking for expressions of interest in open tender and update their pre-selection processes
- Develop a better coordinated tender evaluation processes encompassing technical and financial assessment, together with statements of methodology
- Enhance the opportunities for cost saving and improved services
- Monitor and take corrective action against contractors failing in the delivery of their obligations
- Understand and be able to put in place a full range of security safeguard measures for non - performance options in contract clauses
- Take advantage of the opportunities arising in the international market place with the rapid expansion of Business Process Outsourcing (BPO).

### COURSE CONTENTS

- EFFECTIVE CONTRACTING AND AWARD OF TENDER**
  - How to plan the Contracting process to ensure it meets with the required time frame and is fair and within bounds of probity
  - How to correctly operate a successful selective tender list and to seek expression of interest in the open market
  - What decisions are necessary concerning the method of contracting with reference to length of contract, partnership arrangements, etc.
  - How to use Method Statements to enhance your ability to gauge the worthiness of your chosen supplier before the award of tender
- STRATEGIC PROCUREMENT AND CONTRACT MANAGEMENT**
  - The role of the procurement manager
  - Studies of policy regarding procurement
  - Contract management as a totally integrated process
  - How to build successful relations with suppliers
  - What to do when a contractor fails to perform
  - Principles of effective contract negotiation

### TARGET AUDIENCE:

Director, Accountants, Personnel and Admin Managers, members of tenders' board / committee and other Senior and Middle level management who perform related functions in the public and private sectors including Banks, Oil companies, Trading Organisations, Government ministries, Parastatals, Agencies.

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GHANA		U. A. E. (DUBAI)	
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COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

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1 WEEK	2 WEEKS
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COURSE FEE	
£2,500	£3,800

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1 WEEK	2 WEEKS
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COURSE FEE	
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- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
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COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## MANAGEMENT AND CONTROL OF STOCKS /STORES AND MATERIALS HANDLING

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify and perform better the function of stores
- Understand the economies of storage and stock control
- Effectively apply the methods used in storing, handling and control of stock

### COURSE CONTENTS

- Objectives and activities of the store
- Duties of a store controller and a store officer
- Stores location, Layout and stocks classification
- Measurement and storage methods
- Preservation and protection of stocks
- Packaging: objectives, methods and Procedures
- Stock control and Valuation Techniques
- Principles of issues, receipts and dispatch
- Stock check and verification
- Identification of and action on slow-moving and obsolete items
- Condemnation / redundancy
- Fire safety and security measures in the Store



### TARGET AUDIENCE:

Store Officers, Admin. Officers and Head Of Admin. and Other Officers who manage the corporate stocks & stores services of the organisation

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SIERRA LEONE	
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COURSE FEE	
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## STORE ORGANISATION AND MATERIALS MANAGEMENT

### COURSE OBJECTIVES

The course is aimed at helping participants to run smooth, efficient and accurate store activities, and effective inventory systems. Also participants will learn some specific techniques that will actually improve their speed and accuracy when dealing with inventory operations

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand the rudiments and acceptable standard in running stores, as a cost effective center for organisation effectiveness.
- Identify the many challenges facing them in the course of performing their jobs, and know how to apply the pragmatic solutions to the problems.

### COURSE CONTENTS

Understanding Your Inventory System's Strength & Weaknesses  
 Vendor/Supplier Evaluation and Adoption  
 Characteristics Of Successful Inventory Record-keeping  
 Overview of Materials Management  
 Managing People Concerned With Inventory  
 Stocks taking & Stores Accounting  
 Conducting A Stress Free Physical Inventory  
 Stores Receipt, Issues, Dispatch  
 Problems Area And Overcoming Challenges  
 Store Identification & Coding Techniques  
 Ensuring Safety of Stocks and Staff in the Store



#### TARGET AUDIENCE:

Store Officers, Admin. Officers and Head Of Admin. and Other Officers who manage the corporate stocks & stores services of the organisation

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GHANA		U. A. E. (DUBAI)	
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COURSE FEE		COURSE FEE	
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1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
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NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,000	£3,500
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
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JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
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COURSE FEE		COURSE FEE	
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## PROCUREMENT

### NEW COURSES ON DEMAND

- 501 Fundamentals of Purchasing for the New Procurement/Buyer Officer.
- 502 Implementation of Public Procurement Act.
- 503 Performance Improvement for Purchasing & store Executives
- 504 Performance Improvement Workshop for Purchasing Auditors.
- 505 Procurement Act & Consultancy in Procurement.
- 506 Procurement of Goods and Services fir Development Projects.
- 507 Procurement Process in public Sector: Challenges of its Implementation.
- 508 Risk Management in Procurement.
- 509 Understanding Procurement Act, Challenges & Solutions.

### DETAILS ON REQUEST

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1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
<ul style="list-style-type: none"> <li>• CHINA • GERMANY</li> <li>• U. S. A. • HONGKONG</li> <li>• UK</li> </ul>		<ul style="list-style-type: none"> <li>• SOUTH AFRICA</li> </ul>	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## JUDICIAL RECORDS MANAGEMENT SKILLS

### ABOUT THE WORKSHOP

Efficient and accountable court information systems are a key component in the delivery of justice and the maintenance of the rule of law.

These are built on records, case files and evidence. Delays in registering cases, locating records and filling documentations all have a direct impact on citizens and their legal rights. Incomplete or inaccurate documentation can result in incorrect sentencing or the inability of an individual to seek redress. In order to achieve a high level of efficiency, it is essential that court information and most particularly case files are properly managed.

### PROGRAMME OBJECTIVES

This programme will explore the key principles of court records management and how they apply in the 21st century through a combination of lectures and discussions. You will also learn about new strategies for judicial administration and customer service and see at first hand how these ideas have been put into practice in Nigeria and elsewhere. Further more emphasis throughout the course will be on pragmatic strategies for implementing change based on 'what works'. You will be encouraged to look critically at a range of techniques and to select those suitable for adapting for your own legal system.

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Use the techniques learnt and tools acquired to analyze the effectiveness of judicial records systems and prioritise areas for improvement
- Understand and explain the implications of the increase in electronic records
- Analyse existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and cost effective improvements within your own organization.
- Be more conscious of the importance of effective and efficient judicial records systems
- Prepare a business case for presentation to senior management.
- Benefit from experienced resource speakers with first hand experience of implementing enhanced court records management systems in a number of countries.
- Learn through case studies and presentations.
- Develop a wide range of the latest tools and techniques for enhancing the administration of justice and the running of courts
- Plan and control the implementation of practical strategies for improving effectiveness.

### COURSE CONTENTS

- Core principles of judicial record management
- Identifying legislative and regulatory controls on the care of legal records.
- Establishing record keeping standards. Determining retention periods
- Ensuring appropriate presentation and access The relationship between court functions and records
- Automating case file management. Strategic management. Action planning
- Control indexing and retrieval mechanisms. Court responsibility for civil and criminal case management
- Enforcement. Staff appraisal. Human rights. Liaison with other agencies in the justice system
- Measuring court performance. Introduction to e-Judicial system
- Responding to the needs of vulnerable witnesses and defendants
- Total quality management in the judicial system.

### TARGET AUDIENCE:

Registrars, Lawyers, Judges and other Senior and Mid - level Judicial Officers.

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+ (234) 8037881118, + (233) 244718350  
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cfaconsult@yahoo.com, info@cfastudies.com

### LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500



## POLICY DEVELOPMENT AND MANAGEMENT SKILLS FOR LEGAL OFFICERS

### ABOUT THE WORKSHOP

The provision of efficient and effective services that enables the public and media to have full confidence in judiciary are constantly expected of the judiciary by the public

### BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Identify clearly the nature of policy problems and put them in proper context
- Use a range of methods for getting to the root of policy failures
- Develop and evaluate options for subsequent recommendation for a preferred policy
- Develop efficient channels of policy communication.
- Coordinate policy management activities

### COURSE CONTENTS

- Policy process and Sustainability for Effectiveness
- Developing effective policy management options
- Communication as part of policy management
- Dynamics of change and Public Sector Approach
- Managing Policies in a Legal Environment
- Legal Officers as watchdogs to Public Policy Makers and Executives
- Application of Information Technology in management of Public Policy Development

### TARGET AUDIENCE:

Registrars, Lawyers, Judges and other Senior and Mid - level Judicial Officers.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## PROFESSIONAL ETHICS, VALUES & EFFECTIVE ADMINISTRATION/GOVERNANCE WORKSHOP

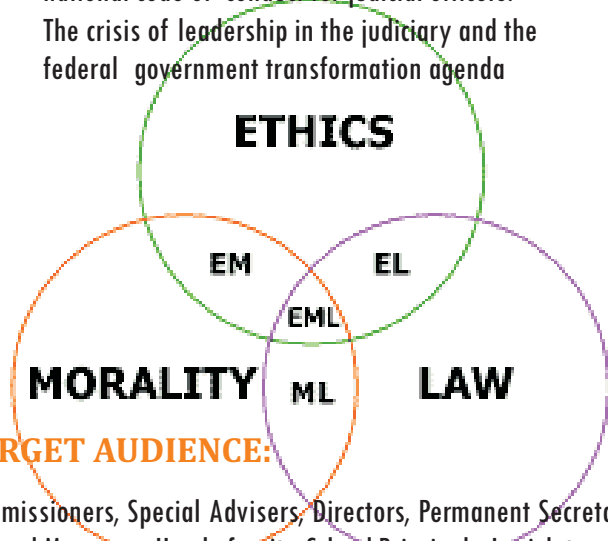
### COURSE OBJECTIVES

BY THE END OF THE COURSE, YOU WOULD BE ABLE TO:

- Have a clearer understanding of current issues in the crusade against corruption, good governance, and the administration of justice in Nigeria.
- Identify and analyse what should be the position of the sector in the crusade against corruption, and dispensation of justice.

### COURSE CONTENTS

- Corruption and administration of Justice in Nigeria. Prospects and challenges.
- The challenges of corruption and the court system in Nigeria.
- Overview and analysis of obstacles to good judicial governance in Nigeria.
- Immunity clause, effective administration of justice and good governance.
- Building integrity in the judicial sector, and national code of conduct for judicial officers.
- The crisis of leadership in the judiciary and the federal government transformation agenda



### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chiefs of Security Services, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## LINK ANALYSIS, COUNTER-TERRORISM AND SECURITY

### OBJECTIVES OF THE WORKSHOP

The awareness level workshop, is designed to enhance the knowledge of national / state/local law enforcement and public/private sector holders by providing exposure to improvised explosive devised (IED) threat, surveillance detection methods and soft target awareness.

This workshop illustrates baseline awareness and prevention actions that reduces vulnerability to counter the threat along with collaborating information sharing resources to improve preparedness. This designed approach better enables key-holders in safety to detect, prevent, protect against and respond to terrorist use of explosives in Nigeria.

### COURSE CONTENTS

- The Definition of the term terrorism and terrorist
- What is an improvised explosive devise
- Different types of explosive devises and methods that terrorists employ
- The cycle of attack
- Hostile reconnaissance
- Contingency and emergency planning
- Threat assessment and management
- Risk reduction measures to reduce the threat faced
- The new reality
- The importance of incident management planning
- Link Analysis
- Privacy Issues
- Performance Evaluation Measure
- Text Mining applied to Security and Counter-Terrorism
- Social Network Analysis
- Innovative Applications related to Link Analysis
- Visualization of link structures
- Graph Mining
- Relational Data Mining
- Scalability of algorithms
- Dynamic network Analysis web mining applied to security and counter-terrorism

### TARGET AUDIENCE:

National/State/Local Law enforcement personnel and other stakeholders in national security and safety matters.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## TRENDS & APPROACHES IN PARLIAMENTARY ADMINISTRATION & OVERSIGHT FUNCTIONS IN THE 21st CENTURY

### ABOUT THE WORKSHOP

Historically, parliaments were established to represent citizens' interests and give them greater voice in government. Parliament thus provide opportunities for more open and participatory governors. Over time, parliaments have evolved to take on greater legislative and oversight powers. The challenges today is for parliaments to use their oversight responsibilities - (particularly through the budget process and legislative leverage) - to ensure that the needs of all citizens, including the poor are heard and met through the delivery of well designed programs and services. In practice however, many parliaments lack the capacity and/or resources to carry out their role. This programme therefore aims at enhancing parliaments' capacity to effectively fulfil their responsibilities particularly with regards to oversight of the budget and implementation and performance of government policies and programs.

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Appraise how the workshop had strengthen their capacity to oversee the allocation and use of public funds.
- Enumerate the needs to better represents the interest of citizens in the policy process, particularly in the context of the poverty reduction strategies process.
- Identify parliamentary learning networks on key policy issues related to development.
- List strategies that can be adopted to improve parliamentary administration and finance.
- Identify the role of parliament in conflict resolution.

### COURSE CONTENTS

- Structure and Organisation for parliamentary activities/processes
- Legislative Oversight Functions
- The Role of Parliaments in the Budget Process
- Improving Parliamentary Administration and Finance
- e-Parliament: The use of Information and Communication Technology to improve -Parliamentary Process-
- Women and Parliament
- Legislative Ethics and Code of Conduct
- Project Management and Evaluation

### TARGET AUDIENCE:

Legislators, Parliamentary staff/Aids, Senior Officials of the Executive Arm of Government, Independent and members of the civil society groups

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cfaconsult@yahoo.com, info@cfastudies.com

### LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## COURT MANAGEMENT AND JUDICIAL ADMINISTRATION

### ABOUT THE WORKSHOP

Efficient and accountable court information systems are a key component in the delivery of justice and the maintenance of the rule of law.

These are built on records, case files and evidence. Delays in registering cases, locating records and filling documentations all have a direct impact on citizens and their legal rights. Incomplete or inaccurate documentation can result in incorrect sentencing or the inability of an individual to seek redress. In order to achieve a high level of efficiency, it is essential that court information and most particularly case files are properly managed.

### PROGRAMME OBJECTIVES

This programme will explore the key principles of court records management and how they apply in the 21st century through a combination of lectures and discussions. You will also learn about new strategies for judicial administration and customer service and see at first hand how these ideas have been put into practice in Nigeria and elsewhere. Further more emphasis throughout the course will be on pragmatic strategies for implementing change based on 'what works'. You will be encouraged to look critically at a range of techniques and to select those suitable for adapting for your own legal system.

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Use the techniques learnt and tools acquired to analyze the effectiveness of judicial records systems and prioritise areas for improvement
- Understand and explain the implications of the increase in electronic records
- Analyse existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and cost effective improvements within your own organization.
- Be more conscious of the importance of effective and efficient judicial records systems
- Prepare a business case for presentation to senior management.
- Benefit from experienced resource speakers with first hand experience of implementing enhanced court records management systems in a number of countries.
- Learn through case studies and presentations.
- Develop a wide range of the latest tools and techniques for enhancing the administration of justice and the running of courts
- Plan and control the implementation of practical strategies for improving effectiveness.

### COURSE CONTENTS

- Core principles of judicial record management
- Identifying legislative and regulatory controls on the care of legal records.
- Establishing record keeping standards. Determining retention periods
- Ensuring appropriate presentation and access The relationship between court functions and records
- Automating case file management. Strategic management. Action planning
- Control indexing and retrieval mechanisms. Court responsibility for civil and criminal case management
- Enforcement. Staff appraisal. Human rights. Liaison with other agencies in the justice system
- Measuring court performance. Introduction to e-Judicial system
- Responding to the needs of vulnerable witnesses and defendants
- Total quality management in the judicial system.

### TARGET AUDIENCE:

Registrars, Lawyers, Judges and other Senior and Mid - level Judicial Officers.

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+ (234) 8037881118, + (233) 244718350  
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## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## FREEDOM OF INFORMATION ACT. Its Challenges, Solutions & Management

### COURSE OBJECTIVES

- International dimensions on implementation process of FOI Act
- Acquainting participants with the cutting-edge issues and best implementation practices on the official secrecy and FOI

### COURSE CONTENTS

- General Understanding of the Freedom of Information Act
- Acceptable procedures & process in monitoring request for information
- Public interest test mechanism and access challenges
- The enforcement/legal action procedures in the Act
- The Process, Publication & the Act
- General Objectives of Freedom of Information Act and International Best Practices
- Penalties of infringement
- Dynamics between official Secrecy Act and Freedom of Information Act



### TARGET AUDIENCE:

Commissioners, Special Advisers, Directors, Permanent Secretaries, General Managers, Head of units, School Principals, Legislators from National and State Assemblies, Chief of Security Service, Chief Judges, Chief Registrars, Local Government Executives, Treasurers, Auditors and Liaison Officers.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## EFFECTIVE MANAGEMENT OF LEGAL SERVICES

### ABOUT THE WORKSHOP

An in-house legal function as never had, and cannot have enough to handle all the needs to make a legal department of an organisation run as expected.

The pressures on in-house departments are increasing, as a result of: business people expecting the in-house lawyers to absorb more and more activities which they don't feel inclined or equipped to handle. The need to keep legal spendings under tight control and regulate with greater vigilance on the part of those affected by the organisation activities has constantly put this function under close watch. To achieve this, this programme has been designed to promote sharing of ideas, evaluation and adoption of materials, the sharing of ideas, the evaluation and adoption of materials, debate on issues and comparison of solutions. It is not just a training forum, but a collectivity of result-oriented manuals for effectiveness.

### BENEFITS OF ATTENDING

#### A STIMULUS FOR THOSE MANAGING, OR ASPIRING TO MANAGE, IN-HOUSE LEGAL FUNCTIONS TO:

- Guide their businesses and organisations on how the relationships and activities which give rise to legal risk should be managed
- Adopt a strategic approach to sourcing legal services which meet the needs of their organisation
- Make the most of the in-house legal resources and narrow the gap between levels of demand and capability

### COURSE CONTENTS

- Principles and Practice of Management, Risk Management, Ethics and Professional Responsibility, Client Development, Financial and Business Planning, Work Management, Stress Management, Trust Accounts and Controlled Money, Peoples Management
- Partnership Relations, Corporate Ethical Culture
- Who owns or should own legal risk? How should it be managed?
- What legal services does an organisation need? How should they be sourced and orchestrated
- What are the expectations of the in-house legal functions? What should they be
- How can the level of demand for services from the in-house team be reconciled with resources constraints
- Maximising performance of the in-house team
- Orchestrating the contribution of external advisers
- Getting the legal dimension across to business colleagues and equipping them for business development preservation
- Grappling with challenges of dispersed organisations and cultural differences

### TARGET AUDIENCE:

The head of legal department/section, any senior in-house lawyer and a private practitioner. Anyone with responsibility for managing legal services will also benefit from this programme.

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www.cfastudies.com  
cfaconsult@yahoo.com, info@cfastudies.com

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500



- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## LEGAL

### NEW COURSES ON DEMAND

- 601 Conflict Resolution.
- 602 Court management and Judicial Administration.
- 603 International Company Secretaries & Corporate Legal Advisor's Course & Advanced Legal Advisor's Programme.
- 604 Judicial Administration & Record Management.
- 605 Pension Reform Act 2004: Salient Features & Emerging Issues.
- 606 The Right of the Child and the UN Convention on the Rights of the Child.

### DETAILS ON REQUEST

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 + (234) 8037881118, + (233) 244718350  
 www.cfastudies.com  
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## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	



## EFFECTIVE HEALTH MANAGEMENT IN PRIVATE AND PUBLIC ORGANIZATIONS

### LOCATION AND DATE

#### BENEFITS OF ATTENDING

The workshop is expected to provide the right perspective and modern ways of approaching and understanding the problems of managerial and institutional effectiveness in Health Organisations.

#### SPECIFICALLY THE WORKSHOP IS DESIGNED TO:

- Provide participants with skills, knowledge and techniques to institute and implement change, innovate and co-ordinate the diverse and specialised workforce in Health Care Organisations
- Enable participants imbibe the qualities of result-oriented managers and stimulate their self-directed learning
- Enable participants to acquire and utilize latest management concepts, tools, techniques to their jobs.
- Provide a forum for exchange of ideas and conflicts resolution and ensuring effective industrial relations in the health sector

#### COURSE CONTENTS

- Introduction to Management and Task handling
- Organisation Theory and Health care Management
- Human Resource Management and Industrial relations
- Financing the Health Sector
- Resource Management
- Team Building
- Conflict Management in Health Sector
- Problem Solving and Decision Making

#### TARGET AUDIENCE:

The Course is designed for strategic apex of the Health Management System consisting of Chief Medical Director, Executive Directors, Chairman of Medical Advisory Committee and Consultants, Directors of Administration and Finance in Teaching/Specialists Hospital, General Hospitals, Medical Centres as well as Heads of Professional Association such as Surgeons, Radiographers, Pharmacists, Nurses, Medical Laboratory Technologists, etc, Policy makers and Health Project Team Leaders/Members

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cfaconsult@yahoo.com, info@cfastudies.com

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## MILLENNIUM DEVELOPMENT GOALS (MDG) IN MATERNAL & CHILD MORTALITY RATE IN NIGERIA ( CHALLENGES AND SOLUTIONS)

### BENEFITS OF ATTENDING

The workshop is expected to provide the right perspective and modern ways of approaching and understanding the problems of managerial and institutional effectiveness in Health Organisations.

#### SPECIFICALLY THE WORKSHOP IS DESIGNED TO:

- Provide participants with skills, knowledge and techniques to institute and implement change, innovate and co-ordinate the diverse and specialised workforce in Health Care Organisations
- Enable participants imbibe the qualities of result-oriented managers and stimulate their self-directed learning
- Enable participants to acquire and utilize latest management concepts, tools, techniques to their jobs.
- Provide a forum for exchange of ideas and conflicts resolution and ensuring effective industrial relations in the health sector

### COURSE CONTENTS

- Introduction to Management and Task handling
- Organisation Theory and Health care Management
- Human Resource Management and Industrial relations
- Financing the Health Sector
- Resource Management
- Team Building
- Conflict Management in Health Sector
- Problem Solving and Decision Making

### TARGET AUDIENCE:

The Course is designed for strategic apex of the Health Management System consisting of Chief Medical Director, Executive Directors, Chairman of Medical Advisory Committee and Consultants, Directors of Administration and Finance in Teaching/Specialists Hospital, General Hospitals, Medical Centres as well as Heads of Professional Association such as Surgeons, Radiographers, Pharmacists, Nurses, Medical Laboratory Technologists, etc, Policy makers and Health Project Team Leaders/Members

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

# INDUSTRIAL, HOSPITAL WASTE AND ENVIRONMENT MANAGEMENT

## ABOUT THE WORKSHOP

The global trends in technological development necessitates, that organizations must include effective industrial waste and environment management as part of its policies and social responsibilities. This course is, therefore, aimed at exposing participants to the emerging principles and techniques for dealing with waste generated from industrial and work activities, and the need to know how to protect the environment and workers from the harmful effects of such waste.

## BENEFITS OF ATTENDING

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Explain their roles in the company's corporate waste and environmental waste management drive
- Identify and classify industrial waste and effects on the environment
- Apply modern day pollution - free or waste environment control mechanisms with respect to the human ecosystems

## COURSE CONTENTS

- Globalisation, sustainable development and environmental management
- Production processes and waste generation
- Industrial waste : nature and scope, sources and classes
- Waste management, risk, reduction, prevention, disposals and controls, as well as economic benefits
- Environment conservation: role of various relevant organs
- Environment audit techniques/environmental checklists
- Environment impact assessment
- Management of renewable and non-renewable natural resources
- Health and safety
- Relevance of environmental education in pollution control

## TARGET AUDIENCE:

Production Engineers, Pollution Control Officers, Safety Officers, Water Treatment Plant Officers, All line Supervisors & All Officers Responsible for various types of work involving Waste control and management.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## PERFORMANCE IMPROVEMENT PROCESS TOWARDS HEALTH QUALITY ASSURANCE

### OBJECTIVES OF THE WORKSHOP

The objective of this programme is to improve the quality of health delivery services in order for the organization to develop a network of training systems that produce quality personnel to run the in-service training, who in turn are expected to prepare health care providers towards accreditation.

#### THE ABOVE OBJECTIVE RAISES THE FOLLOWING QUESTIONS:

- Do training networks improve the performance of health care workers at the service delivery site?
- Is training the best investment for improving performance or should other intervention also be considered?
- What other factors contribute to improved performance and what can be done to address them.

### COURSE CONTENTS

- Identifying and constituting performance improvement consultative group
- Definition of performance improvement
- What performance improvement process is?
- Performance improvement framework
- Why performance improvement process important?
- Adoption of performance improvement approach
- Emphasizing cascading training
- Performance factors and their applications

### TARGET AUDIENCE:

Medical Officers, Heads of Departments, Primary Health Care Coordinators, Community/ Environmental Health Officers, Staff Nurses, Social Welfare Officers, Community Health Extension Workers (CHEWs) and other Health Officers on GL 08 and above.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500
INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800
GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800
CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,000	£3,500
FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

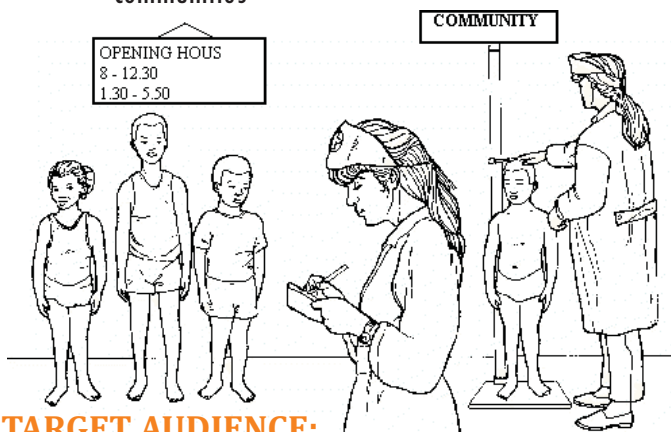
## PRIMARY HEALTH CARE MANAGEMENT

### OBJECTIVES OF THE WORKSHOP

The major objective of the course is to improve the capacity of participants in the planning and implementation of consistent, systematic and effective primary health care service at the grassroots.

#### AT THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Manage a primary health care facility effectively
- Display acquired skills required to plan, organize and effectively implement basic national health care delivery programme within the local areas/communities
- Identify and apply existing strategies for including and managing development programme (Change) at the Local (Government) level
- Get More familiar with the integrated nature of health care projects (i.e water, sanitation, mobilization, household, food security, nutrition and education etc) in the overall development of communities



#### TARGET AUDIENCE:

Primary Health Workers; Medical Officers; Heads Of Department; Primary Health Care Coordinators; Staff Nurses; Social Welfare Officers; Community Health Extension Workers And Other Health Officers On GL 08 And Above.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## e-MEDICAL RECORDS MANAGEMENT SKILLS

### ABOUT THE WORKSHOP

Efficient and accountable medical information systems are key components in the health care delivery. These are built on records, medical case files and treated cases. Delays in registering patient's cases, locating their records and filling documentation, all have a direct impact on patients and their rights to good medical care. Incomplete or inaccurate documentation can result in unexpected death, incorrect diagnosis. In order to achieve a high level of efficiency, it is essential that medical information and most particularly patient's files are properly managed.

### PROGRAMME AIMS

This programme will explore the key principles of medical records management and how they apply in the 21st century through a combination of lectures, discussions and practical sessions.

### BENEFITS OF ATTENDING

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Use the techniques learnt and tools acquired to analyze the effectiveness of medical records systems and prioritise areas for improvement
- Understand and explain the implications of the increase in electronic records management
- Analyse existing problems before embarking on the implementation of solutions
- Develop an action plan to achieve sustainable and cost effective improvements within their own organization.
- Raises awareness of the importance of effective and efficient medical records systems
- Prepare a medical case for presentation to senior management.
- Implement a practical improvement programme
- Benefit from experienced resource speaker with first hand experience of implementing enhanced hospital records management systems in a number of countries.
- Develop a wide range of the latest tools and techniques for enhancing the treatment of patients
- Plan and control the implementation of practical strategies for improving effectiveness.

### COURSE CONTENTS

- Core principles of medical & statistical record management
- Identifying legislative and regulatory control on the care of medical records.
- Establishing record keeping standards. Determining retention periods and general documentation
- Ensuring appropriate presentation and access. The relationship between medical functions and records
- Hospital responsibility for department case management. Strategic file management
- Public Relations. Control indexing and retrieval mechanisms.
- Software applications for medical records  Enforcement  Staff appraisal  Human rights
- Liaison with other agencies in the healthcare system  Measure hospital performance
- The role of e-Government in the health system  Responding to the needs of clients
- Total quality management in the healthcare system.

### TARGET AUDIENCE:

Doctors, Nurse, Health Care Management Staff and Medical Professionals

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## LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
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1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## ENVIRONMENTAL POLLUTION, FLOOD & SOLID WASTE MANAGEMENT.

### OBJECTIVES OF THE WORKSHOP

BY THE END OF THE WORKSHOP, PARTICIPANTS WILL BE ABLE TO:

- Identify, and in details, analyse the interface of ecological and solid waste concerns, as it affects our environment.
- Increase their technical, administrative capacity, and organisational competence, together with their capacity to develop efficient and environmentally sustainable waste/ flood control services.
- Provide a systematic and analytical approach for efficient solid waste management, and increase the understanding of how to develop a financially efficient organisation for environmental pollution control and solid waste handling.

### COURSE CONTENTS

- Waste composition and characteristics.
- National and International regulations, legislation and conventions.
- Operations connected to the handling and disposal of hazardous and industrial waste.
- Climate change and impending attendant environmental problems.
- Environmental pollution risk assessment, mitigation and management
- Monitoring and evaluation indicators.
- Health problems connected with environmental pollution, waste treatment, landfills, site operations.etc

### TARGET AUDIENCE:

Professional Engineers, Town Planners, Project officers and their Supervisors. Executive Chairmen and Vice chairmen at the Local Government /Area council levels. Community representatives and other selected stakeholders, who are directly or indirectly involved in management and administration of the welfare of their environment/community

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## HEALTH

### NEW COURSES ON DEMAND

- 701 Computerized Data Management for Medical records.
- 702 Health, Safety & Environmental Risk Communications in Organizations.
- 703 Health and Safety Scheme Planning & Management in the 21st Century.
- 704 Highway Accident and Emergency Management.
- 705 Hospital Management & Administration.
- 706 Hospital Supplies & Stores Management.
- 707 Improving the Quality of Health Service.
- 708 Making Decentralization Work: Tools for Policy Makers & Managers.
- 709 Personal Protection Equipment in Respirator Fit Testing and Respiratory Protection.
- 710 Quality & Performance Assurance in Health Service Delivery: Better Outcomes for Organization.
- 711 Clinical Management & Co-ordination, Supervisory & Administration Duties
- 712 Leadership in the Implementation & Management of Community and Health Care Management

### DETAILS ON REQUEST

## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

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## COMMUNICATING WITH DIPLOMACY, DISCRETION AND INFLUENCE

### ABOUT THE WORKSHOP

Top-level communication skills has become “sine-qua-non” for today's senior administrative professionals! ability to communicate with high level of diplomacy and discretion is very critical for any executive, more especially organisations.

This course has been designed to assist you increase your value by building and maintaining powerful business relationship, communicating with savvy and finesse and handling sensitive issues and-people-with tact and diplomacy.

### OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Communicate more effectively with senior executives, their colleagues and clients
- Redefine their communication style to better match their organization's culture
- Handle office politics and turf ' wars' effectively and gracefully
- Increase their comfort zone, handle the social and protocol aspects of business at an executive level

### COURSE CONTENTS

- Build a foundation of influence and credibility to handle situations with discretion and authority
- Identifying and building on your communication strengths
- Communicating strategically and employing diplomacy
- Handling sensitive information and delicate situations
- Conducting international business and communicating effectively on topical issues across global boundaries
- Effective communication for the electronic age

### TARGET AUDIENCE:

Senior Administrative Professionals assisting CEOs, COOs, CIOs, Chairmen, Directors and parliament members.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

# PROJECT MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS

## ABOUT THE WORKSHOP

Now you can get the skills that spell project success. Learn how to conquer the project cycle and gain the confidence you need to take a project from conception to completion, through effective scheduling, budgeting and planning.

## OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Learn the skills to plan, organize and control projects of any size
- Organize and track all resources to maximize productivity
- Develop solution for anticipate problems, or solve them as they arise
- Manage time while juggling multiple projects with ongoing daily responsibilities
- Gain the ability to exert influence without authority

## COURSE CONTENTS

- Defining project management
- Planning and controlling projects
- Meeting project objectives
- Solving project problems
- Managing time and priorities
- Learning from each project
- Coordinating work done by others
- Improving communication skills



## TARGET AUDIENCE:

Executive secretaries and assistants, administrative assistants and support executives, office managers, and assistants, and any administrative professional responsible for projects.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## FUNDAMENTALS OF FINANCE AND ACCOUNTING FOR ADMINISTRATIVE PROFESSIONALS

### ABOUT THE WORKSHOP

Gain confidence in dealing with financial information and situations. Understand the financial aspects of business and ensure budgets and expenditures stay on track.

### OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Understand accounting language, key terms and financial definitions
- Understand financial statements and balance sheet analysis
- Study annual reports to determine their company's overall financial condition
- Get more familiar with the accounting process
- Assist their manager in making-bottom line decisions with knowledge of the figures end of the business
- Dramatically expand their professional expertise... and open up new career possibilities for themselves

### COURSE CONTENTS

- Different methods of cash flow - Analysis, Uses and Benefits
- Basic accounting and budgeting
- Double-entry accounting
- The annual report and the auditor's role
- Spreadsheet Analysis and Decision Making

### TARGET AUDIENCE:

Administrative assistants and executive secretaries working with finance professionals, managers and or executives who handle financial matters

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## SMARTER DECISION MAKING AND CRITICAL THINKING FOR ADMINISTRATIVE PROFESSIONALS

### ABOUT THE WORKSHOP

Get the high-powered thinking tools you need to tackle today's business challenges! This interactive workshop is designed to help you build and expand your decision-making, ability critical thinking and creative problem-solving skills. discover methods of assessing and resolving problems and understanding the role of inferences and assumptions as well as gain confidence in asking the "right questions" and overcoming the stress of making complex decisions.

### OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Enhance their ability to be more proactive and to act independently
- Become more confident in making decisions
- Minimise stress related to making critical decision and solving workplace problems
- Strengthen their ability to influence and persuade others
- Learn how to ask questions that get the answers you need
- Learn creative problem-solving techniques
- Build greater professional recognition through enhanced skills

### COURSE CONTENTS

- Defining terms: critical thinking, problem solving, decision making, creativity and strategic thinking.
- Understanding accelerated learning and Gardener's 8 intelligences: identifying how you learn best
- Create new ways to ask questions: open questions, closed questions, leading questions, assumption challenges
- Critical thinking: enhance your credibility with management
- Applying different problem solving techniques at work
- Flexing your methods of problem solving
- Enhancing self and interpersonal awareness

### TARGET AUDIENCE:

Administrative professionals including secretaries, executives secretaries, administrative assistants, office managers, executive assistants and other office support staff

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## STRATEGIC QUALITY & TIME MANAGEMENT, PLANNING AND ORGANISING FOR OFFICERS

### ABOUT THE WORKSHOP

IN TODAY'S WORKING ENVIRONMENT, TECHNICAL ABILITIES ARE NOT ENOUGH TO GUARANTEE YOUR SUCCESS.

You need interpersonal skills to support your technical expertise! You have heard the "hard side" of your job done. But how about the "soft side?" Your interpersonal skills can make the difference between success and failure at work.

### OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Find solutions to "people problems" - Project a presence that attracts the right kind of attention
- Develop "active listening" skills to really carry along their co-workers and cultivate productive relationships
- Be assertive without being intimidating Overcome "automatic resistance" to new ideas and get their proposals approved
- Build a team approach to motivate others and facilitate change
- Uncover the root causes of conflict and achieve resolution - Deal with organisational politics
- Sell their Idea to the group
- Realise how others perceive them and improve their communication to get the response they want
- Create a climate for action: give constructive criticism and positive reinforcement

### COURSE CONTENTS

#### Differences between how you manage tasks as opposed to relationship

- Demonstrate the difference between technical and non-technical professionals

#### Critical Elements of communication and Interpersonal Skills

- Recognise interpersonal skills that promote success with co-workers
- Discuss the barriers to the effective use of interpersonal skills
- Understand how to blend and communicate with different styles

#### Managing and Responding to Management Issues

- Be Exposed to modern secretarial practices
- The functions of Management and the role of the management team
- The application of the concept of Total Quality and Time Management in Secretariat duties

#### LISTENING AND RESPONDING TO OTHERS

#### ASSERTIVE THEORY AND INTERPERSONAL SKILLS

#### ASKING QUESTIONS THE GATEWAY TO OPEN THINKING

### TARGET AUDIENCE:

Executive Secretaries, Senior Secretaries, Personal Assistants and Technical Professionals who need to develop the interpersonal skills necessary to communicate their knowledge to those around them.

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+ (234) 8037881118, + (233) 244718350

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cfaconsult@yahoo.com, info@cfastudies.com

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## INTERNATIONAL WORKSHOP FOR EXECUTIVE SECRETARIES AND SENIOR PERSONAL ASSISTANTS

### OBJECTIVES OF THE WORKSHOP

The dynamism of operation and global trends in today's modern establishments, cannot be treated in isolation from the complexities involved, which according to research conducted, is becoming increasingly tasking enough, let alone combining it with other office administrative responsibilities. This development, as a matter of fact, gives the Executives no other choice than to depend on a well trained and resourceful "Assistant", which is modestly versed in handling some essential aspects of their boss jobs, as well as improves on their core secretarial and administrative duties, thereby providing the much desired assistance for the Executive peak performance.

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- Get more acquainted with the rudiments of getting their bosses to be more effective.
- Be better equipped with operational skills, as regards their core secretarial functions, current trends and practice in the IT world, and of course, basic management and office skills
- Assume better their role as 'Public Relation Officers of their respective department/organisation.

### COURSE CONTENTS

- Up-date and challenges of a modern day (21st century) Secretary.
- Modern Management/Administration. Concepts, Principles Practice.
- An overview of the concept of strategic planning.
- Office organisation and method.
- Leadership and effective team building & networking skills.
- Achieving effectiveness in internal and external communication.
- Strategies for organising management or departmental heads' meetings and conferences etc.
- The human side of secretarial practice in modern organisation.
- Strategic time management and personal planning.
- Information management.- Handling corporate secrecy and confidential issues.
- The today secretary, IT, office automation and different computer applications.
- The secretary as the number one Public Relations Officer of the organisation.

### TARGET AUDIENCE:

Personal Assistants, Executive Secretaries to Top Management officials & Directors. Principal confidential Secretaries and experienced senior Secretaries in both private and public organisations.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## MANAGEMENT DEVELOPMENT & PERFORMANCE IMPROVEMENT FOR EXECUTIVE SECRETARIES & PERSONAL ASSISTANTS.

### OBJECTIVES OF THE WORKSHOP

Executive Secretaries and Personal Assistants to Chief Executives of functional organisations are no longer office “aids” to their bosses. They are expected to be “partners”. They can be called upon to plan, organise, negotiate and participate in decision making at the highest level, amongst other top management jobs usually carried out by their bosses. This workshop has been designed to expose the participants to the various management skills and techniques, needed to improve on their performance in order to be an effective “partner” to their bosses.

#### AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- At the end of the workshop, participants will be able to:
- Be more dependable, reliable and gain the more the respect of their bosses.
- Achieve results through the efforts of their subordinates, and by extension held the boss to achieve the overall organisation/dept objectives.
- Be more confident to act on behalf of the boss on certain sensitive official matters.
- Be more professional in time and other resource management.

### COURSE CONTENTS

- Concepts, Principles and Practice of management & Administration.
- Up-date and challenges of a modern day (21st century) Secretary.
- An overview of the concept of strategic planning and time management.
- Tactical approach to modern office organisation and method.
- Effective delegation and performance control for administrative effectiveness.
- Leadership styles and supervisory techniques.
- Planning and organising the boss
- Techniques for effective administrative decision making process.
- Achieving effectiveness in internal and external communication.
- Strategies for organising management/Board meetings.( Pre, during & post meetings responsibilities.)
- The human side of secretarial practice in modern organisation.
- Appreciation of how policy are formulated and implemented
- Public relations and protocol management.
- Information management. - Handling corporate secrecy and confidential issues.
- The today secretary, IT, office automation and different computer applications.

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## RESEARCH METHODOLOGY AND PLANNING

### ABOUT THE WORKSHOP

The degree of growth and development in an organization can be said to be a product of the quality of the research being constantly conducted into solving the ever-present organizational problem. So for your organization to be adequately guided by sound decision, relevant data, research instruments, both in quantity and quality must be obtained and properly analysed for the purpose of achieving an informed decision for the growth of the organization.

### OBJECTIVES OF THE WORKSHOP

AT THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:

- ❖ Identify, diagnose and define a research problem, and select appropriate research methodology
- ❖ Understand different research methods, assess them, and get the know-how skill on how to put them into use.

### COURSE CONTENTS

- ❖ Problem identification, diagnosis and statement.
- ❖ Planning and managing a research project.
- ❖ Interviewing techniques and analysis.
- ❖ Role of research in problem solving and decision making.
- ❖ Data analysis, presentation and different usage
- ❖ Sampling techniques.
- ❖ Research report writing techniques.
- ❖ Importance of I.C.T in research development and methodology

### TARGET AUDIENCE:

Research & Dev officers, Trainers and other officers, whose job involves developing effective problem-solving platforms, for day to day problems in the organization.



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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500



## ADMINISTRATIVE SUPPORT/ SECRETARIAL

### NEW COURSES ON DEMAND

- 801 Advanced & Effective Document Tracking, Records/Registry and Archiving Management Course.
- 802 Advanced Management skill For Secretaries and Personal assistant.
- 803 Advanced Secretaries Workshop, Communication Networking and Information Management.
- 804 Corporate Governance & Ethical Management Practice.
- 805 Developing Administrative Officers Competence for Organizational Change Workshop.
- 806 e-generation Secretaries and P.A's: Filling the Knowledge Gaps.
- 807 Effective Secretarial & Administrative Seminar; Exposing the New Technologies.
- 808 Excellent Protocol function & Organizational Efficiency.
- 809 Fundamentals of Finance and Accounting for Administrative Professionals.
- 810 Secretarial Administration & the Use of My script Technology for Effective Documentation.
- 811 Secretarial Competence, Development & Effective Boss, Officer Co-ordination Strategies for Seasoned Administrative Professionals, Executive Assistants, Administrative Assistants, Senior Secretaries, Protocol Officers.
- 812 The Advanced Development Course for Secretaries & Personal Assistants. Total Quality Management.
- 813 Transformational Change & High Value for Organizational Success.
- 814 Workshop on Plan & Budget Management at State & Local Government Administrative Level.

### DETAILS ON REQUEST

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cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## GEOGRAPHICAL INFORMATION SYSTEM

- 901 Environmental Application of GIS.
- 902 Fisheries Application of GIS.
- 903 Human Terrain Analysis application of GIS.
- 910 Security Application of GIS.
- 911 Transportation application of GIS.

## DETAILS ON REQUEST

## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500



INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

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 + (234) 8037881118, + (233) 244718350  
 www.cfastudies.com  
 cfaconsult@yahoo.com, info@cfastudies.com

## PROJECT MANAGEMENT

- 1001 Project Financial Management and Cost Control.
- 1002 Project Risk Management.
- 1003 Project management for Administrative Professionals.
- 1004 Advanced Project management.
- 1005 Project Budgeting and estimating taking Control of Your Project
- 1006 Project Management: Skills for Success.
- 1007 Project Management in Cooperative
- 1008 Project Scheduling: Controlling the Project Timeline.
- 1009 Recovering Troubled Projects.
- 1010 Project fund disbursement and Cost Control

## DETAILS ON REQUEST

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## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## PROFESSIONAL MANAGEMENT

- 1101 Achieving Organizational Goals & Target Setting.
- 1102 Advanced Management Skills & Total Quality Management for Personnel & Organizational Development Workshop.
- 1103 Advanced Management Workshop for Administrative/Personnel Officers.
- 1104 Applied Strategic Planning & Management.
- 1105 Business Process Management Seminar: Managing Change, People and Process for senior Managers & Executives.
- 1106 Corporate Planning for Organizational Transformation.
- 1107 Entrepreneurship Development Workshop for Retiring officers.
- 1108 General Management Skills Programme for Senior Government Officers.
- 1109 Management Skills Improvement Workshop.
- 1110 Management workshop for Cooperative and Agro-Allied Venture.
- 1111 Management Workshop for heads of Libraries/documentation.

## DETAILS ON REQUEST

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 + (234) 8037881118, + (233) 244718350  
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 cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## PROFESSIONAL MANAGEMENT

- 1112 Managing for Result: Driving to Driver Result.
- 1113 Material Management and Corporate Strategies Planning.
- 1114 Middle level Management Development workshop.
- 1115 Performance Management & the Balanced Scorecard.
- 1116 Policy Analysis & Strategic Planning for Management Staff.
- 1117 Reputation Management & Brand Management
- 1118 Risk Management: Adding Value to your Organization.
- 1119 Strategic Financial Analysis & Planning Business Seminar
- 1120 Strategic Management Course: Enhancing Strategic Thinking for Directors & Senior Managers.
- 1121 Strategic Management Skills Seminar for Admin Assistants, Senior Secretaries & Personal Assistants.
- 1122 Strategic Management workshop for education Administrators and executives.
- 1123 Strategic Management workshop
- 1124 Strategic Sales Negotiation.
- 1125 Strategic Thinking & Strategic Direction for Change.
- 1126 Tendering and Contracting Management
- 1127 Transformational Leadership, Inspiring & Leading people & Team through Change.
- 1128 Youth Empowerment and Entrepreneur skills development Workshop.

## DETAILS ON REQUEST

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 cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE

CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## COOPERATIVE MANAGEMENT.

- 1201 Abiding with Cooperative Regulatory Bodies Rules.
- 1202 Conflict management /Resolution in Cooperative: Primary Societies, Unions and Movements.
- 1203 Importance of Audit and Supervision in Co-operative Management
- 1204 Leading and Managing Cooperative Societies for Higher Performance.
- 1205 Managing Savings and Credit in Cooperative societies.
- 1206 Membership Welfare in Cooperative.
- 1207 Nitty Gritty of Cooperative Management.
- 1208 Understanding Cooperative Accounting System and Practice

## DETAILS ON REQUEST

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## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## TRANSPORT

- 1301 Administration & Management of Transport Operations.
- 1302 Advanced Transport Planning & Strategic Management.
- 1303 Air Operations & Management.
- 1304 Assets Management in Transport Operations.
- 1305 Data Gathering & Analysis in Transport.
- 1306 Fleet Management in Road transport Operations.
- 1307 Freight Forward Operations & management.
- 1308 Highway Accidents & Emergency Management.
- 1309 Inland Water Ways Transport Operations & Management.
- 1310 Management of Logistics & Transport System.
- 1311 Oil & gas Distribution Management.
- 1312 Port Operations & Management.
- 1313 Quality Service Management in Logistics & Transport.
- 1314 Road Traffic System Management.
- 1315 Shipping & Port Management Course.
- 1316 Shipping Operations & Management
- 1317 Supervisory Management for Transport Officers, Supervisors & Senior Drivers.
- 1318 Transport Journalism & Information Management.

## DETAILS ON REQUEST

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## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
CHINA · GERMANY · U. S. A. · HONGKONG · UK		· SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## EDUCATION

- 1401 Education, skills and Professional Training Workshop.
- 1402 Educational Research, Data Analysis & Report Writing.
- 1403 Effective school supervision, Inspection & Administration Workshop.
- 1404 International Best Practices in Testing Preparation Strategy.
- 1405 Planning, Administration, & Supervision Workshop for Tertiary/Higher Institutions Administration Managers.
- 1406 Strategic Management Workshop for Educational Administrative, Modern & Executives.
- 1407 Teaching with poverty in mind.
- 1408 Teaching with the Brain in Mind.

## DETAILS ON REQUEST

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## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
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COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
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COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	



## AVIATION

- 1501 Aviation Safety & Security Management.
- 1502 Defensive Driving & Supervisory Management.
- 1503 Human Factor in Aviation Maintenance
- 1504 Incident Investigation & Accountability.
- 1505 International Search & Rescue Operations.

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APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
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APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
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APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
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SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

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- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

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## AGRICULTURAL BIOTECHNOLOGY FOR THE PUBLIC GOOD

### ABOUT THE WORKSHOP

In the face of increasing population pressure and diminishing natural resources, sustainable agriculture and food production are vital for our continued survival as a species. Despite constant advances in technology and improved agricultural practices, a substantial portion to the world's population continues to be plagued by malnutrition, starvation and lack of clean drinking water. Today the biotechnology revolution has begun to radically change the practice of agriculture worldwide and has the potential to dramatically improve human health and well being.

### OBJECTIVES OF THE WORKSHOP

#### THE OBJECTIVES OF THE WORKSHOP ARE TO:

- Facilitate better understanding of how biotechnology revolution will change the proactive, efficiency and applicability of agriculture.
- Expand common understanding and efforts to address emerging agricultural biotechnology issues faced by our community

### COURSE CONTENTS

- Introduction - History and Definition
- Mechanisms of plant defense: Pathogens and Diseases of Crop Plants
- Comparative Genes: Genome Analysis of Crop plants
- Biotic Stress Environments
- Bioenergy: Plants and Future Energy Prospects
- Metabolic Engineering: Biofortification and Pharmacology issues
- Biotechnology: opportunities, challenges and looking towards the future
- Health and Environmental risks of biotechnology
- Applied technology for Molecular diagnosis
- Visits to laboratories on research facilities that expand the understanding of the state of biotechnology

### TARGET AUDIENCE:

Engineers and Scientists within the field of Biotechnology

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**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500
INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800
GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
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DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800
CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,000	£3,500
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## LOCATION AND DATE

## AGRICULTURE

### NEW COURSES ON DEMAND

- 1601 Advanced Agriculture Project Monitoring and Evaluation: Tools, Techniques and Reporting Workshop.
- 1602 Effective Agricultural Development Project Workshop: Enhancing Leadership Skills
- 1603 Management Workshop for Corporate Agro-allied & Agriculture Institutions.

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CANADA		GAMBIA	
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APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
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MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
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COURSE FEE		COURSE FEE	
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MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
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FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
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## MARITIME/TRANSPORT

- 1701 Applied Marine Engineering.
- 1702 AUX Equipment and Construction.
- 1703 Basic Offshore Safety Training (Bosiet).
- 1704 Bridge Team management.
- 1705 Bridge Watch keeping Course.
- 1706 Enhancing the Roles and contribution of the Driver and the Transport Officer for Improved performance..
- 1707 Gas Tanker Familiarization and Safety

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JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
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## ENVIRONMENT

- 1801 Air Dispersion Modeling, Pollution Management & Technology
- 1802 Analysis & Decision Making in environmental Management.
- 1803 Contingency Planning & Development Workshop
- 1804 Effective Application of AutoCAD Skills in Environmental Design & Engineering Practice.
- 1805 Emergency Preparedness & Response Plans in industries.
- 1806 Environmental Impact Assessment- Application & Procedure.
- 1807 Entrepreneurship Development Workshop for Retiring officers.
- 1808 Environmental Management & Development Workshop
- 1809 Environmental pollution, Flood & Solid Waste Management.
- 1810 Environmental Protection: Air, Water Pollution & waste Disposal Management.
- 1811 Geographical Information System.
- 1812 Managing Environmental Pollution & Climate Change.
- 1813 Industrial Pollution Management Workshop
- 1814 Oil Storage Facilities: risk & Environmental Management.
- 1815 Problem Analysis & Decision Making in HSE (PAD) workshop.

## DETAILS ON REQUEST

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<ul style="list-style-type: none"> <li>• CHINA • GERMANY</li> <li>• U. S. A. • HONGKONG</li> <li>• UK</li> </ul>		<ul style="list-style-type: none"> <li>• SOUTH AFRICA</li> </ul>	
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COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

## OIL & GAS INDUSTRY, DEVELOPMENT PLANNING AND RURAL COMMUNITIES

### AIMS AND OBJECTIVES OF THE WORKSHOP

This workshop is designed to help oil & gas industry meet effectively with the revolting, rebelling & often Conflict-Prone environment that houses their base of exploitations.

To this effect, participants will be exposed to designing and implementing community-oriented projects, incorporating modern ways of surviving threats and active rebellions, ensuring effective inter-relations and developing exquisite negotiation skills & diplomatic tact.

### COURSE CONTENTS

- Developmental Planing and Partnership
- Organisation, Behavioural and Multi-cultural Management
- Economics of Oil, Gas and Energy: Managing Energy Sources
- Negotiation & Diplomacy: Skills to Compromise
- Health, Safety & Environment Management: Leading a Forum for Successful Operations
- Effective Cooperate Social Responsibility: Trans-mutual Benefits
- Community Relations: Managing & Surviving Rebellions

### TARGET AUDIENCE:

Planners, Administrators, Directors, Project Officers, Community Development Officers and Community Representatives

+ (234) 7040045001-10, + (234) 8055246151,  
+ (234) 8037881118, + (233) 244718350  
www.cfastudies.com  
cfaconsult@yahoo.com, info@cfastudies.com

**COURSE FEE COVERS:** FACULTY, TWO MEALS A DAY, COURSE MATERIALS, FIELD VISITS, LOCAL TRANSPORT, AIRPORT TRANSFER, SIGHT SEEING AND GUIDED TRIP PER PARTICIPANT

### LOCATION AND DATE



CANADA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

GAMBIA	
1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26
JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 07 - 11	OCT. 07 - 18
COURSE FEE	
£1,500	£2,500

INDIA	
1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18
APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19
OCT. 14 - 18	OCT. 14 - 25
COURSE FEE	
£2,500	£3,800

SINGAPORE	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 08 - 12	APRIL 08 - 19
JUL. 15 - 19	JUL. 15 - 26
OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE	
£2,500	£3,800

GHANA	
1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08
MAR. 25 - 29	MAR. 25 - APR. 05
APR. 01 - 05	APR. 01 - 12
JUN. 03 - 07	JUN. 03 - 14
JUL. 22 - 26	JUL. 22 - AUG. 02
SEPT. 02 - 06	SEPT. 02 - 13
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08
DEC. 09 - 13	DEC. 09 - 20
COURSE FEE	
£1,200	£2,000

U. A. E. (DUBAI)	
1 WEEK	2 WEEKS
JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 11 - 15	MAR. 11 - 22
APR. 18 - 22	APRIL 08 - 19
JUN. 17 - 21	JUNE 17 - 28
JUL. 15 - 19	JUL. 15 - 26
SEPT. 16 - 20	SEPT. 16 - 27
OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 02 - 06	DEC. 02 - 13
COURSE FEE	
£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£2,500	£3,800

SIERRA LEONE	
1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13
COURSE FEE	
£1,500	£2,500

## OIL AND GAS

### NEW COURSES ON DEMAND

- 1901 Advanced Petroleum Measurement.
- 1902 Carbonate Reservoir Geology.
- 1903 Engaging with Young Professionals in Oil & Gas.
- 1904 Engineering of Subsea Production System.
- 1905 Fire Service/Disaster Management.
- 1906 Gas & LLG Contract Negotiation.
- 1907 Maintenance Planning & Scheduling.
- 1908 Oil Storage Facilities: Risk and environmental Management.
- 1909 Pressure Measurement Training.
- 1910 Random Measurement Course.
- 1911 Test and Management Course in Oil/Gas.
- 1912 Upstream Oil & Gas Engineering Fundamentals.
- 1913 Well Intervention & Productivity with Howard Crumpton

### DETAILS ON REQUEST

+(234)7040045001-10, +(234)8055246151,  
 +(234)8037881118, +(233)244718350  
 www.cfastudies.com  
 cfaconsult@yahoo.com, info@cfastudies.com

### LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,500	£3,800

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
£2,000	£3,500

- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500

## WATER RESOURCES

- 2001 Material Handling and Water Treatment Management.
- 2002 Operation, Maintenance & Management of Pipe Network & Appetencies.
- 2003 Water Quality Control.
- 2004 Water Treatment & Preventive Maintenance Management Workshop.

## DETAILS ON REQUEST

+ (234) 7040045001-10, + (234) 8055246151,  
 + (234) 8037881118, + (233) 244718350  
[www.cfastudies.com](http://www.cfastudies.com)  
[cfaconsult@yahoo.com](mailto:cfaconsult@yahoo.com), [info@cfastudies.com](mailto:info@cfastudies.com)

## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500
INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,500	£3,800
GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
£1,200	£2,000	£2,500	£3,800
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01	FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17	MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16	AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29	NOV. 18 - 22	NOV. 18 - 29
COURSE FEE		COURSE FEE	
£2,500	£3,800	£2,000	£3,500
- FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
£2,500	£3,800	£1,500	£2,500



## WATER SUPPLY

- 2101 Basic Maintenance of Treatment Plant
- 2102 Basic Operation & Maintenance of Pipe Network & Appurtenance..
- 2103 Billing & Collection.
- 2104 Borehole Maintenance & Rehabilitation.  
Development Efficiency and Effective Communication Ability.
- 2105 Foundation Course for Engineers & Scientists.
- 2106 Fundamentals of Operation & Maintenance of Electric Motors.
- 2107 Leak Detection & Repairs.
- 2108 Maintenance Management.
- 2109 Maintenance of Electro-Mechanical Equipments.
- 2110 Maintenance of Generators.
- 2111 Meter Reading Supervision & analysis.
- 2112 Motor Vehicle Routine Maintenance.
- 2113 Operation & Maintenance of Pumps.
- 2114 Operation & Maintenance of water Meters.
- 2115 Plumbing Works and Services Connections.
- 2116 Preventive Maintenance.
- 2117 Pump Design & Selection.
- 2118 Water Distribution System Operations & Maintenance.
- 2119 Water Quality & Control

### DETAILS ON REQUEST

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 + (234) 8037881118, + (233) 244718350  
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## LOCATION AND DATE

CANADA		GAMBIA	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 14 - 18	JAN. 14 - 25	JAN. 14 - 18	JAN. 14 - 25
APRIL 15 - 19	APRIL 15 - 26	APRIL 15 - 19	APRIL 15 - 26
JULY 08 - 12	JULY 08 - 19	JUL. 29 - AUG. 02	JUL. 29 - AUG. 09
OCT. 14 - 18	OCT. 14 - 25	OCT. 07 - 11	OCT. 07 - 18
COURSE FEE		COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>	<b>£1,500</b>	<b>£2,500</b>

INDIA		SINGAPORE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 07 - 11	JAN. 07 - 18	JAN. 21 - 25	JAN. 21 - FEB. 01
APRIL 15 - 19	APRIL 15 - 26	APRIL 08 - 12	APRIL 08 - 19
JULY 08 - 12	JULY 08 - 19	JUL. 15 - 19	JUL. 15 - 26
OCT. 14 - 18	OCT. 14 - 25	OCT. 21 - 25	OCT. 21 - NOV. 01
COURSE FEE		COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>	<b>£2,500</b>	<b>£3,800</b>

GHANA		U. A. E. (DUBAI)	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
JAN. 28 - FEB. 01	JAN. 28 - FEB. 08	JAN. 21 - 25	JAN. 21 - FEB. 01
MAR. 25 - 29	MAR. 25 - APR. 05	MAR. 11 - 15	MAR. 11 - 22
APR. 01 - 05	APR. 01 - 12	APR. 18 - 22	APRIL 08 - 19
JUN. 03 - 07	JUN. 03 - 14	JUN. 17 - 21	JUNE 17 - 28
JUL. 22 - 26	JUL. 22 - AUG. 02	JUL. 15 - 19	JUL. 15 - 26
SEPT. 02 - 06	SEPT. 02 - 13	SEPT. 16 - 20	SEPT. 16 - 27
OCT. 28 - NOV. 01	OCT. 28 - NOV. 08	OCT. 21 - 25	OCT. 21 - NOV. 01
DEC. 09 - 13	DEC. 09 - 20	DEC. 02 - 06	DEC. 02 - 13
COURSE FEE		COURSE FEE	
<b>£1,200</b>	<b>£2,000</b>	<b>£2,500</b>	<b>£3,800</b>

• CHINA • GERMANY • U. S. A. • HONGKONG • UK	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>

• SOUTH AFRICA	
1 WEEK	2 WEEKS
FEB. 18 - 22	FEB. 18 - MAR. 01
MAY 06 - 10	MAY 06 - 17
AUG. 05 - 09	AUG. 05 - 16
NOV. 18 - 22	NOV. 18 - 29
COURSE FEE	
<b>£2,000</b>	<b>£3,500</b>

• FRANCE • MALAYSIA • JAMAICA		SIERRA LEONE	
1 WEEK	2 WEEKS	1 WEEK	2 WEEKS
MARCH 11 - 15	MARCH 11 - 22	MARCH 11 - 15	MARCH 11 - 22
JUNE 17 - 21	JUNE 17 - 28	JUNE 17 - 21	JUNE 17 - 28
SEPT. 16 - 20	SEPT. 16 - 27	SEPT. 16 - 20	SEPT. 16 - 27
DEC 02 - 06	DEC 02 - 13	DEC 02 - 06	DEC 02 - 13
COURSE FEE		COURSE FEE	
<b>£2,500</b>	<b>£3,800</b>	<b>£1,500</b>	<b>£2,500</b>

## MEDIA

- 2201 Advanced Television Journalism.
- 2202 Basic Camera Operation Techniques.
- 2203 Basic Research and Marketing Techniques & Strategies
- 2204 Intensive Scripting & Production Course.
- 2205 Lighting for engineers.
- 2206 Solid State Transmitter Maintenance Course.

## DETAILS ON REQUEST

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 + (234) 8037881118, + (233) 244718350  
 www.cfastudies.com  
 cfaconsult@yahoo.com, info@cfastudies.com

## LOCATION AND DATE



CANADA		GAMBIA	
1 WEEK JAN. 14 - 18 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 14 - 18 APRIL 15 - 19 JUL. 29 - AUG. 02 OCT. 07 - 11	2 WEEKS JAN. 14 - 25 APRIL 15 - 26 JUL. 29 - AUG. 09 OCT. 07 - 18
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	
INDIA		SINGAPORE	
1 WEEK JAN. 07 - 11 APRIL 15 - 19 JULY 08 - 12 OCT. 14 - 18	2 WEEKS JAN. 07 - 18 APRIL 15 - 26 JULY 08 - 19 OCT. 14 - 25	1 WEEK JAN. 21 - 25 APRIL 08 - 12 JUL. 15 - 19 OCT. 21 - 25	2 WEEKS JAN. 21 - FEB. 01 APRIL 08 - 19 JUL. 15 - 26 OCT. 21 - NOV. 01
COURSE FEE £2,500   £3,800		COURSE FEE £2,500   £3,800	
GHANA		U. A. E. (DUBAI)	
1 WEEK JAN. 28 - FEB. 01 MAR. 25 - 29 APR. 01 - 05 JUN. 03 - 07 JUL. 22 - 26 SEPT. 02 - 06 OCT. 28 - NOV. 01 DEC. 09 - 13	2 WEEKS JAN. 28 - FEB. 08 MAR. 25 - APR. 05 APR. 01 - 12 JUN. 03 - 14 JUL. 22 - AUG. 02 SEPT. 02 - 13 OCT. 28 - NOV. 08 DEC. 09 - 20	1 WEEK JAN. 21 - 25 MAR. 11 - 15 APR. 18 - 22 JUN. 17 - 21 JUL. 15 - 19 SEPT. 16 - 20 OCT. 21 - 25 DEC. 02 - 06	2 WEEKS JAN. 21 - FEB. 01 MAR. 11 - 22 APRIL 08 - 19 JUNE 17 - 28 JUL. 15 - 26 SEPT. 16 - 27 OCT. 21 - NOV. 01 DEC. 02 - 13
COURSE FEE £1,200   £2,000		COURSE FEE £2,500   £3,800	
• CHINA • GERMANY • U. S. A. • HONGKONG • UK		• SOUTH AFRICA	
1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29	1 WEEK FEB. 18 - 22 MAY 06 - 10 AUG. 05 - 09 NOV. 18 - 22	2 WEEKS FEB. 18 - MAR. 01 MAY 06 - 17 AUG. 05 - 16 NOV. 18 - 29
COURSE FEE £2,500   £3,800		COURSE FEE £2,000   £3,500	
FRANCE - MALAYSIA - JAMAICA		SIERRA LEONE	
1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13	1 WEEK MARCH 11 - 15 JUNE 17 - 21 SEPT. 16 - 20 DEC 02 - 06	2 WEEKS MARCH 11 - 22 JUNE 17 - 28 SEPT. 16 - 27 DEC 02 - 13
COURSE FEE £2,500   £3,800		COURSE FEE £1,500   £2,500	

# BOOKING, TERMS AND CONDITIONS

## FEES

Course fee must be paid in full at least 1 week before the start of each course. Fee include all tuition costs, materials supplied during the course, lunch and light refreshment each course day. Your booking is not confirmed until payment has been received. Payment can be made by cheque (bankers draft) or by bank transfer.

Programme is non residential as this is the responsibility of the participant. However CFA Studies will be prepared to help with arrangement for accommodation. For further information, please call us. Also note that Breakfast, Dinner and Travel are also the responsibility of the participant.

## PAYMENT DETAILS

Payment is required at the time of booking and can be made in any of the following ways in GBP (sterling) & US Dollars. All bankers drafts and cheque must be made payable to Conference for Africa Studies Ltd.

### 1. FOREIGN PAYMENT DETAILS (USD, EURO, GBP)

**BANK** : **STANDARD CHARTERED BANK, OSU BRANCH, ACCRA-GHANA.**  
**SWIFT ADDRESS** : **SCBLGHAC**  
**IN FAVOUR OF** : **CONFERENCE FOR AFRICA STUDIES LTD.**  
**ACCOUNT NUMBER** : **28002-351491-00GBP OFF SHORE C/A**  
**PURPOSE** : **COURSE FEE**

### 2. LOCAL PAYMENT DETAILS (NGN)

**ACCOUNT NAME** : **CONFERENCE FOR AFRICA STUDIES LTD.**  
**BANK** : **FIRST BANK PLC JABI, ABUJA.**  
**SORT CODE** : **011087274**  
**ACCOUNT NUMBER** : **2018177266**  
**TIN** : **01913216 - 0001**

## VAT

Value Added Tax (VAT) regulations, effective from 1 October 1993 states that training services are zero rated for Government officials and public servants. When applying for courses applicants must provide a statement confirming they are employed by their Government in "furtherance of its sovereign activities" and this must be endorsed with a departmental stamp to be exempted from VAT. All other participants including those employed by Government owned businesses or sponsored commercial organizations are liable to pay the standard rate of VAT, currently at 17.5%.

## SUBSTITUTIONS

If you are unable to attend a booked course we will accept a substitute at any time without penalty.

## TRANSFERS

It is usually possible to transfer to another programme please call us and we will advise you. Please note that only one transfer is permitted.

## CANCELLATION

All cancellations must be made in writing. Course fees will be carried forward to another course subject if required.

**Alternatively:** For cancellations received more than four weeks before the start of the course we will refund 100% of the course fee

- For cancellations received within two weeks before the start of the course we will refund 80% of the course fee

- For cancellations received within one week of the start of course we will refund 50% of the course fee

- For cancellations received within two days of the start, or if a delegate fails to attend the course, the fee will be charged.

## WORKSHOP ATTENDANCE

Workshop attendance is strictly for participants who paid course fee. No admittance of persons(s) shall be allowed in the class room or dining room

## THE OPEN TRAINING PROGRAMME

CFA Studies courses are regularly reviewed and updated. We reserve the right to make alterations to the programme, to cancel a course at anytime. An alternatives course date or course will be offered or a full refund or credit given.

## COURSE DOCUMENTATION

All delegates will be provided with handouts that will be a useful reference on return to work. All course materials are copyrighted and may not be reproduced without prior permission in writing from CFA Studies.

## VISAS

Arrangement for visa (if required) is your responsibility. Please contact country of venue Embassy to find out whether you will need a visa to visit the country. Obtaining a visa may take some time; delegates are advised to commence this procedure as soon as possible. CFA Studies will give assistance where needed. Please note that further visas may be required if you are going to visit other countries of the European Union during your course. It will be necessary to make sure that your visa will allow you re-entry to the UK.

# 2013 COURSE NOMINATION FORM



Course Title: \_\_\_\_\_

Proposed Course Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Names of Nominees and their Positions / Designation & Telephone No.:  
(USE ADDITIONAL SHEETS IF NECESSARY)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

NAME AND ADDRESS OF ORGANISATION: \_\_\_\_\_

\_\_\_\_\_

PAID (CASH/CHEQUE) \_\_\_\_\_

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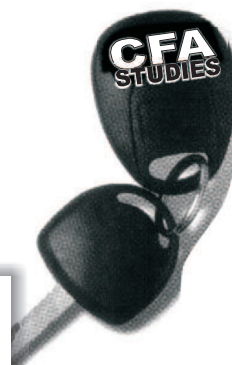
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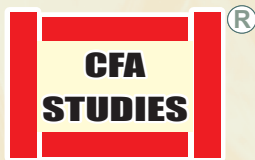
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